Canadian Institute of Public Health Inspectors
Board of Certification

Candidate Information
Revised: November 2018
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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 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 (CIPHI).

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) CPHI(C) is granted by the Board of Certification of the Canadian Institute of Public Health Inspectors to those candidates who fulfill 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. Cape Breton University, Sydney, Nova Scotia
3. Concordia University of Edmonton, Edmonton, Alberta
4. Conestoga College Institute of Technology and Advanced Learning, Kitchener, Ontario
5. First Nations University of Canada, Regina, Saskatchewan
6. Ryerson University, Toronto, Ontario

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 CPHI(C) at the supervisory level of the agency where the Practicum is to take place. Similar field training requirements apply to qualified Canadian Armed Forces 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 will be held on the following days:
- the fourth Wednesday of April and
- the fourth Wednesday 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.

Effective January 1, 2016, the fee is $850 for the initial exam, $850 if repeating the oral exam only, $850 for repeating both the oral exam and one or two reports, and $425 if repeating one or two reports. Applicable provincial taxes must be added to the fees above. Please see the CIPHI website for details.

5.2 Applications
The Board of Certification must receive applications and all related documents at least fifty (50) days prior to the examination date. Please see section 9.2 which may serve as a checklist toward compiling the application package. Candidates who are still completing their minimum required weeks for practicum by the 50 day deadline must submit all documents and reports 50 days prior to the exam date with the exception of Forms C, D and F which must be submitted no later than 21 calendar days prior to the exam. The practicum must also be completed 21 days prior to the exam. Applications are available at educational institutions, on the website at http://www.ciphi.ca/BOC (Certification Documents) and through the CIPHI office.

School transcript and proof of graduation
The Board of Certification must be in receipt of an official school transcript of final academic results and proof of graduation from an institution and program approved by the Board, at least 30 days in advance of the examination.

Current student membership
Every application for examination shall include proof of current student membership in the Canadian Institute of Public Health Inspectors (effective January 1, 2016).

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 (i.e., two different subject matter areas, such as food sanitation and private sewage disposal system) and certified by the candidate’s supervisor as representing an actual inspection performed by the candidate.

Any submission of an inspection report following a failed mark must be based on a different inspection and cannot be a rewrite of the failed report.

5.3.2 Oral Board Component

Candidates are required to present proof of identity when requested by the Exam Coordinator or Chairperson of the oral exam panel. Candidates will be examined by a panel of three persons. The oral segment for each candidate shall occupy seventy-five (75) minutes for exams in English and ninety (90) minutes for exams in French.

5.3.3 Passing Grade

Candidates must receive a passing grade of seventy (70) percent in the oral exam segment and sixty (60) percent in the written report segment 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 examination for certification.

Where the Board has deemed a candidate to have submitted a fraudulent or plagiarized report, the candidate will be notified in writing (at the same time as the exam results are sent out to candidates) of the following:

a. They were unsuccessful in their recent BOC examination (both reports and the oral exam will be failed);
b. The BOC has found strong evidence of plagiarism or fraudulence in their report (report name will be given);
c. They forfeit all portions of the exam and may only re-apply for certification in one year (must skip one examination period);
d. Should they wish to re-apply they must submit 2 new reports which cannot be rewrites of the previous reports submitted;
e. Where the Board has deemed a candidate to have submitted a fraudulent or plagiarized report for a subsequent examination period, the candidate shall forfeit all portions of the exam and will not be allowed to sit the examination at any point in the future.
f. Should they wish to appeal the decision of the Board, they may do so in writing within 30 days and must pay the administration fee.

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 examination for certification, he/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. This also applies to appealing a decision by the Board that a report has been plagiarized.

Written requests may be sent to:
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 in detail, all of the circumstances surrounding the alleged process irregularity or, in the case of plagiarism, a statement of disagreement regarding the determination by the Board of Certification; and

c. include an administration fee of $75.00 plus applicable provincial taxes (see the CIPHI website BOC price chart) by credit card, certified cheque or money order, made payable to CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS.

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 or a statement of disagreement with the determination of plagiarism.

A candidate's examination results will be reviewed by the BOC ONLY where there is evidence of **alleged significant irregularities in the evaluation process or in cases where a candidate does not agree with the determination of the Board that a report has been plagiarized.**

For appeals related to the oral examination, the candidate must provide evidence that the process irregularity resulted in **unfairness that adversely affected the performance of the candidate.** For example, if 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.

Formal reviews will not be conducted because of alleged errors in content. Therefore the examiner's judgment relative to the correctness of the candidate's oral or written responses is not open to challenge.

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. All appeals are heard by a group of three (3) members selected by the National Executive Council (NEC), from volunteers across the country. The members of the committee are not members of the BOC or the NEC and have no affiliation with the appellant. For the most up-to-date information regarding appeals, please visit the Frequently Asked Questions (FAQ) section of the BOC website.

8. Guideline for the Submission of Written Inspection Reports

The following guidelines which are in compliance with requirements for certification are to be used for inspection reports submitted to the Board of Certification.

“Plagiarism is the copying or paraphrasing of other people’s work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Collusion is another form of plagiarism involving the unauthorized collaboration of students (or others) in a piece of work” (Source: University of Oxford).

Formal reviews of examinations are part of the evaluation and quality improvement system used by the Board of Certification (BOC) to grant certification. These reviews of examinations identify and address significant irregularities in the conduct of the examination process, including the process of determining that a report has been plagiarized following detection by an electronic plagiarism assessment tool.

