



**State of Nevada
Board of Environmental Health Specialists**

BOARD POLICIES

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NRS 625A.100 Application: Form; fingerprints; fee; proof. An applicant for a registration as an environmental health specialist or environmental health specialist trainee shall submit to the Board:

1. A completed application on a form prescribed and furnished by the Board;
2. If not otherwise required by a public employer which employs the applicant, a complete set of fingerprints and written permission authorizing the Board to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report;
3. The required fee;
4. Proof of the applicant's educational qualifications, practical training and experience; and
5. All information required to complete the application.

(Added to NRS by [1987, 1158](#); A [1995, 90](#); [1997, 2117](#); [2005, 1988, 2710, 2807](#); [2019, 2118](#))

NRS 625A.120 Examination for registration. Except for an applicant who may be issued a registration as an environmental health specialist without an examination pursuant to [NRS 625A.110](#), an applicant who applies for a registration as an environmental health specialist and who is otherwise qualified for the issuance of the registration must pass the national examination for credentialing as a registered environmental health specialist offered by the National Environmental Health Association.

01:01 Scope

The purpose of this policy is to establish the general procedures and processes related to Applications for registration of Environmental Health Specialists and Environmental Health Specialist Trainees.

01:02 Application Forms

Applicants for registration must complete and submit the on-line initial application available on the Board website at www.nvrehs.org.

01:03 Application Processing

Applications received by the Board will be in a pending status until all applicable required documentation, background check/fingerprinting results, examination results, transcripts and fees have been received.

Incomplete applications will be retained for a maximum of **90 calendar days** from date of receipt by the Board. On the **91st** calendar day after receipt, the application will expire and will not be processed. A new application and fees will be required.

01:04 Application and Registration Fees

Application and Registration Fees are due at time of submittal of any application for registration. The Application fee is non-refundable. If an applicant withdraws an application prior to issuance of a registration, the initial registration fee may be refunded upon request.

Applications received without payment will be held for a maximum of 30 days, at which time the application will be returned to the applicant as incomplete.

Credit card payment is the preferred method of payment of all fees.

01:05 Approval of Applications

The State of Nevada, Board of Environmental Health Specialists has designated the Executive Director as the authorized representative of the Board with the authority to review and determine that applicants meet the minimum qualifications established by the Board. Upon such determination, the Executive Director shall be authorized to approve applications and issue Registrations.

The Executive Director may bring any application before the Board for a determination and approval or denial.

The Executive Director shall provide a report of all registrations issued under authority of the Board at the next regularly scheduled meeting of the Board.

01:06 Effective Date of Registration

Initial Registrations are effective upon date of approval of the Registration Application.

Registration renewals are effective upon the date of approval of the Renewal Application and will expire one-year from the end date of the previous registration.

01:07 Provisional Registration - Environmental Health Specialist Trainees

An Environmental Health Specialist Trainee may submit an Examination Authorization Request upon completion of 18 months of their training period for purposes of scheduling and taking the NEHA Registered Environmental Health Specialist examination.

An applicant who fails the examination may request authorization to re-take the examination 30 days after the date of the last examination. The NEHA examination fee is the responsibility of the applicant.

The on-line Conversion Application, and conversion fee must be received in order to convert a provisional registration to a standard registration as a Registered Environmental Health Specialist. The Affidavit of Training, if required, must be uploaded to the Conversion Application at time of completion.

Upon issuance of a registration as a Registered Environmental Health Specialist, the initial registration number will be expired and a new REHS registration number will be assigned; with an expiration date one year from date of issuance.

01:08 REHS Registration by Endorsement - Requirements

An Environmental Health Specialist who holds current registration in a jurisdiction approved by the Board may apply for registration by endorsement. If the jurisdiction is not approved by the Board, a determination will be made on an individual basis. The applicant must provide a copy of qualifying state law/regulations showing substantially equivalent qualifications. Verification of current registrations will be required.

01:09 Jurisdictions with Substantially Equivalent Qualifications – Approved Listing

The Board will establish a listing of approved jurisdictions which qualify an applicant for registration by endorsement. The listing will be posted to the Board's website.

01:10 Fingerprinting Requirements

A fingerprint background check is required for all new applicants unless the applicant is employed by a public entity that requires a fingerprint background check as a condition of employment.

LiveScan electronic fingerprinting is the preferred method of submitting fingerprints for the background check. Hard Copy fingerprint cards will be accepted when electronic fingerprinting is not feasible. A Fingerprint Background Waiver form must be submitted with the application for registration .

01:11 Examination for REHS Registration – State Authorization Criteria

An applicant who applies for a registration as an environmental health specialist and who is otherwise qualified for the issuance of the registration must pass the national examination for credentialing as a registered environmental health specialist offered by the National Environmental Health Association within three (3) months of the date of application. The applicant must submit documentation of qualifying education and/or training:

- Baccalaureate or higher degree in environmental health or environmental health science
- Master's Degree or higher in Public Health;
- Training or experience obtained during service in the military equivalent to at least 2 years of experience in the practice of environmental health.

