

## Completion of Requirements to Take the REHS Exam

Employee Name: \_\_\_\_\_ Home Office: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Tentative Exam Date: \_\_\_\_\_

**Note:** If a DES employee has not obtained their REHS certification within 3 years of their date of hire they will no longer be an Environmental Health Specialist with the County.

### **Basic Training and Experience Plan**

State Option: \_\_\_\_\_

Category	Element	Hours
Major	Food Protection	
Major	Bathing Places	
Major		
Minor		
Minor		
Minor		
Minor		
Total Hours of Cross Training to be Completed:		

You shall have three major elements of training and at least three secondary elements of training.

The first three elements must be selected from the following:

- a. Food Protection
- b. Solid waste management
- c. Liquid waste management
- d. Water supply
- e. Housing and institutions
- f. Vector control
- g. Hazardous materials management
- h. Bathing places
- i. Underground storage tanks

The second three elements may include any of the elements not selected above or any of the following:

- a. Safety and accident prevention
- b. Land development and use
- c. Disaster sanitation

\*If there is any other element you would like to train in not on this list please obtain approval from the Training Coordinator and your supervisor first prior to scheduling the training.

Note: You must have a minimum of 150 hours of training (in the first 6 months) with direct supervision by an REHS (ride along). You cannot fulfill your training and experience hours by just studying in the office. Approved training activities may consist of the following inspection and reporting techniques:

- i. Joint initial inspections to observe the inspection process;
- ii. Conducting inspections with direct one-to-one REHS supervision;
- iii. Conducting independent inspections followed by review and consultation with REHS oversight;
- iv. Collecting environmental samples;
- v. Operating monitoring equipment, including calibration and cleaning;
- vi. Documenting conditions with properly identified photographs;
- vii. Reviewing facility records for required documentation;
- viii. Writing reports and formal correspondence;
- ix. Phone calls and personal interviews;
- x. Use of "chain of custody;"
- xi. Writing Notices of Violation, Compliance Orders and Citations;

- xii. Making referrals to other agencies;
- xiii. Researching and reviewing statutes, regulations and code sections;
- xiv. Conducting disease surveillance; and
- xv. Investigating nuisance, public or environmental complaints.

The Department will provide paid time for cross-training with the understanding that your current workload expectations are being met. Also, training hours, frequency of training and dates of training must be approved through your supervisor.

A MAXIMUM OF \_\_ HOURS COUNT TOWARDS A FULL TRAINING DAY.

NOTE: LUNCH TIME, BREAKS AND OTHER NON-TRAINING TIME IS NOT COUNTED TOWARD TRAINING DAY TOTAL.

All employees are to fill out and maintain both daily and quarterly cross training logs. The quarterly log is to be sent into the training coordinator on the first Monday of each quarter. The daily log is to be sent into the training coordinator every Monday. It is the responsibility of the employee to properly maintain their logs, failure to properly turn in logs or enter the information into the time accounting system can result in disciplinary action and/or a delay in the Directors approval of your training and experience certificate and the ability to take the exam.

Ensure all course work, training and both your daily and quarterly logs are completed and submitted to the training coordinator at least 60 days prior to the date of the exam you would like to take. You must notify the training coordinator of your intent to take the REHS exam at least 60 days prior to the exam date. The exam dates are in March, July and November. The state CDPH website will post the actual exam dates. Your training and experience certificate will be prepared and submitted by the training coordinator.

**Additional Course Work**

If further coursework is needed, you must discuss a written plan for course completion with the Training Coordinator and your supervisor. The plan must include the period of time over which you plan to complete all the required classes and how each class schedule can be accommodated within your work schedule. The Department will not provide paid time for class attendance, but a flex schedule may be approved. Please provide the following:

Course Work to be completed: \_\_\_\_\_

Course Work to be completed at: \_\_\_\_\_

Is an alternate work schedule needed to complete the course? \_\_\_\_\_

If so please describe what type of alternate work schedule you are proposing: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ALL TRAINING HOURS AND COURSE WORK MUST BE COMPLETED BEFORE THE DEPARTMENT DIRECTOR WILL SIGN OFF ON YOUR TRAINING AND EXPERIENCE CERTIFICATE. Keep this in mind while planning your cross-training time. Do not wait until the last minute to fulfill your hours; it will not work!

I have read and agree to the above tentative plan for completion of the requirements to be eligible to take the REHS exam. I understand that if I need to modify this plan I am to get approval from the Training Coordinator and my supervisor first before altering my plan.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_