**NOTE:** All reports will be uploaded into an electronic plagiarism assessment tool. This assessment tool is a web-based resource used to detect occurrences of plagiarism and searches 24 billion pages on the Internet, 120 million articles from journals, periodicals and books, and holds 250 million archived student papers, including CIPHI BOC reports previously submitted.

Where reports are shown to match a total of 30% or greater to other sources, the BOC member responsible for the initial review, will conduct a thorough review to determine if the individual matches are significant and warrant further investigation. If the report has a match of 5% or greater with another source, particularly a previously submitted BOC report, it will be verified in detail.

8.1 Submission and Naming

All documents to apply to sit a BOC Exam effective April 2019 must be submitted digitally to office@ciphi.ca and each document must be legible and in .pdf format.

**Email Subject:** BOC Exam - Exam Date - Prov - Last Name, First Name

For instance, if Jane Doe was applying to sit the April 2019 BOC Exam in British Columbia, the email subject would be:

BOC Exam - April 2019 - BC - Doe, Jane

**NOTE:** If multiple emails need to be sent due to file size of the submitting documents, please add “- 1 of 2” or “- 2 of 2”, etc., to the end of the above outlined subject title.

All documents must then be named as Prov - Last Name, First Name - Document

**Document Names are:**

Form A = Form_A
Form C = Form_C
Form D = Form_D
Form E = Form_E*
Form F = Form_F
Form G = Form_G

Report 1 for Marking = Report_Subject *(ie: Report_SafeWater)*
Report 2 for Marking = Report_Subject *(ie: Report_PersonalServices)*
Report 1 for Plagiarism Crosscheck** = First Name Last Name_MM-YYYY_Title
(ie: Jane Doe_04-2019_Safe Water Inspection)
Report 2 for Plagiarism Crosscheck = First Name Last Name_MM-YYYY_Title
Payment Form = Payment Form

*NOTE: If you are submitting 2 Form E’s due to different supervising PHI’s, please use Form_E_Subject where the subject of Form E matches the subject of the report it is in reference to.

**NOTE: For the reports that will be used for Plagiarism Crosschecks, please do not include Form E or the appendices. These documents should only be the reports themselves.

***NOTE: All practicum forms must be signed and scanned. The signed/scanned version of these forms are what the office will need to receive as proof of successful practicum.

8.2 Format

Reports should be electronically produced using one of the following programs:

- Only the following file types will be accepted: Microsoft Word® (DOC and DOCX), Open Office (ODT), Word XML, Plain Text (TXT), Adobe PostScript®, Adobe PDF, HTML, Corel WordPerfect® (WPD), Rich Text Format(RTF)
- Password protected, Pages documents (.pages) or read only files are not accepted.
- All reports must contain a personal cover page containing the report title, candidate’s full name and date submitted.
- Maximum file size per report is 10MB.

Reports should be in 12 point font, 7 - 15 pages long (not including the title page, table of contents, references or appendices), double spaced and set to letter size paper (8½” X 11”).

Note: Inspection reports are expected to be thorough and concise. Inclusion of excessive amounts of unnecessary information will result in a loss of marks.

Form E (Documentation of Written Inspection Report) must be incorporated as the first page of each report submitted for marking and must contain the title of the report and the number of pages contained in the report.

Reports will be assessed on their overall presentation, creative use of visual aids, legibility, grammar, spelling and originality. The evaluation process assesses writing style for unity, coherence, logical flow and emphasis of ideas. Any formatting which causes the report to exceed the dimensions of 8 ½” 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 may include but are not limited to such items as: request from applicant (meaning the person or company applying for an operating permit or license) or other agencies; inspection reports/recommendations; copies of final approvals; bacteriological/chemical water analysis reports, photographs, etc.

Tables, Figures and Diagrams used must be discussed in context in the report.
8.3 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.

The reports must be based on a different type of establishment or investigation. (i.e., two different subject matter areas, such as food sanitation and private sewage disposal system). Thoroughness of inspection and documentation of all aspects of the inspection, not only the adverse conditions, is essential.

Any submission of an inspection report following a failed mark must be based on a different inspection and cannot be a rewrite of the failed report.

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 utilized during the inspection;
- The public health rationale for the inspection/investigation and why a Public Health Inspection intervention is required; and
- 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

8.4 Unacceptable Report

A report in a check-sheet format will not be accepted
A report on a research activity is not accepted
Reports must be the candidates work exclusively, not a team or partnership effort

8.5 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 fifty (50) days before the date of the certification examination. Please refer to Section 9 for electronic submission details.
# Canadian Institute of Public Health Inspectors
## Board of Certification Report Grading Form

