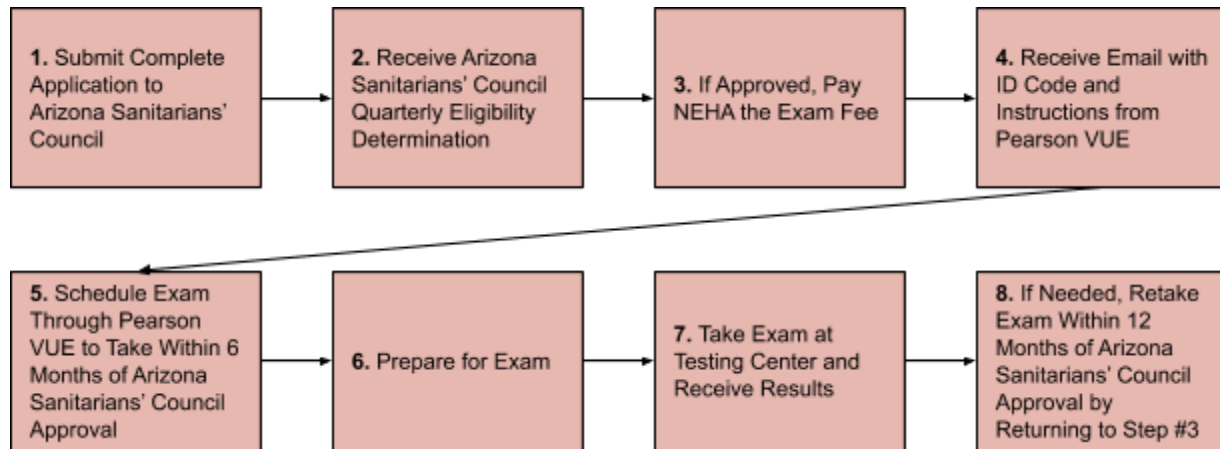


ARIZONA DEPARTMENT OF HEALTH SERVICES

PREPAREDNESS

Registered Sanitarian Applicant Process *A Step by Step Instructional Guide*

Overview of Applicant Examination Process:

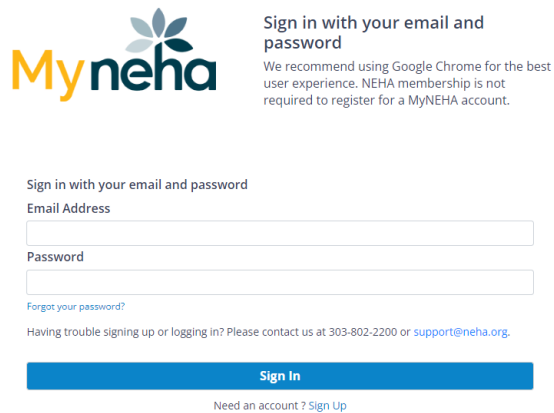


Step-By-Step Applicant Instructions:

1. Please submit your online Sanitarian Registration Application on [MyHD](#). Instructions on how to set up a MyHD account to submit a sanitarian registration application can be found on the Arizona Department of Health Services (AZDHS) [website](#). The \$25 application fee must be sent by mail, as we not not yet offer an online payment option. The application, fee, and all necessary documentation must be received by the [posted deadline](#). You will receive notification via email once your application is administratively complete.
 - a. You will be informed if your application has administrative deficiencies or if the Arizona Sanitarians' Council requires any additional information to reach a decision on your eligibility. All necessary documents must be received by the noted deadline.
2. The Arizona Sanitarians' Council meets quarterly and will review your application to determine if qualifications are met to sit for the sanitarian exam or receive reciprocity. Please visit the AZDHS website [here](#) to view upcoming meeting dates and times. You will receive a letter indicating if you have met the eligibility requirements to sit for the Arizona Registered Sanitarians' (REHS/RS) exam. Please note that the exam MUST be attempted within 6 months of being approved, otherwise eligibility will be revoked.

