



BOARD OF CERTIFICATION

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

CANDIDATE INFORMATION

March 2011



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1. Background Information

In 1935 the Canadian Public Health Association established qualifications for inspectors relating to post secondary school education and technical training, and conducted examinations for Certification, awarding a Certificate in Sanitary Inspection. In 1963 there was a change in designation from Sanitary Inspector to Public Health Inspector.

The Certificate in Public Health Inspection (Canada) is recognized by the departments of health and other agencies in Canada as evidence of satisfactory training. In the establishment and conduct of certification, the Association had the cooperation and assistance of Federal, Provincial and local Health Authorities and the Canadian Institute of Sanitary Inspectors, now known as the Canadian Institute of Public Health Inspectors (C.I.P.H.I.).

In the discharge of its responsibilities, the Canadian Public Health Association appointed a national committee, the committee on the Certification of Sanitary Inspectors (now the Board of Certification of the Canadian Institute of Public Health Inspectors) with representatives of Federal, Provincial and local Health Authorities and the Canadian Institute of Sanitary Inspectors.

2. Certificate in Public Health Inspection (Canada)

The Certificate in Public Health Inspection (Canada), C.P.H.I.(C), is granted by the Board of Certification of the Canadian Institute of Public Health Inspectors to those candidates who fulfil the requirements set forth in the Regulations Respecting the Certificate in Public Health Inspection (Canada) and Governing the Board of Certification of Public Health Inspectors.

This Certificate is a certificate of qualification and is intended to meet the needs of the provinces, municipalities, federal government, and other employers of qualified Public Health Inspectors.

3. Education

The following educational institutions provide programs of instruction, which are currently approved by the Board of Certification:

1. British Columbia Institute of Technology, Burnaby, British Columbia
2. Concordia University College of Alberta, Edmonton, Alberta
3. First Nations University of Canada, Regina, Saskatchewan
4. Ryerson University, Toronto, Ontario
5. Cape Breton University, Sydney, Nova Scotia
and New Brunswick Community College, Bathurst, New Brunswick

4. Practical Experience

In order to be eligible to sit the Examination to obtain the Certificate in Public Health Inspection (Canada), every candidate must satisfactorily complete a twelve (12) week minimum Practicum in the basic inspection programs. This Practicum must be coordinated by a qualified person who holds the C.P.H.I.(C) at the supervisory level of the agency where the Practicum is to take place.

Similar field training requirements apply to Canadian Forces qualified candidates.

International candidates, after receiving the Board's approval, must complete a twelve (12) week Practicum.

4.1 Practicum Requirements

The purpose of a Practicum is to provide the student Public Health Inspector with a grasp of the practical application of his/her academic program.

Under the supervision of experienced personnel, the student is familiarized with the day to day work of a Public Health Inspector and with those intangibles, which form an essential part of inspection procedure.

It is realized that not all agencies will be able to provide experience in all of the fields listed. However, to the extent that each item is available, it is expected that the student will receive adequate supervised practical training over a twelve (12) week period, in regular daily work.

It is the candidate's responsibility to demonstrate that, having completed the required Practicum, all areas of the required program as outlined on **Form C - REPORT ON PRACTICUM** have been satisfied.

5. Examination for Certification by the Board of Certification of the Canadian Institute of Public Health Inspectors

5.1 Examination Dates and Fees

Examinations are held:

- the third Tuesday of April*, and
- the third Tuesday of October*

* where deemed necessary by the provincial Examination Coordinator, the examination may be carried over into a second day

The examination fee is established at the regular fall meeting for the following year. The fee effective December 2009 is \$750 for the initial exam, \$750 if repeating the oral exam only, \$750 fee for repeating both the oral exam and one or two reports, and \$375 if repeating one or two reports.

5.2 Applications

The Board of Certification must receive applications and all related documents at least sixty (60) days prior to the examination date.

Applications are available at educational institutions, on the website **www.ciphi.ca/boc.htm** (Certification Documents) and through the C.I.P.H.I. Office.