**Candidate’s Name:**

<table>
<thead>
<tr>
<th>Format Objectives</th>
<th>Report Content &amp; Quality Objectives</th>
<th>Public Health Context Objectives</th>
<th>Recommendations &amp; Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Language use:</strong></td>
<td>Document content:</td>
<td><strong>Background details and issues:</strong></td>
<td><strong>Actions taken:</strong></td>
</tr>
<tr>
<td>❑ correct spelling</td>
<td>❑ rationale for why facility</td>
<td>❑ background details are</td>
<td>❑ conclusion includes</td>
</tr>
<tr>
<td>❑ standard use of punctuation</td>
<td>requires a public health inspection</td>
<td>adequate</td>
<td>immediate actions and plans</td>
</tr>
<tr>
<td>❑ standard use of capitals</td>
<td>❑ thoroughness of inspection and documentation of all aspects of the inspection</td>
<td>clear delineation of the public/environmental health issues</td>
<td>for future action that are justifiable and appropriate to the circumstances</td>
</tr>
<tr>
<td>❑ correct sentence structure</td>
<td>❑ legislative authority for inspection given and relevant legislation, standards and guidelines utilized</td>
<td></td>
<td>❑ actions are discussed in terms of options available, relevant legislation and sensitivity to local conditions, if applicable</td>
</tr>
<tr>
<td>❑ appropriate level of formality</td>
<td>❑ technical details are accurate</td>
<td></td>
<td><strong>Public health rationale of actions taken:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>❑ provides the public health rationale for any recommendations made or actions taken</td>
</tr>
<tr>
<td><strong>Document design and style:</strong></td>
<td><strong>Document quality:</strong></td>
<td></td>
<td><strong>Examiner (Print name):</strong></td>
</tr>
<tr>
<td>❑ tidy and visually appealing layout</td>
<td>❑ all sections are well organized and adequately developed</td>
<td></td>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td>❑ effective use of visuals</td>
<td>❑ purpose is clear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ sufficient white space</td>
<td>❑ writing is clear, concise, and focused</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ effective use of headings</td>
<td>❑ analysis is based on current literature and research</td>
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<tr>
<td>❑ tables and charts are correctly titled and labeled</td>
<td>❑ overall, the report is logical and readable</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Total marks:</strong> 100 marks</td>
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<tr>
<td><strong>Subtotal:</strong></td>
<td><strong>Subtotal:</strong></td>
<td><strong>Subtotal:</strong></td>
<td><strong>Subtotal:</strong></td>
</tr>
<tr>
<td>❑ 18 marks</td>
<td>❑ 30 marks</td>
<td>❑ 34 marks</td>
<td>❑ 18 marks</td>
</tr>
<tr>
<td><strong>Total marks:</strong></td>
<td><strong>Percentage:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. Application Requirements & Information

9.1 Application Deadlines

<table>
<thead>
<tr>
<th>Filing Deadline</th>
<th>You are required to submit your application to the Board of Certification (BOC) office at least fifty (50) days in advance of the oral examination date.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Examinations will be held on the following days:</strong></td>
</tr>
<tr>
<td></td>
<td>• the fourth Wednesday of April and</td>
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<tr>
<td></td>
<td>• the fourth Wednesday of October</td>
</tr>
<tr>
<td></td>
<td>Where deemed necessary by the provincial Examination Coordinator, the examination may be carried over into a second day.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Late applications will not be accepted.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>In such circumstances you are advised:</td>
</tr>
<tr>
<td></td>
<td>• 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;</td>
</tr>
<tr>
<td></td>
<td>• the greater the length of delay in filing all materials decreases the Board’s ability to accommodate you at the examination; and</td>
</tr>
<tr>
<td></td>
<td>• a candidate who has not fulfilled all of the registration requirements will not be permitted to sit the examination.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Candidates who are still completing their minimum required weeks for practicum by the 50 day deadline must submit all documents and reports 50 days prior to the exam date with the exception of Forms C, D and F which must be submitted no later than 21 calendar days prior to the exam. The practicum must also be completed 21 days prior to the exam.</td>
</tr>
</tbody>
</table>
## 9.2 Fist Time Applicants

<table>
<thead>
<tr>
<th>Documentation and Materials Required for First Time Applicants</th>
<th>A complete application submission for examination consists of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Application, <strong>Form A.</strong></td>
</tr>
<tr>
<td></td>
<td>- A certified cheque* or money order in the amount of <strong>$850 plus</strong></td>
</tr>
<tr>
<td></td>
<td><strong>applicable provincial taxes</strong> (see CIPHI website BOC price chart)</td>
</tr>
<tr>
<td></td>
<td>and made payable to <strong>CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS.</strong></td>
</tr>
<tr>
<td></td>
<td>If paying by VISA, MasterCard or American Express, include the Payment Method Form found in Appendix 1 of this package.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Official school transcript</strong> of final academic results submit directly from the accredited school.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Proof of graduation</strong> from an institution and program approved by the Board (if Transcript states program is still in progress, if the official school transcript states the program was completed, the transcript will suffice as proof of graduation).</td>
</tr>
<tr>
<td></td>
<td>- <strong>Proof of current student membership</strong> in the Canadian Institute of Public Health Inspectors.</td>
</tr>
<tr>
<td></td>
<td>- Report on Practicum, <strong>Form C.</strong></td>
</tr>
<tr>
<td></td>
<td>- Certification of Practicum, <strong>Form D.</strong></td>
</tr>
<tr>
<td></td>
<td>- Trainee Evaluation, <strong>Form F.</strong>. 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.</td>
</tr>
<tr>
<td></td>
<td>- Practicum Training Commencement, <strong>Form G</strong> (one for each report).</td>
</tr>
<tr>
<td></td>
<td>- One copy of each written report, with <strong>Form E</strong> as a coversheet of each copy with applicable appendices.</td>
</tr>
<tr>
<td></td>
<td>- One copy of each written report, <strong>without</strong> Form E or the appendices.</td>
</tr>
</tbody>
</table>

* Personal cheques are not accepted.

