



Protecting People and the Environment



# How to obtain a **Registered Environmental Health Specialist** position with **Riverside County Environmental Health**

## Step One ———— **Obtain your State Certification Letter**

**1** Complete at least a bachelor's degree—meeting the minimum educational requirements.

([cdph.ca.gov](http://cdph.ca.gov) REHS)

**2** Have your college transcripts evaluated—download application from the CPS website:

<http://www.cpsr.us/exam-registration/#environmental>

Mail an official copy of your transcripts with fully completed application and \$245.25 evaluation fee to:

**CPS HR Consulting  
Attn: EHS Transcript Evaluation  
2450 Del Paso Rd. #160  
Sacramento, CA 95834**

**3** Complete the Environmental Health Specialist Registration Application.

Available on California Department of Public Health (CDPH) [website](http://cdph.ca.gov). Mail application with non-refundable \$178 fee to:

**California Dept. of Public Health  
EHS Registration Program  
MS 7404, IMS K-2  
P.O. Box 997377  
Sacramento, CA 95899**

The application for registration with CDPH may be submitted **at the same time** you apply for a transcript evaluation with CPS.

**4** CPS will conduct an evaluation of your transcripts and CDPH will issue you a certification letter detailing what educational and training requirements you will need to complete before taking the REHS exam.

**Possession of the certification letter is required prior to applying with Riverside County.**

## Step Two

### Apply for a Position

**5** Once you are in possession of the state certification letter, you may apply with Riverside County at:

→ [www.rc-hr.com/Find-A-Job/Job-Searching/County-Job-Openings](http://www.rc-hr.com/Find-A-Job/Job-Searching/County-Job-Openings)

Search Keyword: **Environmental Health Specialist**

\*You must upload your resumé and state certification letter to your Job Gateway account profile at time of application.

#### NOTE:

The hiring process consists of 3 interviews with various members of the Department before a job offer can be made.

You will need to bring a copy of your state certification letter to the interview. If you have any questions regarding the interview process contact (951) 955-3510.

## Step Three

### Take the REHS Exam

**6** It is required that you take and pass the REHS exam within 36 months of being hired.

→ A non-refundable \$235 fee is due at the time of the exam. The exam is offered 3 times a year (March, July, and November) in Sacramento and Los Angeles.

**8** Maintain your REHS certification and get the necessary continuing education credit to renew your registration every 2 years.

**7** Once you receive your exam results and have passed, send \$327 to CDPH for your REHS registration certificate.

FOR MORE INFORMATION VISIT

[rivcoeh.org](http://rivcoeh.org)

