



# Chartered Status Operational Procedures

## 1. Applications for Chartered Status

- 1.1 Applicants for Chartered Status must be a Voting or Graduate member of the CIEH on the date of application.
- 1.2 Applicants must have achieved one of the following:
  - 1.2.1 8 points in the Chartered Status Assessment
  - 1.2.2 a Certificate of Professional Competence issued by the CIEH following passing of the Assessment of Professional Competence (APC) or Parts 1 and 2 of Assessment of Professional Development (APD);
- 1.3 Applicants will usually have at least five years of qualified professional experience as an Environmental Health Practitioner (see Section 6 below for further information).
- 1.4 Applicants will demonstrate compliance with the CIEH's Continuing Professional Development (CPD) requirements for the three years immediately preceding the application (one of which may be the year in which the application is made) or demonstrate 60 hours of relevant CPD (at least 30 hours of which must be in the core category) from within the three year period.
- 1.5 Applications must be on the appropriate form and be accompanied by CPD records and sufficient supporting evidence to demonstrate meeting the requirements in Paragraphs 1.2-1.4 above.
- 1.6 A fee (as determined by the CIEH) may be payable in respect of any application. An application will not be valid unless any appropriate fee has been paid.

## 2. Chartered Status Assessment

- 2.1 The Assessment requires members to demonstrate their professional development through achievement of at least eight points from amongst the criteria on the table on the next page.

Points may be accrued more than once from each category to the maximum indicated in that category. Comprehensive guidance is available on the CIEH website.

	Category	Achievement	Points	Maximum for each criteria
1	Educational & Academic	Post-qualification relevant short courses (at least 3 days/18 hours of full time study each)	0.5	2
		<b>Relevant</b> PGDip or technical qualifications such as the Institute of Acoustics or NEBOSH Diplomas	1.5	4.5
		<b>Relevant</b> Bachelors degree	2.5	5
		<b>Relevant</b> Masters degree	4	
		<b>Relevant</b> Doctorate	5	
2	Practical & Professional	Submission of a single case study that reflects in depth either upon a distinct case in which the applicant took the lead, or an area of their personal practice which they regard as being pivotal to their professional growth since qualification.	5	
		Having passed Part One of the CIEH Assessment of Professional Development (APD).	6	6
		Chief Officer / Head of Service / equivalent.	3	3
		Direct line management responsibility for at least 3 FTE staff involved with the delivery of environmental health / public health / regulatory service in relevant sectors including commercial, military, local or national government, voluntary sector.	0.5 per person	2.5
		Authorship of professional guidance.	2	4
		Authorship and delivery of an article / poster / conference paper.	1	2
3	Professional contribution	Holding CIEH office (for min. of 1 year).	1	2
		Representation of the profession internally through ad hoc working groups / task groups.	0.5	2
		Representation (through appointment) to an externally administered standing committee or group.	2.5	2.5
		Volunteering for an environmental health/public health related project (minimum of 10 days).	0.5	1
4	Involvement in CIEH professional assessments	Writing a CIEH exam paper.	1	2
		At least 5 Logbooks/ELPs/PPPs marked or interviews conducted.	0.5	2
		ELP/PPP mentoring – at least 5 students mentored.	1	2
		Formal student training responsibilities – at least 5 students trained.	1	2
5	Research (Formal)	Funded or contract research undertaken for at least six months FTE.	1.5	3
		Paper arising from research that is accepted for publication in a journal.	2	4
6	Research (Informal)	Practitioner-initiated study/research producing a paper accepted for publication in a journal.	2.5	2.5
		Academic providing support for a research project / study leading to co-authorship of a paper accepted for publication in a journal.	1.5	3

- 2.2 Graduate Members who possess an EHRB Certificate of Registration (or its antecedents) will become Voting Members via successful completion of the Chartered Status Assessment and the other requirements set out in Section 1.
- 2.3 A member who is unable to accrue eight points may also submit a statement setting out other means which demonstrate their professional development to the equivalence of the shortfall in points. Such applications will be considered by a Membership Panel.
- 2.4 Documentary evidence must be submitted with the application sufficient to substantiate the points claimed by the applicant and substantiate and justify claims made in respect of any shortfall in points. The CIEH shall determine whether the documentary evidence submitted is sufficient to substantiate and justify any claim.

### 3. Award of Chartered Status

- 3.1 Members who are awarded Chartered status will receive a certificate. They will be entitled to use the title "Chartered Environmental Health Practitioner". Voting Members who are awarded Chartered status will be entitled to use the designatory letters CMCIEH. Fellows will be entitled to use the designatory letters CFCIEH.
- 3.2 Chartered status will be awarded to those members who, in the opinion of the CIEH, meet the requirements set out in these Procedures. Where an application is refused, the member concerned will have the right of appeal to a Membership Panel which shall consider the evidence before it and determine the appeal.
- 3.3 Members who are found not to have met the criteria due to insufficient information or supporting evidence being provided to substantiate their application or through a misunderstanding or misinterpretation of the criteria for the award of Chartered status or of the CPD scheme will be notified of this and will be given an opportunity to submit further evidence or a revised application.
- 3.4 Members who appear to have either made a false declaration with the application or to have falsified their declaration or supporting evidence may be subject to disciplinary proceedings for breach of the Code of Professional Conduct.
- 3.5 Members who are awarded Chartered status and who subsequently lose that status will be able to re-acquire it on application by meeting all of the requirements of Section 1 above (except Paragraph 1.2) except when:
  - 3.5.1 their Chartered status was removed as a consequence of disciplinary action for a breach of the CIEH's Code of Professional Conduct
  - 3.5.2 their Chartered status was lapsed following the member not being able to meet their CPD obligations.In such cases the application may be considered by a Membership Panel.