**Note:** It is suggested to print this sheet to use as a checklist when compiling your BOC application package.
### 9.3 Applicants Repeating the Oral Exam & One or Both Written Reports

<table>
<thead>
<tr>
<th>Documentation and Materials Required for Applicants Repeating the Oral Exam &amp; One or Both Written Reports</th>
<th>A complete application submission for examination consists of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Application, <strong>Form A</strong>.</td>
</tr>
<tr>
<td></td>
<td>• A certified cheque* or money order in the amount of $850 plus applicable provincial taxes (see the CIPHI website BOC price chart) and made payable to <strong>CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS</strong>. If paying by VISA, MasterCard or American Express, include the Payment Method Form found in Appendix 1 of this package.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Proof of current student membership</strong> in the Canadian Institute of Public Health Inspectors.</td>
</tr>
<tr>
<td></td>
<td>• One copy of each written report, with <strong>Form E</strong> as a coversheet of each copy with applicable appendices.</td>
</tr>
<tr>
<td></td>
<td>• One copy of each written report, <strong>without</strong> Form E or the appendices.</td>
</tr>
</tbody>
</table>

**WHEN AN APPLICANT IS REQUIRED TO COMPLETE A FURTHER PRACTICUM – 12 WEEKS (2\textsuperscript{ND} TIME FAILURES) OR 24 WEEKS (3\textsuperscript{RD} TIME FAILURES) - THE APPLICATION MUST INCLUDE:**

|  | • Report on Practicum, **Form C**. |
|  | • Certificate of Practicum, **Form D** |
|  | • Trainee 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. |

* Personal cheques are not accepted. 

**Note:** It is suggested to print this sheet to use as a checklist when compiling your BOC application package.
## 9.4 Applicants Repeating the Oral Exam Only

<table>
<thead>
<tr>
<th>Documentation and Materials Required for Applicants Repeating the Oral Exam Only</th>
<th>A complete application submission for examination consists of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✧ Application, Form A.</td>
</tr>
<tr>
<td></td>
<td>✧ A certified cheque* or money order in the amount of $850 plus applicable provincial taxes (see the CIPHI website BOC price chart) made payable to CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS. If paying by VISA, MasterCard or American Express, include the Payment Method Form found in Appendix 1 of this package.</td>
</tr>
<tr>
<td></td>
<td>✧ Proof of current student membership in the Canadian Institute of Public Health Inspectors.</td>
</tr>
</tbody>
</table>

**WHEN AN 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, Form C. |
|  | ✧ Certification of Practicum, Form D. |
|  | ✧ Trainee 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. |

* Personal cheques are not accepted. 

**Note:** It is suggested to print this sheet to use as a checklist when compiling your BOC application package.
9.5 Applicants Repeating One or Both Written Reports Only

| Documentation and Materials Required for 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:**
- Application, Form A.
- A certified cheque* or money order in the amount of **$425 plus applicable provincial taxes** (see the CIPHI website BOC price chart) made payable to CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS. If paying by VISA, MasterCard or American Express, include the Payment Method Form found in Appendix 1 of this package.
- **Proof of current student membership** in the Canadian Institute of Public Health Inspectors.
- One copy of each written report, with Form E as a coversheet of each copy with applicable appendices.
- One copy of each written report, without Form E or the appendices.

* Personal cheques are not accepted.

**Note:** It is suggested to print this sheet to use as a checklist when compiling your BOC application package.
### 9.6 Submitting Your Package

| How to Submit Documents & Materials | All Forms, and Reports must be submitted to office@ciphi.ca. If you wish to pay by credit card, please include this document in your emailed submission. If you wish to pay by money order or certified cheque, please specify in your email that you will mail the payment form, along with your money order or certified cheque to the CIPHI National Office at:

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

* Note: Personal cheques are NOT accepted.

NOTE: Applications will be considered incomplete unless all items are included.

*Upon receipt of the applicant’s digital application package, the office will send an email confirming receipt. If you have not received confirmation within 2 business days of emailing your application package, it is the candidate’s responsibility to follow up with the office. If any documents are missing after each respective deadline, the office will then follow up with the candidate directly.*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9.7 Other Details</strong></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Confirmation of</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Receipt of</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Application</strong></td>
<td></td>
</tr>
<tr>
<td>The BOC Secretary will send you an email confirming receipt of your application (approximately 5 to 10 business days after the application deadline). Approximately 2 to 4 weeks before the examination, you will receive confirmation from the provincial Examination Coordinator advising you of the place and time of the Oral Examination.</td>
<td></td>
</tr>
<tr>
<td><strong>Recording Devices</strong></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>Contacting the</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BOC Secretary</strong></td>
<td></td>
</tr>
<tr>
<td>Telephone 1-888-245-8180 (toll free) to leave a message for the BOC Secretary.</td>
<td></td>
</tr>
</tbody>
</table>
| **Withdrawal from the Examination** | The exam consists of an oral segment and a field inspection report segment. When a candidate withdraws from the examination, they are deemed to have withdrawn from both exam segments, except in cases of rewrites.

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.

**Refund Policy:**
A person who withdraws from the examination after payment of fees will be entitled to:

a) 90% fee refund if cancellation is received in writing up to 50 days before the exam date;
b) 70% fee refund if cancellation is received in writing between 49 to 30 days before the exam date; or
c) no refund if cancellation is received less than 30 days before the exam date.

Where extenuating circumstances warrant, the Board may waive Section (c) above provided that:

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 does not include travel to the exam site.

Note: For extenuating circumstances, an administrative fee of $100 will be imposed and all documentation will be returned to the applicant.

