

MHE LICENSING PROCEDURES

FOR **NEW** FLCPH LICENSURE YOU MUST SUBMIT:

- **Application and Current Medical Stressor**

The image shows a form titled "DEPARTMENT OF THE NAVY MEDICAL EXAMINER'S CERTIFICATE". It contains various fields for personal information, medical history, and examination results. The form is partially filled out with handwritten text and checkboxes.

- a. **As directed by MHE**, complete online safety training to obtain **permit**
 - a. **Worksite hands-on training** will be coordinated with **your supervisor**
- Submit completed evaluation form(s) and obtain MHE License
 - a. Can **only** be completed by a **certified evaluator**
 - b. If your command/organization does not have an official evaluator, please call/email the MHE office to set up an appointment to get evaluated

FOR **RENEWALS** OF OPERATORS LICENSE YOU NEED TO SUBMIT:

1. **APPLICATION**
2. **CURRENT MEDICAL STRESSOR**
3. **EVALUATION FORM(S)**

TIPS FOR FASTER PROCESSING:

- ✓ Secure funding with our business office (473-7680)
- ✓ Make sure application meets medical requirements and has proper documentation
- ✓ Complete **ALL FIELDS** on application
- ✓ Digitally sign and email application to MHE Licensing Office
 - If possible scan medical and evaluation(s) forms, and submit via email
- ✓ Submit all paperwork together per applicant
 - Licensing Office will not accept application materials separately

MHE Licensing office operational hours:
Monday-Friday Office Hours: 0700-1430
Office: 473-3124
Fax: 473-3789
E-mail: mhe.navsupflcph.fct@navy.mil