Transcripts

The Board of Certification must be in receipt of official transcripts (or written confirmation from the educational institution stating that the candidate has completed the degree), at least 30 days in advance of the examination.

5.3 Examination

The Examination for Certification consists of two (2) components:

- inspection reports
- oral board examination

5.3.1 Inspection Report Component

Candidates applying for the Examination for Certification will be required to submit two (2) formal Inspection Reports in accordance with the **Guidelines for Submission of Written Inspection Reports**. Each report must be based on a different area of fieldwork and certified by the candidate's supervisor as representing an actual inspection performed by the candidate.

5.3.2 Oral Board Component

Candidates are required to present proof of identity if requested by the Chairperson of the Oral Panel. Candidates will be examined for approximately seventy-five minutes by a panel of three persons.

5.3.3 Passing Grade

Candidates must receive a passing grade of **seventy (70) percent in the oral section and sixty (60) percent in the report section of the Examination**.

5.3.4 Unsuccessful Examination

A candidate who fails a component of the examination may at the discretion of the Board of Certification be entitled to take the failed section(s) at the next regularly scheduled occurrence of the Certification Examination.

6. Petition or Complaint

Any petition or complaint made by the candidate regarding the conduct of the Oral Examination, must be submitted in writing and post-marked within 48 hours of the Oral Examination date to:

Chairperson, Board of Certification, CIPHI
#720 – 999 West Broadway
Vancouver, BC V5Z 1K5

7. Appeals

In the event that a Candidate fails components of the Certification Examination, he or she may request a formal review by notifying the office of the Board of Certification in writing **within 30 days** after the date appearing on the letter of notification of examination results at:

Chairperson, Board of Certification, CIPHI
#720 – 999 West Broadway
Vancouver, BC V5Z 1K5

Before submitting a request for formal review, the candidate must:

- a. ensure there are grounds for appeal
- b. explain, completely and in detail, all of the circumstances surrounding the alleged process irregularity and
- c. include an administration fee of \$75.00 by credit card, certified cheque or money order, payable to the Board of Certification

Grounds for Appeal:

The Notice of Appeal must state the reasons for the appeal and provide **evidence** of mitigating circumstances, which may alter the original decision to fail the candidate.

A candidate's examination results will be reviewed by the BOC **ONLY** where there is evidence of **bias, fraud, discrimination, or manifest error in the administration of the examination.**

The candidate must provide evidence that the irregularity resulted in **unfairness that adversely affected the performance of the candidate.** If, for example, a candidate was given less than the allotted time to complete an examination, this may be considered a process irregularity and justification for a formal review of examination results.

The following are examples of circumstances **NOT** considered grounds for appealing certification examination results:

- candidate believes their performance warranted a higher score
- alleged errors in exam content
- high scores in mock orals or performance reviews by an employer
- barriers in oral or written communication skills
- personal circumstances or emotions effecting performance
- report was reviewed and “passed” by third party prior to submitting to a BOC examiner.

Applications for appeal will be screened upon receipt for evidence that process irregularities as defined above may have occurred in the course of the examination.

Where **no such evidence** is offered the BOC Chair will advise the appellant that the appeal has been rejected.

Where **such evidence** exists, the appeal will undergo review according to the BOC Appeals Protocol and the candidate will be advised of the final decision of the Appeal Committee.

8. Inspection Reports

The guidelines, which follow, are to be used for Inspection Reports submitted to the Board of Certification in compliance with requirements for Certification.

8.1 Format

Reports should be **typewritten or electronically** produced in **12 point font, 7 - 15 pages long** (not including references or appendices), **double spaced** on clean unlined 8½" X 11" paper and properly bound using three staples along the left hand edge of the document. **Note: While the inspection reports are expected to cover the following sections completely, students are expected to do so in a concise fashion. Inclusion of excessive amounts of unnecessary information will result in a loss of marks.** **Form E** (Documentation of Written Inspection Report) should be incorporated as the first page of the document and it **must** contain the title of the report and the number of pages contained in the report. The reports will be assessed on their **overall presentation, creative use of visual aids, legibility, grammar, and, spelling. Writing style for unity, coherence, logical flow and emphasis of ideas** is also a part of the evaluation process. Any method of binding which causes the report to exceed the dimensions of 8½" X 11" is discouraged.