Requests by a candidate to take the exam in a province other than the one stated in their original application shall:

a) be allowed at the discretion of the Exam Coordinator in the province being requested.
b) be subject to an additional administrative fee of $100.
c) be subject to an additional fee based on costs incurred by the BOC resulting from this change. |
<p>| <strong>Postponement of Examination</strong> | No postponements will be allowed. Candidates must withdraw and re-apply when they are ready to sit the exam. |
| <strong>Return of Application Materials</strong> | All materials become the property of the Board of Certification and will not be returned upon request. If a candidate withdraws from the exam, their application package will be returned with any applicable refund. |
| <strong>Appeals</strong> | Refer to Section 7 of this document. |
| <strong>Photo Identification required on the day of exam</strong> | To ensure oral exam candidates are properly identified, all exam candidates taking the oral exam will be required to show government issued photo identification prior to their exam. |</p>
<table>
<thead>
<tr>
<th>Examination results</th>
<th>The Board of Certification mee to consider the examination results approximately three (3) weeks post-exam.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Exam results will be sent electronically to the candidate’s email address within 6 to 8 weeks.</strong></td>
</tr>
<tr>
<td></td>
<td>Please do not contact the Secretary or your Examination Coordinator as they are prevented by Policy from disclosing your results.</td>
</tr>
<tr>
<td></td>
<td>Successful candidates will receive their CIPHI certificate by mail within 8 - 10 weeks post-exam, sent to the candidate’s mailing address.</td>
</tr>
</tbody>
</table>
Appendices
Canadian Institute of Public Health Inspectors  
Board of Certification  
Payment Method Form  
(This form must be included with application and payment)

Applicable provincial tax rates must be added to all BOC fees. A candidate’s mailing address is used to determine the applicable provincial/territorial tax rate. Please refer to the CIPHI website BOC price chart to determine the correct fee and tax amount.

<table>
<thead>
<tr>
<th>Applicant’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Prov./State:</td>
</tr>
<tr>
<td>Postal Code/Zip Code:</td>
</tr>
</tbody>
</table>

If paying by Certified Cheque or Money Order complete the following:

- Cheque or Money Order should be made payable to: Canadian Institute of Public Health Inspectors.  
  Note: Personal cheque are not accepted

- [ ] Certified Cheque  
  Amount: $____________________

- [ ] Money Order

If paying by Credit Card complete the following:

- [ ] VISA  
  [ ] MasterCard  
  [ ] American Express

<table>
<thead>
<tr>
<th>Card #</th>
<th>Expiration (Month/Year)</th>
<th>Amount: $____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] [ ] [ ] [ ]</td>
<td>[ ] [ ]</td>
<td></td>
</tr>
<tr>
<td>Cardholder’s Name (Please Print):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardholder’s Signature:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardholder’s Billing Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prov./State:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postal Code/ Zip Code:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Appendix- 2 - Form A

## Canadian Institute of Public Health Inspectors

**Board of Certification**

**Examination Application Form**

**Form A**

(To be submitted in duplicate)

### Salutation (Ms., Mr.)

Print your name clearly as you wish it to appear on the certificate:  **First Name/Last name**

**DOB:**  **dd/mm/yyyy**

### Pre-Examination Mailing Address (Apartment #, Number & Street):

**City:**

**Province:**

**Postal Code:**

**Home Telephone with Area Code:**

**Email Address:**

### Post-Examination Mailing Address (Apartment #, Number & Street):

**City:**

**Province:**

**Postal Code:**

**Office Telephone with Area Code:**

**Email Address:**

**Cell Phone with Area Code:**

### Are your reports written in English or French

(Check one):  

- [ ] English
- [ ] French

### Language in which you wish to have your oral exam

(Check one):  

- [ ] English
- [ ] French

### Province in which you wish to take the examination (please list):

If you are a Canadian Forces member:

**Rank:**

**Service Number:**

### Practicum Agencies (Please list all):

<table>
<thead>
<tr>
<th>Practicum</th>
<th>Dates of Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From: (dd/mm/yyyy)</td>
</tr>
<tr>
<td>2.</td>
<td>From: (dd/mm/yyyy)</td>
</tr>
<tr>
<td>3.</td>
<td>From: (dd/mm/yyyy)</td>
</tr>
</tbody>
</table>

### Field Reports Enclosed:

Two hard copies of each report are required. Please list the titles of these reports in the space provided. Note: See BOC Candidate Information Package for requirements on electronic submission of reports.

1.  

2.  

### Academic Eligibility:

I have successfully completed the required course of academic instruction at:

**Name of Institution:**

**City:**  

**Country:**

### Official Transcripts (If repeating there is no need to resubmit):

- [ ] Official Transcripts Enclosed
- [ ] Official Transcripts to Come Directly from Above Listed Institution

### Is this your first exam (please check one):

- [ ] Yes (proceed to Current CIPHI Student Membership )  

- [ ] No (proceed to next question)

### Where and when was last exam taken: Location:

**Month:**  

**Year:**

### If you are repeating, what portion of the exam are you repeating (Check one or both):

- [ ] Oral
- [ ] Written Report(s)

### Number of Written Reports

- [ ] 1
- [ ] 2

### Were you required to do an additional practicum

- [ ] No
- [ ] Yes if yes, how many weeks ___________ weeks

### Current CIPHI Student Membership

- [ ] Yes
- [ ] No (Please go to ciphi.ca to sign up for membership. Current membership is required to sit the exam)

### Candidate Signature:

**Date:**  **(dd/mm/yyyy):**

### OFFICE USE ONLY

- [ ] Fee Paid:  
  - [ ] $850
  - [ ] $425 + taxes*

- [ ] Payment Method:  
  - [ ] Visa
  - [ ] MasterCard
  - [ ] Money Order
  - [ ] Certified Cheque
  - [ ] Amex

- [ ] Forms:
  - [ ] A
  - [ ] C
  - [ ] D
  - [ ] E
  - [ ] F
  - [ ] G

- [ ] Transcript Received

- [ ] C.F. Cross Ref.