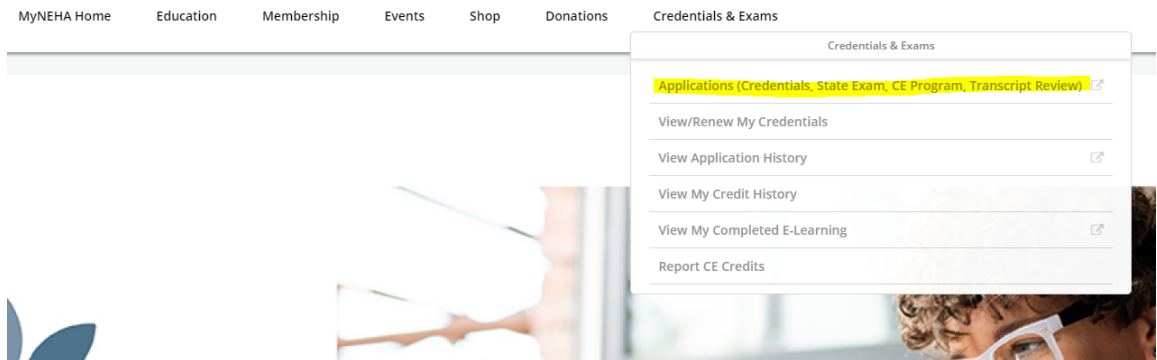
Registered Sanitarian Applicant Process

- a. Should you allow more than 6 months to lapse without attempting the REHS/RS exam, or should you not pass the exam within 12 months, you have the option to re-apply to sit for the exam by submitting another application and fee to the Arizona Sanitarians' Council as outlined in step 1.
 - b. Please note that if approval for reciprocity is granted by the Arizona Sanitarians' Council, then taking the exam is not necessary.
3. If determined that eligibility requirements to take the exam have been met, you must pay for the REHS/RS exam on the National Environmental Health Association (NEHA) website. Please note that the exam fee only applies to a single attempt.
- a. Create a NEHA account [here](#) if you don't have one. In order to register and pay for the exam, you will need to create a profile on the NEHA portal.



The image shows the MyNEHA website's login and registration interface. At the top left is the MyNEHA logo, which consists of the word "My" in orange and "neha" in blue, with a stylized green leaf icon above the "e". To the right of the logo, the text reads "Sign in with your email and password". Below this, there is a note: "We recommend using Google Chrome for the best user experience. NEHA membership is not required to register for a MyNEHA account." The main section of the page is titled "Sign in with your email and password" and contains two input fields: "Email Address" and "Password". Below the password field is a link that says "Forgot your password?". At the bottom of the sign-in section is a blue button labeled "Sign In". Below the button is a link that says "Need an account? Sign Up".

- b. Once you create an account, navigate to 'Credentials & Exams' near the top of your screen and select 'Applications (Credentials, State Exam, CE Program, Transcript Review)'



- c. Select 'State Exam Application'

Follow the instructions on the application. You will be asked to upload a copy of your letter with your application so please have an electronic version handy.

Registered Sanitarian Applicant Process

4. Once your order is complete, you will receive the email from Pearson VUE (pearson@protesting.com) with instructions to set up your exam and your unique PTI ID code. Please note that the ID code is critical for demonstrating that you are eligible for the exam and indicating that you have already paid the exam fee.
5. Next, you will need to schedule your exam. It is highly recommended to schedule this early, as testing centers are booked on a first-come, first-served basis and not all centers may be available year-round. Steps a through d below outline how to schedule the exam online. Should you wish to schedule your exam over the phone instead, you can reach Pearson VUE at 888-228-0147. **Please keep in mind that an individual approved to sit for the exam MUST attempt the exam at least once in the 6 months after approval. Registering for the exam without actually attempting within the first 6 months will not satisfy this requirement.**
 - a. Go to the Pearson VUE website [here](#) to create a web account. Take note of your login credentials that you've generated. Please note that there is no need to create a new account if you already have one.
 - b. View the testing locations, go to the website [here](#), scroll down and click on the 'View test centers and find seat availability' drop down menu, then select 'REHS: Registered Environmental Health Specialist/Registered Sanitarian.'

