

## **Requirement and Procedure for the NEHA National Exam for Licensure**

When the employee has completed their in-training period the employee's supervisor must complete the reverse side of the employee's in-training certificate. The certificate can be mailed to the Board at: Board of Environmental Health Specialists, 4201 Patterson Avenue, Baltimore, Maryland 21215. The certificate can also be scanned and emailed to [donna.zickefoose@maryland.gov](mailto:donna.zickefoose@maryland.gov) Please note when sending via email both sides of the certificate must be scanned and emailed.

When the Board receives a completed in-training certificate the Board will then prepare an exam admission letter for the employee and send it via email and US mail to the employee's address on record. The Board will send the employee the instructions on how to apply for the exam with NEHA. NEHA requires exam admission letters to read exactly as the employee's name and address appears on their driver's license. Please update the Board with any change to your name, address, email address, contact number(s), employer, etc.

The exam admission letter will list the eligible date and the in-training certificate expiration date. The exam admission letter can be used for more than one exam schedule, if needed.

The cost of the NEHA exam is \$280.00 paid direct to NEHA. NEHA allows 1 year to take the exam from the time of applying however you must keep in mind the expiration date of your in-training certificate. In addition, there are various exam locations throughout Maryland that NEHA has with PearsonVUE testing location Centers. When you are ready to apply for the exam you can pick the location you prefer to take the exam.

If you have any further questions or concerns please contact Donna Zickefoose at 410-764-3512.