- [ ] E-Reports
  - [ ] Date Saved: ___________

- [ ] Practicum Pass Check

---

*Applicable provincial taxes must be added to all BOC fees. The candidate’s mailing address is used to determine the applicable provincial/territorial tax rate. Please refer to the CIPHI website BOC price chart.

---

**FORM A – 2/2017**

---

**November 2018 – CIPHI BOC Candidate Information**
Canadian Institute of Public Health Inspectors  
Board of Certification  

**Form C**  
To be submitted in duplicate

<table>
<thead>
<tr>
<th>Report on Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Candidate:</td>
</tr>
<tr>
<td>Name of Health Agency(s):</td>
</tr>
<tr>
<td>Practicum session dates: From: To:</td>
</tr>
</tbody>
</table>

Each of the program areas below requires some form of exposure. Therefore, practicum training should be distributed in such a way that candidates obtain sufficient exposure in all areas. For example:

- 40% food safety
- 15% fixed premise inspection (non-food)
- 15% communicable disease control
- 15% water quality
- 15% non-communicable disease control

*Fixed premises (non-food)* are those that may or may not prepare and/or serve food. The focus of this section is not on food safety but rather on other aspects of a premises where risks to public health may exist. Some examples include personal services facilities, arenas or rinks, office buildings, day cares, adult residential facilities, apartment buildings, etc.

*Non-communicable diseases* are those that are non-infectious and not transmissible from person to person. On the contrary, *communicable diseases* are those that are transmissible from person to person via an infectious biological agent. The infectious agent may or may not cause disease or illness in the host (i.e., carriers). Some examples include diseases relating to indoor air quality, asbestos, sanitation conditions in various settings, etc.

**Important:**

1. The Board of Certification recognizes that not all areas can be covered in all areas of the country. It is expected that the training agency makes every reasonable attempt to provide a varied training experience; however, some variance from the target is acceptable.

2. It is the candidate’s responsibility to track hours. It is the Supervisor’s responsibility to provide any necessary comments along with their signature and date.
### PROGRAMS REQUIRED BY THE BOARD OF CERTIFICATION

**PART 1: PROGRAMS REQUIRED**

<table>
<thead>
<tr>
<th>Number of professional hours completed this session</th>
<th>Food establishments</th>
</tr>
</thead>
<tbody>
<tr>
<td># Hours</td>
<td>Comments</td>
</tr>
</tbody>
</table>

**Hours tracked:**

**Air Quality**
- Ambient Air
- Indoor Air

**Hours tracked:**

**Water Management**
- Potable Water Quality
- Recreational Water Quality
- Surface & Ground Water Quality

**Hours tracked:**

**Waste and Waste Water Management**
- Solid Waste Disposal
- Liquid Waste Disposal- Municipal
- Liquid Waste Treatment & Disposal- Private
- Industrial/Hazardous Waste Disposal
- Biological/Biomedical Waste Management

**Hours tracked:**

**Nuisance and General Sanitation**

**Hours tracked:**

**Animal Facilities**

**Hours tracked:**

**Land Reclamation Review**
- Land Reclamation/Contaminated Soil

**Hours tracked:**
### PROGRAMS REQUIRED BY THE BOARD OF CERTIFICATION

#### PART 1: PROGRAMS REQUIRED

<table>
<thead>
<tr>
<th>Occupational Health</th>
<th>Number of professional hours completed this session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Hours</td>
</tr>
<tr>
<td>Workplace Inspection</td>
<td></td>
</tr>
<tr>
<td>Radiation</td>
<td></td>
</tr>
<tr>
<td>Industrial Plant Inspection</td>
<td></td>
</tr>
</tbody>
</table>

**Hours tracked:**

- Pest Control
  - Insect & Rodent Control

**Hours (captured in Food & Housing) tracked:**

- Social Care Facilities
  - Child Care
  - Adult/Special Care
  - Personal Services

**Hours tracked:**

- Communicable Disease Control
  - Food-borne/ Enteric Diseases
  - Water-borne Diseases
  - Zoonotic Diseases
  - Sexually Transmitted Diseases
  - Infection/Outbreak Control in Institutions
  - Diseases of Public Health Significance

**Hours tracked:**

- Recreational Facilities

**Hours tracked:**

- Housing

**Hours tracked:**

- Land Management
  - Land Use Review
  - Area Development Plan Review
  - Subdivision Review

**Hours tracked:**
### PROGRAMS REQUIRED BY THE BOARD OF CERTIFICATION

#### PART 1: PROGRAMS REQUIRED

<table>
<thead>
<tr>
<th>Number of professional hours completed this session</th>
<th># Hours</th>
<th>Comments</th>
<th>Supervisor Signature &amp; Date</th>
</tr>
</thead>
</table>

**Plan Review**

**Hours tracked (some experience will be gained through various programs areas):**

Community Development/Environmental Health Advisory
- Environmental Health Education

**Hours tracked:**

Lifestyle Programs
- Lifestyle Program & Planning

**Hours tracked:**

Environmental Health Assessment
- Risk Assessment
- Risk Management
- Risk Perception & Communication

**Hours tracked (Some experience will be gained through various program areas):**

Emergency Preparedness

**Hours tracked:**

Policy
- Policy Development
  Investigation, Research & Reporting

**Hours tracked:**

Public Health Science
- Health Indicators/Determinants of Health
- Monitoring & Measurement
- Health Inequities

