



**Step 4. Administration Options** (Please select one option and fill out the requested information.)

**OPTION ONE – NATIONAL CONFERENCE.** The exam is administered each year at the NEHA Annual Educational Conference (AEC) & Exhibition. For more information please visit [www.neha.org](http://www.neha.org).

**OPTION TWO – STATE AFFILIATE/REGIONAL MEETING TEST DATE.** NEHA will make arrangements with state affiliates or groups planning to test candidates at their meetings throughout the year (Please check the NEHA website [www.neha.org](http://www.neha.org) for a listing of available Conference Test Dates).

Name of Meeting: \_\_\_\_\_ Exam Date: \_\_\_\_\_

**OPTION THREE – COMPUTER TESTING AT PEARSON VUE.** These exams are available on computer at Pearson VUE testing centers worldwide. For this option an additional fee of \$100.00 will apply. Please include the \$100.00 fee with your exam and application fees to NEHA. For information regarding the center nearest you, please visit [www.pearsonvue.com/neha](http://www.pearsonvue.com/neha) or contact the NEHA Credentialing Department at (303) 756-9090 ext. 310

**INTERNATIONAL TEST SITE REQUESTED: International testing will only be available on Pearson VUE for an additional \$175.**

**OPTION FOUR – SPECIAL TEST DATES.** Special test sites may be arranged through NEHA. In order to accommodate requests for special test sites, arrangements must be made a minimum of 6-8 weeks prior to the requested date. The fee to set up a special test site is \$350.00. For groups of 10 or more CCFS candidates, the special test site fee is waived. Please complete the Special Test Site Request form and return it to NEHA with your application.

Exam Location: \_\_\_\_\_ Exam Date: \_\_\_\_\_

**OPTION FIVE – Pearson VUE MILITARY BASE TESTING.** If you are currently in the US Military, it may be possible to make arrangements to take the exam at a Pearson VUE DANTES CENTER. All Pearson VUE costs in option three above apply.

**Pearson VUE testing: for an extra \$100:**

**INTERNATIONAL TEST SITE REQUESTED: International testing will only be available on Pearson VUE for an additional \$175.**

**Step 5. Statement of Affirmation – SIGNATURE REQUIRED**

I, \_\_\_\_\_, do solemnly swear and affirm that I am the applicant named in this application; that I have made or read the contents hereof, and to the best of my knowledge and belief, the foregoing statements and answers are true in substance and effect, and are made in good faith.

**X** \_\_\_\_\_  
*Signature of Applicant* *Date*

**Step 6. NEHA Code of Ethics for Credentialed Professionals – SIGNATURE REQUIRED**

As an environmental professional, credentialed by the National Environmental Health Association, I hereby acknowledge, accept, and agree to abide by the following code of conduct and ethics:

- I shall endeavor to keep myself current and informed and satisfy any continuing education requirements that may be in effect for my credential.
- I shall conduct myself in a professional manner befitting of my credentialed status.
- I shall proudly represent my credentialed status to the public I serve.
- I shall do nothing to undermine, detract from, or otherwise cause to develop any damaging associations with respect to this credential. I accept that any activity on my part that will cause this credential any measure of injury serves as a breach and a failure on my part to uphold this code of ethics. Moreover, I accept that such actions for which I might be responsible could result in the revocation of my credential.
- I shall do nothing to impair my ability to discharge any administrative or regulatory duty related to my professional credential that may also be required under federal, state or local law as a part of the position I hold.

**X** \_\_\_\_\_  
*Signature of Applicant* *Date*

**Step 7. Professional Conduct Questions - SIGNATURE REQUIRED**

1. Have you ever had a professional certification, registration and or license revoked, suspended, sanctioned or had any disciplinary action against you either in the United States or another country?

\_\_\_ Yes \_\_\_ No

If YES, Please explain in detail on an attached sheet the circumstances.

2. Have you ever been convicted of a felony or a misdemeanor?

\_\_\_ Yes \_\_\_ No

If YES, Please explain in detail on an attached sheet the circumstances and include: the charge, date and location of conviction.

**X** \_\_\_\_\_  
*Signature of Applicant* *Date*

## Step 8. Work Experience Verification Form

The following form must be completed by a third party that can verify the candidate's full time work experience in food safety management, instruction, compliance or enforcement. Verifications may be provided by a supervisor, human resources department, local/county/state health department, or a NEHA credentialed co-worker that works with the candidate. **(Please note: if you need make copies of this form and have as many employers complete one as necessary to meet the minimum work experience criteria for the credential you are seeking). You may fax a copy of this form to Attn: NEHA Credentialing (303) 691-9490.**

I verify that \_\_\_\_\_ has a minimum of \_\_\_\_\_ years' work experience  
(Applicant's Name) (# of years)  
in food safety management, instruction, compliance or enforcement.

**Please note: Individuals providing verification of the applicant's work experience may be contacted by the National Environmental Health Association (NEHA) during a random application audit.**

Person verifying applicant's full time work experience in food safety management, instruction, compliance or enforcement please complete the following and return form to applicant to include with application:

\_\_\_\_\_  
NAME (Print full name) (relationship to candidate)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
DAYTIME TELEPHONE

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
SIGNATURE DATE

**Step 9. Mail, fax, or e-mail your completed application with payment to:** (official transcripts have to be mailed and can be mailed separately.)

National Environmental Health Association, Attn: Credentialing Department, 720 S. Colorado Blvd., Ste. 1000-N, Denver, CO 80246.  
E-mail: [credentialing@neha.org](mailto:credentialing@neha.org) Please specify credential type in the e-mail.

**Fax: 303-691-9490**

**Please allow 4-6 weeks for processing**

If you have any questions or need assistance completing this application, please contact the NEHA Credentialing Department at  
Phone: 303-756-9090, **ext. 310**