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**ENVIRONMENTAL HEALTH SPECIALIST I/TEMPORARY TRAINEE POSITION
APPLICATION PACKET**

Dear Applicant:

Congratulations on your decision to begin the application process to become an Environmental Health Specialist I/Trainee (EHS I/Trainee) and embark on a career with a globally recognized team of professionals.

Prior to submitting the "County of Los Angeles Employment Application" provided with this packet, you must first obtain a Letter of Certification from the State of California, Department of Public Health which certifies you are eligible to apply for the position of EHS I/Trainee and which is to be included with your application. To obtain the Letter of Certification, complete and submit the enclosed forms:

1. Application for Registration, and
2. Environmental Health Specialist Application for Transcript Evaluation

The "Application for Registration" form is to be completed by all applicants and submitted along with the registration fee to the Department of Public Health, Environmental Health Specialist Registration Program.

The "Environmental Health Specialist Application for Transcript Evaluation" form is to be completed by graduates of American universities and colleges, and submitted with official transcripts and evaluation fee to Cooperative Personnel Services (CPS). Graduates of foreign universities and colleges must contact one of the foreign transcript services listed in this application packet, or select a commercial credential evaluation service listed on the Department of Public Health's website, www.cdph.ca.gov/certlic/occupations/Pages/REHS.aspx, and request a transcript evaluation application and submit it along with official transcripts and evaluation fee. All foreign transcripts must be evaluated for course equivalency.

The results of the transcript evaluation will be forwarded to the Department of Public Health, Environmental Health Specialist Registration Program to determine applicant eligibility. If approved, the Registration Program Administrator will issue a Letter of Certification which

certifies you have met the minimum educational requirements and are eligible to work as an EHS I/Trainee in California.

Submit your County of Los Angeles Employment Application and a copy of the Letter of Certification to:

Department of Public Health - Human Resources
Recruitment & Examining Office
5555 Ferguson Drive, Suite 220
Commerce, CA 90022

Applications submitted without the Letter of Certification will be rejected.

If you are a graduate of California State University, Northridge (CSUN) in Environmental/Occupational Health Science (EOH), or currently enrolled at CSUN in the EOH curriculum and expect to complete your education requirements by the end of the current semester, you may begin the application process by submitting the enclosed "County of Los Angeles Employment Application" along with the following:

Graduates must include:

- 1) A copy of official transcripts, and
- 2) A copy of degree or a letter from the Dean of the university on school letterhead which indicates graduation requirements have been met and a degree conferred

Currently enrolled students must include:

- 1) Proof of current enrollment, and
- 2) A letter from the Dean of the university on school letterhead which indicates you are expected to graduate at the completion of the semester

CSUN applicants must also obtain a Letter of Certification from the Department of Public Health, Environmental Health Specialist Registration Program certifying eligibility to work as an EHS I/Trainee prior to final appointment.

Should you have any questions regarding these requirements or want to obtain additional information about the position of Environmental Health Specialist, contact Recruitment & Training at (626) 430 – 5170, or you may visit the County of Los Angeles Environmental Health website at www.publichealth.lacounty.gov/eh.

Very truly yours,



Barbara Hairston, M.S., R.E.H.S.
Chief Environmental Health Specialist
Recruitment & Training

Enclosures: Application Instructions
Application for Registration
Environmental Health Specialist Application for Transcript Evaluation
County of Los Angeles Employment Application
Environmental Health Specialist I Job Bulletin
Environmental Health Specialist I Class Specifications
"How Do I Become A REHS?" Handout