**Hours tracked:**
## Programs Required by the Board of Certification

### Part 1: Programs Required

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Number of Professional Hours Completed this Session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Hours</td>
</tr>
<tr>
<td>Legislation</td>
<td></td>
</tr>
<tr>
<td>• Legislative Review</td>
<td></td>
</tr>
<tr>
<td>• Interpretation'</td>
<td></td>
</tr>
<tr>
<td>• Education &amp; Enforcement</td>
<td></td>
</tr>
<tr>
<td>• Laying Charges &amp; Court Process</td>
<td></td>
</tr>
</tbody>
</table>

**Hours tracked:**

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Number of Professional Hours Completed this Session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Hours</td>
</tr>
<tr>
<td>Interagency Roles</td>
<td></td>
</tr>
<tr>
<td>• Public Administration</td>
<td></td>
</tr>
<tr>
<td>• Advocacy</td>
<td></td>
</tr>
</tbody>
</table>

**Hours tracked:**

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Number of Professional Hours Completed this Session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Hours</td>
</tr>
<tr>
<td>Effective Communications</td>
<td></td>
</tr>
<tr>
<td>• Interpersonal</td>
<td></td>
</tr>
<tr>
<td>• Public Speaking</td>
<td></td>
</tr>
<tr>
<td>• Media Relations</td>
<td></td>
</tr>
<tr>
<td>• Written</td>
<td></td>
</tr>
</tbody>
</table>

**Hours tracked (some experience will be gained through various program areas):**

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Number of Professional Hours Completed this Session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Hours</td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
</tr>
<tr>
<td>• Competencies &amp; Principles</td>
<td></td>
</tr>
<tr>
<td>• Teamwork</td>
<td></td>
</tr>
<tr>
<td>• Organizational Capacity</td>
<td></td>
</tr>
</tbody>
</table>

**Hours tracked:**

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Number of Professional Hours Completed this Session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Hours</td>
</tr>
<tr>
<td>Administration &amp; Other Technical Skills</td>
<td></td>
</tr>
<tr>
<td>• Computer Technology &amp; Information Systems</td>
<td></td>
</tr>
<tr>
<td>• Equipment Calibration</td>
<td></td>
</tr>
<tr>
<td>• Plan/Blueprint reviews</td>
<td></td>
</tr>
<tr>
<td>• Industry Operational Equipment</td>
<td></td>
</tr>
<tr>
<td>• Mathematical Formulas</td>
<td></td>
</tr>
</tbody>
</table>

**Hours tracked (some experience will be gained through various program areas):**
## PROGRAMS REQUIRED BY THE BOARD OF CERTIFICATION

### PART 1: PROGRAMS REQUIRED

<table>
<thead>
<tr>
<th>Number of professional hours completed this session</th>
</tr>
</thead>
<tbody>
<tr>
<td># Hours</td>
</tr>
</tbody>
</table>

### PART II OTHER

<table>
<thead>
<tr>
<th>Public Meetings</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surveys</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL # OF HOURS TRACKED THIS SESSION:**
This should closely approximate 12 fulltime work weeks, or a minimum of 420 hours, recognizing there will be time not capture (i.e. travel)

_________________________  __________________
Name of Supervisor        Date
This is to certify that:

____________________________________________________
Name of Candidate (Please Print)

received practicum /practical field training in accordance with the requirements of the Regulations Respecting the Certificate in Public Health Inspection (Canada) and Governing the Board of Certification of Public Health Inspectors at

____________________________________________________
Name of Approved Agency

From: _____________________________ To: _____________________________
Date               Date

Under the supervision of the undersigned

Number of Field Reports Certified:___________

____________________________________________________
Print Name and Title of Supervising PHI/EHO

__________________________________________                     _______________________
Signature                                          Date
Form E
To be attached as the title page of each field report

Documentation of Written Inspection Reports

__________________________________________
Report Title (Please Print)

Number of pages including this page:__________

This is to certify that:

__________________________________________
Name of Candidate (Please Print)

Prepared this report as the result of actual inspection made under the supervision of

__________________________________________
Name of Approved Agency

__________________________________________
Print Name and Title of Supervising PHI/EHO

_________________________                     _______________________
Signature                        Date
**Canadian Institute of Public Health Inspectors**  
**Board of Certification**  

**Form F**  
**Trainee Evaluation Form**

<table>
<thead>
<tr>
<th>Name of Candidate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Health Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
</tr>
</tbody>
</table>

| Practicum Period: From | To |
|------------------------|
| ______________________|

*This rating is based on the Candidate Public Health Inspector field experience. This form should be completed nearing the completion of the 12-week Practicum by the Coordinator or for students from BCIT who complete their practicum at a B.C. training agency submit the ENVH 8600 final evaluation form.*

<table>
<thead>
<tr>
<th>Name of Trainee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
</tr>
</tbody>
</table>

(please print)

<table>
<thead>
<tr>
<th>Name of Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
</tr>
</tbody>
</table>

(please print)

<table>
<thead>
<tr>
<th>Name of Coordinator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________</td>
</tr>
</tbody>
</table>

(please print)

<table>
<thead>
<tr>
<th>Practicum Period (start and end dates of 12-week session):</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: ______________________ To: ______________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Evaluation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Satisfactory</td>
</tr>
</tbody>
</table>
Note: The trainee must obtain a “Satisfactory” evaluation in order to successfully complete the practicum.

1. Complete Sections 1.0 to 5.0 using the following categories:
   - S: Satisfactory
   - B: Borderline
   - U: Unsatisfactory
   - N: Not Applicable

2. The trainee should be assessed in all the categories listed. If it is necessary to leave a category blank please give an explanation in the corresponding “Comments” box.