### 4. Requirements of Members with Chartered Status

- 4.1 Members with Chartered status are required to undertake and complete at least 30 hours of CPD each year or a total of 90 hours from a three year period covering the year in question and the immediately preceding two years (i.e. a deficit cannot be accrued to be made up in a subsequent year), at least 15 hours or 45 hours, respectively, of which must be from within the core category.
- 4.2 Members with Chartered status are also required to make an annual declaration that they have met their CPD requirement on an annual basis. Such declarations must be made through the means provided by the CIEH. Failure to make a declaration by the specified deadline will result in Chartered status being withdrawn. Appeals may be considered by a Membership Panel.
- 4.3 Members with Chartered status who are unable to make their annual declaration but, instead, state mitigating circumstances which have prevented them from achieving their CPD requirements may have their cases considered by a Membership Panel.
- 4.4 Members who appear to have made a false annual declaration may be subject to disciplinary proceedings for breach of the Code of Professional Conduct.
- 4.5 Where a member with Chartered status is requested to submit their CPD records for scrutiny as provided for within the CPD Procedures, such a member will be expected to be able to demonstrate that they have met the CPD requirements as they apply to members with Chartered status. Any such member who is unable to demonstrate that they have met the CPD requirements may be referred to a Membership Panel.
- 4.6 Members who have their membership terminated following disciplinary action for breach of the Code of Professional Conduct and subsequently wish to attain Chartered status shall have their applications considered by a Membership Panel. The Membership Panel, if it awards Chartered status to the member concerned, shall impose any probationary period and/or such conditions as it deems appropriate within its absolute discretion.
- 4.7 A member who holds Chartered status who loses or rescinds their Chartered status or has such Chartered status removed, or resigns from or otherwise loses membership of the CIEH shall no longer be entitled to use the designation Chartered Environmental Health Practitioner and must immediately cease to use such designation and must return to the CIEH any certificate issued by the CIEH indicating that the person is a member who holds Chartered status.

## 5. Membership Panels

- 5.1 A Membership Panel shall:
  - 5.1.1 Consider applications for Chartered status which fall outside of the provisions in paragraph 1 and which the Chief Executive has determined are in exceptional circumstances, and/or
  - 5.1.2 Determine applications which have been refused where the member concerned has appealed against such decision, and/or
  - 5.1.3 Consider the mitigating circumstances cited by a member with Chartered status for being unable to meet their CPD requirements in any one year (and/or over a three year period), taking into account evidence of CPD activities for previous years, and/or
  - 5.1.4 Consider other matters relating to these Procedures referred to it by CIEH staff for determination, and/or
  - 5.1.5 Consider appeals against the removal of Chartered status for not complying with the CPD requirements for members who hold Chartered status.
  
- 5.2 Having taken into account the information before it and considered all information provided by the member concerned, a Membership Panel shall take such action as it deems appropriate in the circumstances including (but not exclusively) any of the following:
  - 5.2.1 Award of Chartered status
  - 5.2.2 Removal of Chartered status
  - 5.2.3 Accept any undertaking offered by the member concerned
  - 5.2.4 Make a complaint against the member concerned for acting contrary to the Code of Professional Conduct
  - 5.2.5 Request the member to make an undertaking in respect of their future conduct or actions
  - 5.2.6 Impose a probationary period on such terms and conditions as the panel determine
  - 5.2.7 Take no further action
  - 5.2.8 Issue a warning
  - 5.2.9 Confirm a decision made by CIEH staff
  - 5.2.10 Reinstate Chartered status
  
- 5.3 An appeal against the decision of a Membership Panel in respect of matters relating to these Procedures (except in respect of the making of a complaint (Paragraph 5.2.4 above) shall be considered by the Professional Standards and Policy Committee.

## 6. Qualified Professional Experience

- 6.1 For the purposes of Section 1, “qualified professional experience” is relevant work undertaken following:
  - 6.1.1 the award of the EHRB Certificate of Registration (or its antecedents); or
  - 6.1.2 the award of the REHIS Diploma (or its antecedents) for Environmental Health Officers; or
  - 6.1.3 the award of an equivalent qualification outside of the UK for people who subsequently gain an EHRB Certificate of Registration
  
- 6.2 Members who have worked part-time may calculate their Full Time Equivalent (FTE) as a fraction of a normal working week multiplied by 3/2. FTE cannot be longer than the calendar period during which the part time work was undertaken.
  
- 6.3 Applications from members with less than five years qualified professional experience may be considered in exceptional circumstances (particularly if the member has undertaken relevant work prior to qualification as an EHP). Applications from members with less than three years work experience will not be considered.  
Granting of this relaxation will be at the discretion of the CIEH and should be determined before an application for Chartered status is made.

## 7. Retired Members and Chartered Status

- 7.1 Retired Members who wish to be awarded Chartered status must meet the requirements set out in Section 1 above.
  
- 7.2 Members who hold Chartered status at the time of transfer to Retired Membership category may retain the title Chartered Environmental Health Practitioner (but will not be required to undertake CPD or make an annual declaration whilst they remain in the Retired Membership category).

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**Date agreed** 4 July 2013 Board of Trustees .

**Amended** 24 June 2014 by Board of Trustees.