

# State of Maryland Board of Environmental Health Specialists



## LICENSED ENVIRONMENTAL HEALTH SPECIALISTS INFORMATION AND APPLICATION INSTRUCTIONS

### WHAT IS A LICENSED ENVIRONMENTAL HEALTH SPECIALIST?

A Licensed Environmental Health Specialist (LEHS) is an individual licensed by the Maryland Board of Environmental Health Specialists (BEHS). In practice, this individual will apply academic principles, methods and procedures of the chemical, physical, biological, and environmental sciences in accordance with delegated state, local, and federal health and environmental laws and regulations to help control and improve public health aspects of the environment.

Title 21 of the Health Occupations Article, Annotated Code of Maryland, sets the education, experience and examination requirements that a person must satisfy to qualify for a license as an Environmental Health Specialist in the State of Maryland. The application is used to verify the applicant's qualifications with respect to these requirements.

### THE IMPORTANT ROLE OF THE LICENSED ENVIRONMENTAL HEALTH SPECIALIST

A Licensed Environmental Health Specialist professional is on the front lines and plays a key role in protecting the public health and safety of the citizens of Maryland by helping to maintain a safe and sustainable environment. Key program areas include food safety and security, safety and oversight of community and private well and septic systems, oversight of public pools and spas, water quality at bathing beaches, investigation of rabies case and possibly other disease vectors, and other issues pertaining to environmental health as they arise.

### WHAT ARE THE EDUCATIONAL REQUIREMENTS?

Graduation from an accredited college or university with a baccalaureate (bachelor's) that includes:

1. A minimum of 30 semester credits or the equivalent quarter credits of **biological, chemical, physical and environmental sciences acceptable by the Board**. This includes two laboratory courses in separate disciplines or four laboratory courses in one discipline. The following fields are the Board accepted laboratory courses:
  - Biology
  - Chemistry
  - Physics
  - Soil Science
  - Geographic Information Systems

2. A college level course in mathematics
3. A minimum of 12 months of experience in an approved environmental health Specialist-In-Training program.

If the degree is a Master's Degree in **public or environmental health science and meets the requirements above (1, 2, and 3)**, there is a minimum requirement of 3 months of experience in an approved Environmental Health Specialist-In-Training program.

## HOW DO I APPLY?

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1. Visit the Board's Website at <https://health.maryland.gov/behs>. Click on the Application tab on the left and then click on the Certificate of Eligibility application.
2. Submit an official transcript from the accredited college or university either mailed in a sealed envelope with your application or mailed directly from the college or university\* to:

Board of Environmental Health Specialists  
4201 Patterson Avenue  
Baltimore, MD 21215

Electronic transcripts are acceptable if sent directly from the college or university to the following email addresses:

[Leslie.johnson4@maryland.gov](mailto:Leslie.johnson4@maryland.gov)

[Donna.zickefoose@maryland.gov](mailto:Donna.zickefoose@maryland.gov)

*\*A graduate of a college or university that is not an accredited educational institution shall provide written documentation from an evaluation service, or other source acceptable to the Board, which shows that the course work completed by the applicant satisfies the requirements listed above.*

3. Include with the application the required application processing fee of \$100.00 with a **check or money order** made payable to the Board of Environmental Health Specialists (cash payments will be returned and will delay review).

## WHAT HAPPENS NEXT?

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The Board will review your application and transcript(s). If you meet the minimum requirements listed above, the Board will issue you a letter from the Board and your Certificate of Eligibility. The Certificate of Eligibility will have two dates listed: the date issued and the expiration date. The Certificate of Eligibility is valid for one year. If your Certificate of Eligibility expiration date nears and you have not yet gained employment, you can request that the Certificate of Eligibility be extended. To extend the Certificate of Eligibility you must pay a **\$50.00 certificate extension fee with a check or money order made payable to the Board of Environmental Health Specialists** and the Board will issue a revised Certificate of Eligibility.

Once hired, as stated in your Certificate of Eligibility issuance letter, your supervisor/sponsor must complete the reverse side and return it to the Board. You must mail this to the Board or send it via email, being sure to include both sides of the document. When the Board receives the completed Certificate of Eligibility, the Board will issue a letter along with your Environmental Health Specialist-In-Training Certificate along with the areas of study you will need to prepare for the exam. The In-

Training Certificate is valid for three years. It will have three dates listed on it: the issue date (which is your date of hire), the expiration date (three years out) and the date you are eligible to take the National Environmental Health Association (NEHA) Exam for licensure (12 months from the hire date).

When you complete the 12 months of In-Training required by the Board, have your supervisor/sponsor complete the reverse side of the In-Training Certificate and return it to the Board. You must mail this to the Board or send it via email, being sure to include both sides of the document,

When the Board receives your completed In-training Certificate, the Board will then issue you an exam admission letter and instructions for applying for the exam.

## **BECOMING A LICENSED ENVIRONMENTAL HEALTH SPECIALIST**

NEHA requires a score of **650 or higher** to pass the exam. NEHA will notify the Board of your score and provide your “score report”. When the Board receives your passing score report, you will receive a congratulatory letter from the Board and instructions for **paying an initial license fee of \$75.00 (check or money order)**. When the Board receives the initial license fee, your license will be printed and mailed to you at your address of record. Be sure to check that your address is correct to avoid delays.

Your license will have on it the original license date (this date will never change) and your license expiration date. The license expiration date is determined by your odd or even birth year. Each license has a two-year expiration date listed. When your license expiration date approaches, the Board will notify you approximately 2 months prior to the license expiration date to renew your license. To renew your license for an additional 2-year period, you will pay the \$200.00 license renewal fee and you must have the required 20 continuing education credits (CEUs) at license renewal. The license renewal is online and must be paid with a debit or credit card. Note that we audit a certain percentage of license renewals each year to ensure that CEU requirements have been met so you may receive a notice to verify your CEUs. If so, follow the instructions included in the notification and if you have any questions contact the Board. Failure to comply with the audit could result in your license not being renewed.

If you have questions or need additional information, feel free to contact the Board at 410-764-3512.