3. Record the trainee’s strengths and weaknesses in the “Comments” box provided in each section.

4. Record additional comments on the last page.

5. Check off “Satisfactory” or “Unsatisfactory” on this cover page. Select “Satisfactory” if the trainee has achieved entry-level competence (see Explanatory Notes). A “Satisfactory” mark must be received on the overall evaluation in order to sit the BOC exam.

Practicum Coordinator (print name)  Signature

Date
## Section 1.0

<table>
<thead>
<tr>
<th>Was the trainee able to complete site inspections, facility evaluations and assessments, and other assigned duties independently?</th>
<th>S</th>
<th>B</th>
<th>U</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td></td>
<td></td>
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</tbody>
</table>

1. Ability to organize a work schedule
2. Ability to complete work on time
3. Ability to carry out instructions
4. Ability to work under pressure
5. Ability to work independently

## Section 2.0

<table>
<thead>
<tr>
<th>Did the trainee carry out the investigative field activities needed to analyze and assess environmental health concerns?</th>
<th>S</th>
<th>B</th>
<th>U</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

1. Ability to assess actual or potential health hazards
2. Demonstrated academic knowledge
3. Ability to solve problems
4. Ability to utilize equipment correctly
5. Ability to handle equipment safely
6. Thoroughness of inspections

## Section 3.0

<table>
<thead>
<tr>
<th>Has the trainee utilized appropriate reporting methods?</th>
<th>S</th>
<th>B</th>
<th>U</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

1. Ability to use agency forms
2. Ability to record details of inspections accurately
3. Ability to utilize the agency’s environmental health information systems for day-to-day activities

Section 4.0

<table>
<thead>
<tr>
<th>Has the trainee demonstrated an ability to work within the culture of the organization?</th>
<th>S</th>
<th>B</th>
<th>U</th>
<th>N</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Punctuality</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>3. Appearance on duty</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>4. Attitude to job</td>
<td></td>
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<tr>
<td>5. Attitude toward supervision</td>
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<tr>
<td>6. Relationships with staff and allied workers</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>7. Ability to follow agency procedures</td>
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<td></td>
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<tr>
<td>8. Ability to function within a working group</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Section 4.1

<table>
<thead>
<tr>
<th>Did the trainee communicate professionally with clients and members of the organization?</th>
<th>S</th>
<th>B</th>
<th>U</th>
<th>N</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Written communications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Verbal communications</td>
<td></td>
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</tbody>
</table>

Section 4.2

<table>
<thead>
<tr>
<th>Did the trainee employ appropriate interpersonal skills in dealing with clients and members of the organization?</th>
<th>S</th>
<th>B</th>
<th>U</th>
<th>N</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Manner toward the public</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Manner toward the staff and allied workers</td>
<td></td>
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</tr>
</tbody>
</table>
### Section 5.0

<table>
<thead>
<tr>
<th>Is the trainee able to conduct inspections and/or investigations appropriate to the role of entry-level EHO/PHI?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

#### Potable Water Quality
1. Public drinking water
2. Private drinking water

#### Food Safety
1. Review of plans/blueprints
2. Inspections

#### Communicable Disease Investigations
1. Investigations

#### Recreational Water
1. Review of plans/blueprints
2. Inspections

#### Waste Management
1. Review of sewage disposal plans/blueprints
2. Sewage disposal inspections
3. Solid waste disposal
<table>
<thead>
<tr>
<th>Community Environment and Sanitation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pest management</td>
<td></td>
</tr>
<tr>
<td>2. Nuisances</td>
<td></td>
</tr>
<tr>
<td>3. General sanitation</td>
<td></td>
</tr>
<tr>
<td>4. Housing</td>
<td></td>
</tr>
<tr>
<td>5. Noise</td>
<td></td>
</tr>
<tr>
<td>6. Indoor Air Quality</td>
<td></td>
</tr>
<tr>
<td>(including tobacco enforcement)</td>
<td></td>
</tr>
<tr>
<td>7. Outdoor Air Quality</td>
<td></td>
</tr>
<tr>
<td>(including complaints and referrals from other agencies)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Institutions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Schools</td>
<td></td>
</tr>
<tr>
<td>2. Child Care Facilities</td>
<td></td>
</tr>
<tr>
<td>3. Adult Care Facilities</td>
<td></td>
</tr>
<tr>
<td>4. Industrial or Summer Camps</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Land Use</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(subdivisions, community plans, re-zoning applications and referrals from other agencies)</td>
<td></td>
</tr>
</tbody>
</table>

| Personal Services Facilities        |   |
Additional Comments:

____________________________________
Practicum Coordinator (Signature)

____________________________________
Date of evaluation (discussed with Trainee)

I, _________________________________ have read this form and agree with this
(Trainee name)

evaluation __________________________
(Trainee signature)

Adopted from the BCIT ENVH8600 final evaluation form
Canadian Institute of Public Health Inspectors
Board of Certification

Form G
Practicum Training Commencement Form

This form is to be completed at the commencement of the practicum period, and a copy submitted to the Board of Certification with each of the reports.

I ____________________________
(name and title, holder of the CPHI(C))

Supervising the training of ____________________________
(name of student)

at ____________________________
(name of training agency)

understand that any inspection reports that are completed during the practicum period for the aforementioned student are to be solely the student’s work.

Note: The training agency is required to sign off reports only to verify that the reports were based on inspections completed by the student during the student’s practicum period at this location. The reports are not viewed in any way as a reflection on the health agency, but rather as an indication of the student’s ability to independently write a satisfactory report. Do not assist students by correcting and / or commenting on the reports prior to submission to the Board of Certification.

__________________________  _______________________
Signature of supervising CPHI(C)  Date