

**REGULATIONS RESPECTING THE CERTIFICATE IN  
PUBLIC HEALTH INSPECTION (CANADA)  
AND  
GOVERNING THE BOARD OF CERTIFICATION OF  
PUBLIC HEALTH INSPECTORS**

February 27, 1982

Reviewed & Revised June 2001

Revisions October 2001

Revision May 2, 2009

## **GENERAL STATEMENT**

The Regulations of the Board of Certification of Public Health Inspectors as approved by the Board of Certification and dated October 16, 1979, are further amended, with effect from the 1st day of September, 1981.

- (1) by striking out:
  - (a) sections 1.0 to 3.0 inclusive, and
  - (b) appendices A to H inclusive (being the regulations in their entirety), and
- (2) by substituting the following

**REGULATIONS RESPECTING THE CERTIFICATE IN PUBLIC HEALTH INSPECTION (CANADA), AND GOVERNING THE BOARD OF CERTIFICATION OF PUBLIC HEALTH INSPECTORS:**

### **PREAMBLE**

#### **Historical Background:**

In 1935 the Canadian Public Health Association established qualifications for Sanitary Inspectors relating to secondary school education and technical training and conducted examinations for certification. The Certificate in Sanitary Inspection (Canada) was awarded to persons who qualified. 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 Government departments and other agencies throughout Canada as evidence of technical competence.

From its beginning the certification program has been supported by federal, provincial and local health authorities throughout Canada.

On July 1, 1979, the Canadian Public Health Association transferred its responsibilities connected with the certification program to the Canadian Institute of Public Health Inspectors.

The responsibilities for the certification program has been assigned to a national board, the Board of Certification of Public Health Inspectors (formerly the Committee on the Certification of Sanitary Inspectors). In view of the change in responsibility for the program, the Board of Certification now reports to the Executive Council of the Canadian Institute of Public Health Inspectors. The Board includes representatives of federal, provincial and local health authorities. Since its establishment a specified number of members have been appointed directly by the Canadian Institute of Public Health Inspectors. Some members are selected from other health disciplines.

Responsibilities of the Board of Certification of Public Health Inspectors The Board of Certification is responsible for establishing standards of training both academic and practical for persons entering the field of public health inspection. In the administration of these responsibilities the Board grants approval to post secondary educational institutions which may offer academic instruction leading to certification. The Board establishes standards for the curricula to be offered in such institutions. The Board sets standards for field training.

The Board also establishes standards for acceptance of qualifications received outside of Canada.

The Board is also responsible for the examination of candidates for certification who have completed academic preparation and field training.

The Board is responsible for granting the Certificate in Public Health Inspection (Canada) to those persons who have completed training and succeeded in the examination. The Certificate is highly prized by those who hold it as an entry to positions in public health inspection anywhere in Canada. The Board is very cognizant of its responsibility in maintaining the high level of recognition of the Certificate in Public Health Inspection (Canada).

The Board may request the resignation of any Member who regularly fails to attend meetings of the Board or whose conduct is considered to be detrimental to the goals and objectives of the Board.

The Board should review and revise where necessary all administrative policies and the regulation at least once every two years.

Relationship and Accountability, Board of Certification, Government Bodies and Canadian Institute of Public Health Inspectors:

The Board of Certification of Public Health Inspectors is administratively responsible to the Canadian Institute of Public Health Inspectors but is operationally independent.

The Board of Certification is an autonomous body, acting on behalf of health authorities throughout Canada and with close administrative ties to the Canadian Institute of Public Health Inspectors.

## **REGULATIONS**

### **DEFINITIONS**

1. In these regulations:

- (1) “Board” or “Board of certification” means the Board of Certification of Public Health Inspectors established pursuant to these regulations,
- (2) C.I.P.H.I. means the Canadian Institute of Public Health Inspectors,
- (3) C.P.H.I.(C) means the Certificate in Public Health Inspection (Canada)
- (4) “Examination Panel” means a panel of persons appointed pursuant to these regulations to examine candidates for the C.P.H.I.(C) on behalf of the Board of Certification,
- (5) “Executive Council” means the Executive Council of the C.I.P.H.I.

