

Environmental Health Specialist Registration Application Instructions

Registration as an Environmental Health Specialist (EHS) Trainee is a **Two-Step** process. This requires two applications – one submitted to CPS HR Consulting (CPS) for a transcript evaluation and the other submitted to California Department of Public Health (CDPH) to generate the Letter of Eligibility to be eligible to apply as an EHS Trainee.

Step One: Transcript Evaluations

- a) **For domestic transcript evaluations (universities and colleges in the United States):**
Apply to CPS HR Consulting (CPS) by registering online at [CPS HR Consulting Environmental Health Specialist](https://ehspay.cpshr.us/) (ehspay.cpshr.us/). **This process takes at least 4 to 6 weeks.** *Your evaluation will not be finalized until CDPH receives your completed application and fee.*

CPS HR Consulting

CPS charges \$300 for the evaluation of domestic transcripts. This must be paid by registering online at the website listed above.

- **Web address:** [Environmental Health Specialist Transcript Evaluation](https://ehspay.cpshr.us/exam-registration.cpshr.us/environmental-health-specialist-transcript-evaluation/environmental-health-specialist-transcript-evaluation#environmental) (exam-registration.cpshr.us/environmental-health-specialist-transcript-evaluation/environmental-health-specialist-transcript-evaluation#environmental)
- **Email:** ehsmailbox@cpshr.us

Note: Option V Candidates: Send **all** official transcripts from **all** colleges attended directly to the REHS Program Coordinator at the address below. Follow Step Two.

- b) **Foreign Transcripts:** If you have received your bachelor's degree from a college or university outside the United States you will need your transcripts evaluated by one of the foreign transcript services. These services operate for a fee based on the extent of education evaluated. *Request a "course by course" evaluation and forward it to the EHS Registration Program.* The evaluation must state that your degree is equivalent to a bachelor's degree offered by a United States college or university and list each course completed with semester unit equivalency and all laboratory sections including **general chemistry, organic chemistry, physics, biology, microbiology, and calculus or college algebra.**
- Foreign transcripts must be evaluated by a foreign transcript evaluation service. A list of NACES approved foreign credential evaluation services is available upon request to the EHS Registration Program.

Step Two : Environmental Health Specialist Trainee Letter Of Eligibility

- a) Complete the CDPH application form (*Print Legibly or Type*) and return with a \$178 check or money order payable to the **Environmental Health Specialist Registration Fund** (*no cash*). The application fee is **Non-Refundable**. Mail to:

California Department Of Public Health
EHS Registration Program
1725 23rd Street, Suite 110
Sacramento, CA 95816

Note: Milk and Dairy Inspectors: Send a copy of your college diploma, a copy of the Milk and Dairy Inspector Certificate and verification of employment within the last 24 months directly to the REHS Program Coordinator at the address above.

- ❖ The process is considered complete once CDPH EHS Registration Program receives your fully completed application, the \$178 fee, and the transcript evaluation from CPS. The Letter of Eligibility will be issued within a few days.
- ❖ Your CDPH application will be active for 30 months. After that time, we will request a response from you verifying that you are still interested in registration as an EHS Trainee. If we do not receive a response to that inquiry your file will be destroyed, and you will need to reapply with CDPH.