A **Table of Contents** must identify all major sections of the report including any appendices. **References** must be provided for authors cited and quotations in text. **Appendices** can include (but are not limited to) such items as: request from applicant (meaning the person or company applying for an operating permit or licence) or other agencies; inspection reports/recommendations; copies of final approvals; and bacteriological/chemical water analysis reports, photographs etc. **Tables, Figures and Diagrams** used must be discussed in context in the report.

8.2 Content

Reports must be based on actual inspections or investigations completed by the candidate under the supervision of a certified public health inspector. Each report must portray the candidate's knowledge of all areas and aspects of the facility or situation under consideration. They must be based on a different type of establishment or investigation. Thoroughness of inspection and documentation of all aspects of the inspection, not only the adverse conditions, is essential.

These reports should contain:

- An introduction
- A discussion of Public Health rationale
- A conclusion

The introduction should address the issues surrounding the reasons why the facility, or situation under consideration, requires a Public Health Inspection intervention.

The content of the report should provide the pertinent background information and address the following:

- The physical environment that is the subject of the report;
- The legislative authority under which the inspection was carried out;
- The standards/guidelines or other relevant legislation utilised during the inspection;
- The **public health rationale** for the inspection/investigation and why a Public Health Inspection intervention is required;
- A discussion of the inspection findings that includes the **public health rationale/significance** of those findings and an evaluation of them;

It is important that the student address in some detail the **Public Health significance** of the issues detailed in the report. The student should ensure that the material presented covers the following:

- Identification of the health issue
- Why is this an issue for Environmental Health
- What is the significance of these issue(s)
- What might be the impact(s) on public health
- What priority would the subject matter being discussed reasonably hold in an Environmental Health program and why?
- Potential interventions that could be considered further under the circumstances and the **rationale** for such interventions.

The **conclusion** section of the report should identify a recommended course of action, which is **justifiable** under the circumstances, including a discussion on what future action could be contemplated. The **rationale** for proposed action(s) should be discussed.

The following examples of submissions would be acceptable:

1. Food sanitation - restaurant
2. Communicable disease investigation - a rabies investigation
3. Sewage collection and disposal systems - private sewage system
4. Recreational sanitation and premises - public swimming pool
5. Housing and institutional - investigation of sanitary conditions of a housing district
6. Community care facility - adult care or child care facility
7. Any other related responsibility.

8.3 Unacceptable Report

A report in a check-sheet format will not be accepted.

A report on a research activity is not acceptable.

Reports must be the candidates work exclusively, not a team or partnership effort.

8.4 Date for Submission

These reports must be submitted to the Secretary of the Board of Certification with the supervisor's comments, where applicable, and received **at least sixty (60) days**

before the date of the Certification Examination.