The Board may issue a letter of authorization to take the NEHA examination. An applicant may request to re-take the examination one time if a passing score is not attained on the first attempt.

The application will be complete and REHS registration issued upon confirmation of passage of the REHS examination.

Approved: 3.13.17

Revised: 2.22.21

Revised: 4.24.25

NRS 625A.100 paragraph 1(b) provides the authority to establish the application process for registration of environmental health specialists and trainees; including fingerprint background checks.

NRS 625A.160 provides that an individual who is convicted of an offense involving moral turpitude is subject to disciplinary action by the Board.

A determination of “moral turpitude” is made by a review of current and prior legal actions disclosed by an individual prior to or upon application for registration. A petition for a determination of potential adverse criminal history which may disqualify an individual from registration may be requested by an individual at any time.

Delegation of Determination: The Board has delegated to the Executive Director the authority to evaluate the qualifications of and determine the eligibility of an applicant for registration, in accordance with the requirements established by the Board.

The Executive Director may bring any petition for review of criminal history or application before the Board for determination of qualifications for registration.

02:01 Scope

The purpose of this policy is to provide guidance in determining whether legal actions reported by an individual, an applicant for registration, or current registrant constitutes a potential moral turpitude issue which may disqualify an individual from obtaining a registration or if the individual should be brought before the Board prior to approval of an application for or renewal of a registration; or for the purpose of determining whether disciplinary action is warranted.

02:02 Applicant for Registration

Prior to the approval of an application which indicates an affirmative YES to any legal question, and/or upon receipt of a positive hit on the fingerprint background check that indicates a conviction; the Executive Director shall:

- a. consider the explanation provided by the applicant;
- b. contact the applicant for further clarification; or
- c. request additional documentation to substantiate the circumstances and/or resolution of the incident reported.

If the Executive Director determines a potential lack of moral turpitude may exist after reviewing all information and documentation, the applicant shall be notified that their application must be considered by the Board and will be placed on the agenda for consideration at the next regularly scheduled meeting of the Board.

02:03 Criminal History Petitions

AB 319 requires a regulatory body to develop and implement a process by which a person with a criminal history may petition the regulatory body to review the criminal history of the person to determine if the person’s criminal history will disqualify the person from obtaining a registration from the regulatory body.

02:031 Process for Submission and Determination of Criminal History Petitions

A person with prior criminal history may submit a written petition to the Board requesting that the Board make a determination as to whether or not the person's criminal history will disqualify the person from obtaining any registration issued by the Board. A person with a criminal history may petition the Board at any time, including, without limitation, before obtaining any education or paying any fee required to obtain a registration from the Board.

The Executive Director will review all petitions within the guidelines of this policy. If the petition contains criminal history that falls under the policy guidelines as "factors not considered a potential moral turpitude issue", the Executive Director shall inform the person of the determination not later than 90 days after the petition is submitted.

Any petition that contains criminal history that falls under the policy guidelines "factors considered a potential moral turpitude issue" will be scheduled for review at a public meeting of the Board. . Not later than 90 days after a petition is submitted, the Board will notify the person of the determination of the Board which shall include whether the facts contained in the petition would or would not disqualify a person from obtaining a registration and any remedies to one or more disqualifying factors, if any.

02:032 Remedies for Determination of Disqualification

The Board may provide a person with prior criminal history who has been provided a determination of disqualification instructions to remedy the disqualification. If the Board has provided such instructions, a person may resubmit a petition not earlier than 6 months after receiving said instructions if the person remedies the determination of disqualification.

02:033 Resubmission of Petition

A person may submit a new petition to the Board not earlier than 2 years after the final determination of the initial petition submitted to the Board.

02:034 Cost of Petition Submission

The Board will not collect fees for the initial petition. If applicant resubmits any petition, the Board shall collect the allowed \$50 fee for submission.

02:035 Pre-determination Not Binding

A determination of qualification or disqualification for registration made as result of a Petition is not binding. Circumstances will be reviewed upon submission of an Application for Registration and/or criminal fingerprint / background check results.

02:04 Guidelines / Considerations

In determining whether the criminal history or legal issue constitutes a potential lack of moral turpitude, the Executive Director should consider the following factors:

1. Nature and severity of the act(s), offense(s), or crime(s);
2. Actual or potential harm to the public and/or to any individual;
3. Prior disciplinary record;
4. Number and variety of violations;

5. Mitigating evidence*;
6. Rehabilitation evidence;
7. Length of time since the act(s) or offense(s) occurred; and
8. Compliance with conditions of sentence and court-ordered probation, if any.