Scheduling

View test centers and find seat availability

- [CCFS: Certified in Comprehensive Food Safety](#)
- [CFOI: Certified Foodborne Outbreak Investigator](#)
- [CFSSA: Certified in Food Safety Supplier Audits](#)
- [CPFS: Certified Professional - Food Safety](#)
- [REHS: Registered Environmental Health Specialist/Registered Sanitarian](#)

Registered Sanitarian Applicant Process

- c. Use the search bar to find testing locations most convenient to you. Below is an example after searching Phoenix.

Find a test center

REHS: REHS/RS Registered Environmental Health Specialist/Registered Sanitarian (NEHA)

★ MILITARY COMMUNITY looking for on-base test centers, please [click here](#).

You can select up to three test centers to compare availability.

Helpful hints:

- The test center information link may provide directions, parking, wheelchair support or other physical access considerations.
- Distance (mi/km) is a straight line calculated from the center point of your search criteria and does not reflect driving distance.

Test Center	Distance
<input type="checkbox"/> Gateway Community College 108 N. 40th Street Phoenix, Arizona 85034 United States Test Center Information	4.5 mi
<input type="checkbox"/> B&B Evaluation Services 4022 E Broadway Rd Ste 118 & 117 Phoenix, Arizona 85040 United States Test Center Information	5.4 mi

- d. Ensure you're signed in to your Pearson VUE account, then sign up using your PTI ID code for the exam that best suits your location and schedule needs.
- e. Should you have a conflict with the exam you scheduled, you may reschedule, so long as it is more than 24 hours in advance of your testing appointment. If rescheduling occurs with less than 24 hours advanced notice or if you do not show, all exam fees are forfeited and cannot be reimbursed. Rescheduling can be done either by phone or online by logging in to your Pearson VUE account, and selecting the exam listed under the "Upcoming Appointments" section of your home page. Contact your testing site for any additional requirements.

*Please note that Pearson VUE has a comprehensive [Comfort Aid List](#) outlining medical and other personal items that do not require pre-approval to bring into the testing rooms.

**Should you choose to explore testing accommodations in accordance with the Americans with Disabilities Act (ADA) provided by the Pearson VUE approved testing centers, please visit the NEHA webpage [here](#) for instruction and NEHA contact information to obtain the current NEHA ADA Accommodation Request Form.

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6. It is highly suggested to prepare for your exam. Recommended study materials are listed on the AZDHS website [here](#) under the 'Examination Study Materials' tab.
7. Arrive at your exam location as scheduled and take the test, abiding by all Pearson VUE policies. There is a brief video available [here](#) that demonstrates what to expect in a Pearson VUE test center. You will receive immediate preliminary results at the completion of your exam, which will indicate a passing or failing score. The Arizona Sanitarians' Council will receive your official exam results from NEHA. If you pass the exam, you will receive your notice of official exam results from the Arizona Sanitarians' Council; you will become a Registered Sanitarian and receive your annual pocket card and certificate.
8. If you do not pass the exam, you will not receive a letter from The Arizona Sanitarians' Council. Should you wish to retake the exam, please go back to step 3 and repeat. The exam may be attempted again with the paying of a new exam fee. Your approval is valid up to 12 months following Sanitarians' Council approval, after which time the approval will expire and you will need to reapply.
9. Please note, a score of at least 70%, or 630 of the available 900 points, is required to pass the examination for Arizona Sanitarian Registration. A score of 650 or higher is required for the NEHA RS/REHS credential. The AZ RS credential and NEHA RS/REHS credential are different. If you would like to apply for the NEHA RS/REHS credential, please reach out to [NEHA](#).

Resources and Contacts:

If you have questions that were not addressed in the sections above, please refer to our 'Frequently Asked Questions' page on our website [here](#).

Should you wish to contact us, please use the information provided below:

Arizona Sanitarians' Council

150 N. 18th Avenue, Suite 220

Phoenix, AZ 85007

(602) 364-3118

SanCouncil@azdhs.gov