ENVIRONMENTAL HEALTH SPECIALIST (EHS) I / TEMPORARY APPLICATION INSTRUCTIONS

Now that you have decided to start the application process to apply for the position of Environmental Health Specialist (EHS) I / Temporary with the County of Los Angeles, your goal to join the most recognized team of professionals is only a few easy steps away. Enclosed in this packet are three applications which must be completed prior to the selection process; The “Environmental Health Specialist Application for Transcript Evaluation”, The “Application for Registration”, and the “County of Los Angeles Employment Application”.

The “Environmental Health Specialist Application for Transcript Evaluation” and “Application for Registration” applications may be submitted concurrently. The “County of Los Angeles Employment Application” is to be completed after you receive the Letter of Certification.

1. Complete the California Department of Public Health “Application for Registration” form and submit with a non-refundable money order or cashier's check (no personal checks) in the amount of $95.00, payable to the Environmental Health Registration Fund to:

   California Department of Public Health
   EHS Registration Program
   MS 7404
   P.O. Box 997377
   Sacramento, CA 95899-7377

2. **Graduates of American universities and colleges**: Complete the “Environmental Health Specialist Application for Transcript Evaluation” application and submit with a money order, cashier's check or credit card information in the amount of $245.25 along with sealed official transcripts to CPS. Applications will remain active and on file for a period of 30 months.

   CPS Human Resources Services
   241 Lathrop Way
   Sacramento, CA 95815
   Attention: EHS Transcript Evaluation

**Graduates of foreign universities and colleges**: All foreign transcripts must be evaluated for course equivalency by a commercial credential evaluation service. You must contact one of the credential evaluation services provided below and request for a transcript evaluation application. The evaluation fee, determined by the transcript evaluation service, along with sealed official transcripts, is to be submitted with the application and request for a “course by course” evaluation, which states your degree is equivalent to a bachelor’s degree offered by an American university or college and lists each course and laboratory completed with semester / quarter unit equivalency for general chemistry, organic chemistry, physics, biology, microbiology and calculus or college algebra. You must request the results be forwarded to the California Department of Public Health Environmental Health Registration Program listed above.

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<td>P.O. Box 5787 Los Alamitos, CA 90731-5787</td>
<td>P.O. Box 1495 Albany, NY 12201</td>
<td>International Education Consultants 7101 SW 102nd Ave. Miami, FL 33173</td>
<td>P.O. Box 20348 Long Beach, CA 90801</td>
<td>625 Barksdale Rd., Suite #109 Delaware, DE 19711 – 3258</td>
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Additional commercial credential evaluation services can be found by visiting the California Department of Public Health’s website, [www.cdph.ca.gov/certlic/occupations/Pages/REHS.aspx](http://www.cdph.ca.gov/certlic/occupations/Pages/REHS.aspx)