***Mitigating Evidence:**

- Length of time in practice
- No prior disciplinary action
- Illness or death of a family member or other personal circumstances affecting licensee's performance at the time of the incident

02:041 Factors Not Considered Potential Moral Turpitude Issues:

1. Arrest records resulting in dismissal or no prosecution;
2. Convictions that have been expunged by order of the court;
3. Driving Under the Influence (DUI); first instance, no injuries;
4. Minor in Possession of Alcohol;
5. Domestic Custody Disputes;
6. Minor Traffic Violations;
7. Public Disturbance, no injuries;
8. Non-criminal convictions more than 10 years old;
9. Prior professional disciplinary action older than 10 years;
10. Prior professional disciplinary action, satisfactorily resolved with no re-occurrence;
11. Legal and disciplinary actions previously reported to the Board.

02:042 Factors Considered Potential Moral Turpitude Issues – within the previous 10 Years

1. Repeat DUI citations, or convictions;
2. Drug Abuse conviction;
3. Sexual Abuse; Elder or Child Abuse, Domestic Violence or related convictions;
4. Disciplinary actions resulting in suspension or revocation of ANY professional license, credential or registration;
5. Fraud, Extortion, Embezzlement, Theft;
6. Any criminal conviction;
7. Any civil or criminal legal action related to the practice of environmental health.

The above is intended to provide guidance for determining potential moral turpitude issues and is not intended to be all-inclusive.

Approved 1.21.20

NRS 625A.050 establishes the authority to set the salary of Board members while engage in the business of the Board.

NRS 625A.050 Salary of members; per diem allowance and travel expenses of members and employees.

1. Members of the Board are entitled to receive:
 - (a) A salary of not more than \$150 per day, as fixed by the Board, while engaged in the business of the Board; and
 - (b) A per diem allowance and travel expenses at a rate fixed by the Board, while engaged in the business of the Board. The rate must not exceed the rate provided for state officers and employees generally.
2. While engaged in the business of the Board, each employee of the Board is entitled to receive a per diem allowance and travel expenses at a rate fixed by the Board. The rate must not exceed the rate provided for state officers and employees generally.

(Added to NRS by [1987, 1157](#); A [1989, 1695](#); [2007, 2942](#); [2019, 2116](#))

03:01 Scope

The purpose of this policy is to establish the salary of Board members as authorized in law.

03:02 Public Service - Board Members

Members of the Board who are employed in public service positions representing the Chief Medical Officer of the State, the Southern Nevada Health District and Washoe County Health District will receive no salary for participation in the activities of the Board during normal work hours of 8:00 a.m. to 5:00 p.m.

A salary of \$150.00 will be paid for participation in each Board meeting or activity of the Board held outside of normal work hours.

03:03 Board Members Representing the Public

Members of the Board who represent the public will receive a salary of \$150.00 for each Board meeting and each activity of the Board in which they participate as a representative of the Board.

Approved 6.18.18

NRS 625A.060 Deposit and use of fees collected by Board; delegation of authority concerning disciplinary action; deposit of civil penalties; claim for attorney's fees or costs of investigation.

1. All fees collected under the provisions of this chapter must be paid to the Board to be used to defray the necessary expenses of the Board. The Board shall deposit the fees in qualified banks, credit unions, savings and loan associations and savings banks in this State.

(Added to NRS by [1987, 1158](#); A [1989, 1696](#); [1999, 1529](#); [2019, 2117](#))

04:01 Scope

The purpose of this policy is to establish guidelines to ensure the Board has sufficient resources to meet current and future expenses of the Board.

04:02 Reserve Funds

The Board shall review the financial position of the Board annually to determine if sufficient funding is available in “reserve” to cover current and future expenses of the Board. Future expenses shall be estimated for a two-year period coinciding with the Legislative cycle.

The definition of “reserve funds” as used in this policy shall be defined as the fund balance, as reported on the Board balance sheet, adjusted by Board approved Set-Asides.

Set-Asides: The Board shall determine annually the amount of funds to be set-aside for unanticipated expenses. Unanticipated expenses may include, but are not limited to, legal costs associated with law and regulatory compliance, disciplinary cases, and investigations; Legislative actions that require additional time and expenses for implementation or compliance; and state initiated actions which affect administrative costs and associated expenses. Set-Asides shall reduce Fund Balance to determine available Reserve Fund Balance.

The Board shall maintain a minimum of one (1) year and a maximum of three (3) years adjusted reserve funds for payment of Board operations.

The calculation of Reserve Funds shall be based upon the financial statement Balance Sheet for the immediately preceding fiscal year, ending June 30th.

If Reserve Funds balance falls below one (1) year’s budgeted expenses, the Board will take immediate action to initiate cost savings and seek Legislative approval for an increase in fees at the next Legislative session, if determined necessary for the continued operation of the Board.

If Reserve Funds balance exceeds three (3) years’ operating expenses, the Board will consider a reduction in fees assessed registrants, in order to bring the reserve balance within acceptable levels.

Approved: 9.17.18