

Continuing Education (CE) Submission Information

The State of Nevada (NV) has contracted with the National Environmental Health Association (NEHA) to process and track all NV REHS continuing education submissions through the NEHA database. For all registrants that are currently credentialed with the National Environmental Health Association (NEHA) and the Nevada Board, please continue to use NEHA's current submission procedures.

Submit one copy of your CE record every two years to the Nevada REHS Board when you submit your annual registration renewal application and payment. *Southern Nevada Health District employees may submit their ABRA form in lieu of the NEHA and NV REHS Board's submittal forms.* All other registrants credentialed with the NV Board but not with NEHA, please use the submission form attached following the procedures described below.

Complete one form for each submission (one class or meeting counts as one submission) and send it to NEHA at the address on the form with the appropriate fee (each submission costs \$7.50).

CE Requirements: To obtain Continuing Education (CE) credit, you must attach supporting documentation of the number of hours and receive an authorized signature to verify your attendance. Acceptable documentation includes: conference agendas with times listed, certificates of completion with number of hours attended and CE credits granted, transcripts from a college/university, or a letter from the administrator of the continuing education program you attended. Time allotted for breaks, lunches, dinners, business meetings, social activities, etc. will not be counted towards your total CE hours. You will receive written confirmation of your CE credits every 6 months. Should you need verification prior to the 6 months you may contact NEHA's Credentialing Department at (303) 756-9090 ext. 337 or ext. 339 or via email at credentialing@neha.org.

Content must relate to the environmental health field in one of the following technical subject areas: air, land, water, counter bioterrorism, environmental health management, environmental health research, food protection, general environmental health, GIS, swimming pools, environmental justice, emerging pathogens, vector control, zoonotic diseases, hazardous and toxic substances, individual environmental responsibilities of the applicant, injury prevention, institutional environmental health, international environmental health, or onsite wastewater management.

Acceptable Continuing Education:

• Home Study Courses/Training Modules • National/State/Local Conferences • Military Training • University/College Courses • JEH Self-Assessment Quizzes • Computer-Based Training • Distance Learning Courses • NEHA Book Reviews (up to 4 CE) • Video Reviews (up to 4 CE)

CE Submission Procedures:

1. Fully complete the Nevada Continuing Education Submission Form.
2. Attach a copy of supporting documentation (i.e. course agendas, certificates of completion, etc.)
3. *Please keep a copy of your CE submission forms and documentation for your records. All CE submissions are subject to audit by NEHA and the Nevada Board of Registered Environmental Health Specialists (NEHA disposes of all hard-copies of CE Submissions after six (6) months).*
4. Submit the Nevada CE Submission Form with documentation and fees to NEHA. **Please make your check or money order payable to the National Environmental Health Association** Send to the address provided on the form.

NEVADA CONTINUING EDUCATION SUBMISSION FORM

Name of Program: _____

Location: _____ Date(s): _____

Authorized Signature: _____ Date: _____

Step 1. Name and Address of Applicant

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Email: _____

NEHA Membership Number (if applicable): _____

Step 2. Competencies (This Section Must Be Completed)

Please list the new competencies you have developed from participating in this continuing education activity.

Step 3. Total CE Hours

Number of Hours Attended: _____ (-) Breaks/Lunches - _____ (-) Dinners: - _____
(-) Business Meetings: - _____ = Total CE Hours: _____

Step 4. CE Fees - There is a \$7.50 charge per CE Form Submission.

Method of Payment:

___ Check or Money Order payable to NEHA or ___ Credit Card (Visa or MC)

Card Number: _____ Exp. Date: _____

Signature: _____

Step 5. Submit Form to:

Attn: Nevada Continuing Education Submissions
National Environmental Health Association
720 South Colorado Boulevard, Suite 1000-N
Denver, Colorado 80246
Phone: (303) 756-9090 ext. 309 or ext. 339 Fax: (303) 691-9490
Email: credentialing@neha.org