8.5 Marking Scheme

Format Objectives:	Report Content & Quality Objectives:	Public Health Context Objectives:	Recommendations & Conclusion
<p>Language use: 10 marks</p> <ul style="list-style-type: none"> ○ correct spelling ○ standard use of punctuation ○ standard use of capitals ○ correct sentence structure ○ appropriate level of formality <p>Document design and style: 5 marks</p> <ul style="list-style-type: none"> ○ tidy and visually appealing layout ○ effective use of visuals ○ sufficient white space ○ effective use of headings ○ tables and charts are correctly titled and labelled <p>Formal report style: 5 marks</p> <ul style="list-style-type: none"> ○ consistently follows a standard report structure ○ correct use of footnotes or endnotes ○ correct documentation of sources (in text and in reference list) 	<p>Document content: 20 marks</p> <ul style="list-style-type: none"> ○ rationale for why facility requires a public health inspection ○ thoroughness of inspection and documentation of all aspects of the inspection ○ legislative authority for inspection given and relevant legislation, standards and guidelines utilized ○ technical details are accurate <p>Document quality: 10 marks</p> <ul style="list-style-type: none"> ○ all sections are well organized and adequately developed ○ purpose is clear ○ writing is clear, concise, and focused ○ analysis is based on current literature and research ○ overall, the report is logical and readable 	<p>Background details and issues: 10 marks</p> <ul style="list-style-type: none"> ○ background details are adequate ○ clear delineation of the public/environmental health issues <p>Public health rationale: 25 marks</p> <ul style="list-style-type: none"> ○ discussion of the inspection findings includes an evaluation of the public health relevance/significance of each issue. ○ demonstrates an understanding of public health rationale appropriate for the profession ○ provides the public health rationale for any decisions made 	<p>Actions Taken: 10 marks</p> <ul style="list-style-type: none"> ○ conclusion includes immediate actions and plans for future action that are justifiable and appropriate to the circumstances ○ actions are discussed in terms of options available, relevant legislation and sensitivity to local conditions, if applicable <p>Public Health Rationale of actions taken: 5 marks</p> <ul style="list-style-type: none"> ○ provides the public health rationale for any recommendations made or actions taken
/ 20 marks	/ 30marks	/35 marks	/ 15 marks

**BOARD OF CERTIFICATION – CIPHI
APPLICATION REQUIREMENTS & INFORMATION**

Filing deadline	<p>You are required to submit your application to the Board of Certification (BOC) office sixty (60) days in advance of the oral examination date.</p> <ul style="list-style-type: none">• Examination dates are the 3rd Tuesday of April and the 3rd Tuesday of October.• Note: Late applications will not be accepted
Late filing and/or extension of deadline	<p>If you are aware that some forms or transcript may not be available to you before the application filing deadline you are advised to forward all completed forms and reports by the deadline and enclose a letter of explanation regarding the missing materials.</p> <p>In such circumstances you are advised:</p> <ul style="list-style-type: none">• in the case of any extension of the filing deadline you are deemed to be in default of the registration requirements until all materials are received by the BOC Secretary;• the greater the length of delay in filing all materials decreases the Board's ability to accommodate you at the examination; and• a candidate who has not fulfilled all of the registration requirements will not be permitted to sit the examination.

Documentation and materials required for first time applicants

FIRST TIME APPLICANTS

A complete application submission for examination consists of the following:

One main package containing the following:

1. Application **Form A**.
2. One print of a recent **passport photograph**, endorsed on the back by candidate with the words: "I clarify this to be a true likeness of [candidate name]". If the signature is not legible, candidate must print their name below it. Attach to Form A. **NOTE:** A photocopy of a passport picture, driver license or other ID will NOT be accepted.
3. A **certified** cheque*, money order, in the amount of the **\$750.00** and** made payable to **CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS** or, if paying by VISA, MasterCard or American Express include the credit card payment form, found on page 18 of this package
4. Official school transcript of final academic results.
5. Report on Practicum Sessions, **Form C**.
6. Certification of Practicum, **Form D**.
7. Practicum Evaluation **Form F**. For students from BCIT who complete their practicum at a B.C. training agency the ENVH 8600 final evaluation form will be accepted as an equivalent to Form F"
8. Practicum Training Commencement **Form G** (one for each report).
9. One copy of each written reports, with **Form E** as coversheets on each copy.

Secondary package containing:

1. One copy of Application **Form A**.
2. One print of a recent **passport photograph**, endorsed on the back by candidate with the words: "I clarify this to be a true likeness of [candidate name]". If the signature is not legible, candidate must print their name below it. Attach to Form A. **NOTE:** A photocopy of a passport picture, driver license or other ID will NOT be accepted
3. One copy of **Form C**
4. One copy **Form D**
5. One copy of each written reports, with **Form E** as coversheets on each copy.

* No personal cheques will be accepted

** Fee was increased Dec 2009 to reflect increased business costs

Documentation and materials required for applicants repeating the oral exam and one or both written reports

APPLICANTS REPEATING THE ORAL EXAM AND ONE OR BOTH WRITTEN REPORTS

A complete application submission for examination consists of the following:

Main package:

1. Application **Form A**.
2. One print of a recent **passport photograph**, endorsed on the back by candidate with the words: "I clarify this to be a true likeness of [candidate name]". If the signature is not legible, candidate must print their name below it. Attach to Form A. **NOTE:** A photocopy of a passport picture, driver license or other ID will NOT be accepted
3. A **certified** cheque*, money order, in the amount of the **\$750.00**** and made payable to **CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS** or, if paying by VISA, MasterCard or American Express include the credit card payment form, found on page 18 of this package
4. One of each written report they are required to repeat, with **Form E** as coversheets on each copy.

Secondary Package:

1. One copy of Application **Form A**.
2. One print of a recent **passport photograph**, endorsed on the back by candidate with the words: "I clarify this to be a true likeness of [candidate name]". If the signature is not legible, candidate must print their name below it. Attach to Form A. **NOTE:** A photocopy of a passport picture, driver license or other ID will NOT be accepted
3. One copy of each written report they are required to repeat, with **Form E** as coversheets on each copy.

WHEN APPLICANT IS REQUIRED TO COMPLETE A FURTHER PRACTICUM – 12 WEEKS (2ND TIME FAILURES) OR 24 WEEKS (3RD TIME FAILURES) THE APPLICATION MUST INCLUDE:

- Report on Practicum Sessions, **Form C**.
- Certification of Practicum, **Form D**.
- Evaluation Form, **Form F**. For students from BCIT who complete their practicum at a B.C. training agency the ENVH 8600 final evaluation form will be accepted as an equivalent to Form F"

* No personal cheques will be accepted

** Fee was increased Dec 2009 to reflect increased business costs

Documentation and materials required for applicants repeating the oral exam only.

APPLICANTS REPEATING THE ORAL EXAM ONLY

An application submission for examination consists of the following:

Main Package:

1. Application **Form A**
2. One print of a recent **passport photograph**, endorsed on the back by candidate with the words: "I clarify this to be a true likeness of [candidate name]". If the signature is not legible, candidate must print their name below it. Attach to Form A. **NOTE:** A photocopy of a passport picture, driver license or other ID will NOT be accepted
3. A **certified** cheque*, money order, in the amount of the **\$750.00**** and made payable to **CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS** or, if paying by VISA, MasterCard or American Express include the credit card payment form, found on page 18 of this package

Secondary Package:

1. One copy of Application **Form A**.
2. One print of a recent **passport photograph**, endorsed on the back by candidate with the words: "I clarify this to be a true likeness of [candidate name]". If the signature is not legible, candidate must print their name below it. Attach to Form A. **NOTE:** A photocopy of a passport picture, driver license or other ID will NOT be accepted

WHEN APPLICANT IS REQUIRED TO COMPLETE A FURTHER PRACTICUM – 12 WEEKS (2ND TIME FAILURES) OR 24 WEEKS (3RD TIME FAILURES) THE APPLICATION MUST INCLUDE:

- Report on Practicum Sessions, **Form C**.
- Certification of Practicum, **Form D**.

Evaluation Form, **Form F**. For students from BCIT who complete their practicum at a B.C. training agency the ENVH 8600 final evaluation form will be accepted as an equivalent to Form F".

* No personal cheques will be accepted

** Fee was increased Dec 2009 to reflect increased business costs

Documentation and materials required for applicants repeating one or both written reports only.

APPLICANTS REPEATING ONE OR BOTH WRITTEN REPORTS ONLY

Applicants may be required to repeat one or both reports. A complete application submission for examination consists of the following:

Main Package:

1. Application **Form A**.
2. A **certified** cheque*, money order in the amount of the **\$375.00**** and made payable to **CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS** or, if paying by VISA, MasterCard or American Express include the credit card payment form, found on page 18 of this package
3. One of each written report they are required to repeat, with **Form E** as coversheets on each copy.

Secondary Package:

- One copy of Application **Form A**.
- One copy of each written report they are required to repeat, with **Form E** as coversheets on each copy.

* No personal cheques will be accepted

** Fee was increased Dec 2009 to reflect increased business costs

<p>How to package and ship your documents and materials.</p>	<p>Processing of your application will be expedited if you prepare your submission as follows:</p> <p>Separate documents into the Main Package and the Secondary Package</p> <p>Include your <u>Certified cheque*</u>, <u>money order</u>, or <u>Credit Card information</u> for the Examination Fee</p> <p>* Note: No personal cheques will be accepted.</p> <p>Separate the two piles using elastics or large paper clips and place them together into one padded shipping envelope. Seal the package with packing tape. <u>Do not</u> use staples.</p> <p>You may send your package via any courier company. Please address your application package to:</p> <p>Secretary - Board of Certification - CIPHI #720 – 999 West Broadway Vancouver, BC V5Z 1K5</p>
<p>Confirmation of receipt of application</p>	<p>The BOC Secretary will send you an email confirming receipt of your application (approximately one to two after the application deadline).</p> <p>Approximately two to four weeks before the examination you will receive confirmation from the provincial Examination Coordinator advising you of the place and time of the Oral Examination.</p>
<p>Recording Devices</p>	<p>Please note that the use of any recording or transmitting devices by a candidate during the BOC examination is prohibited. Any candidate found to have used such a device will receive a failing grade on the exam and will be prohibited from sitting the exam again at any time in the future.</p>
<p>Contacting the BOC Secretary</p>	<p>Telephone 1-888-245-8180 (toll free) to leave a message for the BOC Secretary.</p>
<p>Withdrawal from examination</p>	<p>Should circumstances arise that you will not be able to sit the examination you should advise the Examination Coordinator and the Secretary as soon as possible.</p> <p>Refund Policy: *</p> <p>A person who withdraws from the examination after payment of fees will be entitled to:</p> <ul style="list-style-type: none"> a) 100% fee refund if cancellation is received in writing before the 60 day application deadline b) 90% fee refund if cancellation is received in writing up to 30 days

	<p>after the application deadline</p> <p>c) no refund 30 days after the application deadline</p> <p>Where extenuating circumstances warrant, the Board may waive section (c) above provided that:</p> <ul style="list-style-type: none"> a) requests for withdrawal due to extenuating circumstances are received in writing with supporting documentation b) extenuating circumstances are in the same category as illness, death in the family or military deployment but do not include travel to the exam site. <p>Requests by a candidate to take the exam in province other than the one stated in their original application shall :</p> <ul style="list-style-type: none"> a) be allowed at the discretion of the Exam Coordinator in the province being requested b) be subject to an additional fee based on costs incurred by the BOC resulting from this change <p>* Effective July 2008</p>
Postponement of Examination	No postponements will be allowed. Candidates must withdraw and re-apply when they are ready to sit the exam.
Return of application materials	<p>All materials become the property of the Board of Certification and will not be returned on request.</p> <p>If candidate withdraws from the exam their application package will be returned with any applicable refund.</p>
Appeals	Refer to page 6 of this document.
Examination results	<p>The Board of Certification meets to consider the examination results approximately three (3) weeks post-exam.</p> <p>All candidates are advised of their results by letter sent to the post-examination address indicated on the application form.</p> <p>Please do not contact the Secretary or your Examination Coordinator as they are prevented by Policy from disclosing your results.</p> <p>Successful candidates will receive their CIPHI certificate within 8 - 10 weeks post-exam, mailed to the post-examination address.</p>

Credit Card Payment Form

(to be included with application)

If paying by credit card complete the following:

Credit Card: VISA MasterCard American Express

Card #: ____ / ____ / ____ / ____ Expiry Date: __ / __

Amount to be processed: \$ _____

Name on Card: _____

Signature: _____