## **BOARD OF CERTIFICATION MEMBERSHIP**

2. (1) There shall be a Board of Certification of Public Health Inspectors which shall include members as hereinafter provided. (Revised July/08)
- (2) The appointment of any person to be a member of the Board is subject to the approval of the Executive Council.
3. All of the members of the Board of Certification shall be drawn from health disciplines
4. (1) There shall be up to 15 members of the Board of Certification. (Revised July/08)
- (2) At least 10 of the members shall be engaged in the discipline of Public Health Inspection and shall be in possession of the C.P.H.I.(C). (Revised July/08)
- (3) At least 2 of the members shall be drawn from health disciplines other than Public Health Inspection.
- (4) Two of the persons required by sub-section (2) shall be CIPHI Executive Council Representatives appointed by the Executive Council.
- (5) Branches shall nominate a maximum of 1 person for appointed to the BOC by the Executive Council.
- (6) Public Health Inspectors who sit on the Board must be members of the Canadian Institute of Public Health Inspectors.
- (7) At least one member should be bilingual.
- (8) As far as practical the membership shall:
  - (a) be representative of the regions of Canada, and
  - (b) include persons employed in by:
    - (i) Municipal and Regional Health Authorities
    - (ii) Provincial Government,
    - (iii) Federal Government.
    - (iv) Canadian Forces - Preventive Medicine Division

(Revised July/08)

5. (1) (2) Deleted July /08
6. Deleted July/08
7. (1) Members of the Board of Certification shall take office immediately on appointment.
- (2) Members shall have a three-year term of office and allow for reappointments for a further three year term.
- (3) If the Executive Council withholds approval of the appointment of any member, the Board of Certification shall proceed to appoint a replacement.
- (4) The withholding of approval of any appointment by the Executive Council shall not invalidate any action taken by the Board of Certification during the period when the member affected was in office.
8. (1) The Board of Certification shall elect a Chairman from the members who are in possession of the C.P.H.I.(C).
- (2) The Chairman elected by the Board in accordance with subsection (1) shall take office following approval of his or her election by the Executive Council.
- (3) The Chair shall be elected for a three year term commencing the date of appointment and may serve a maximum of two terms. (Revised July/08)
- (4) In the event a member of the BOC appointed by a Branch or the NEC is elected Chair then a new representative for the NEC or the Branch shall be appointed to replace them. (Revised July/08)
9. (1) In this section “Board Senior” means:
  - (a) the member of the Board who has seniority in length of membership, or
  - (b) if two or more members have equal seniority in length of membership, whichever of those with equal seniority whose surname is first alphabetically.
- (2) In the event that between meetings of the Board the Chairman:
  - (a) resigns, or
  - (b) is unable to carry out the duties of the office, the Board Senior and the President of the C.I.P.H.I.(C) in consultation shall appoint a person to be Chairman.

- (3) In the event:
    - (a) that the Board is unable to elect a successor on the completion of the Chairman's term of office, and
    - (b) if the Chairman is unwilling to continue in office, the procedure outlined in sub-section (2) shall be followed.
  - (4) Notwithstanding anything contained in these regulations or in any administrative policy made under authority of these regulations a Chairman appointed under sub-section (2) at the time of such appointment:
    - (a) shall be engaged in a health discipline, but
    - (b) need not be a member of the Board.
  - (5) Notwithstanding anything contained in these regulations or in any administrative policy made under authority of the regulations a person appointed to be Chairman under the provisions of sub-section (2) shall:
    - (a) take office immediately following the appointment, and
    - (b) have all the rights, privileges and responsibilities of a member of the Board during the period of the appointment.
  - (6) At the next meeting following the appointment of a Chairman under subsection (2), the Board shall proceed to elect a Chairman under the provision of section 8.
  - (7) Upon approval by the Executive Council of the elected Chairman, the appointment of the Chairman who took office under sub-section (2) shall cease.
  - (8) If the Board is unable to elect a Chairman in accordance with subsection (6), the term of office of the person who was appointed to the Chairman may be extended by agreement between the Board Senior and the President of the C.I.P.H.I.
10. The Board of Certification may appoint an Honorary Secretary from the Board membership.
11. **MEETINGS**
- (1) The members of the Board shall meet face to face twice a year to conduct the business of the Board of Certification.
  - (2) Additional face to face meetings and conference calls may be called at the discretion of the Chair.
  - (3) A meeting quorum shall consist of five members of the Board, one of whom must be an appointee of the C.I.P.H.I. (Revised July/08)

- (4) Every meeting of the Board shall be presided over by the Chairman of the Board or his or her delegate.
- (5) Meeting expenses incurred under sub-section (1) for Members appointed under Section 4(4) and 4(5) will be cost shared by the BOC, the NEC and the CIPHI Branches (Revised July/08)
- (6) Notwithstanding sub section (6) meeting expenses for members required to attend meetings under subsection (1) will be borne by the BOC. (Revised July/08)

### **THE CERTIFICATE IN PUBLIC HEALTH INSPECTION (CANADA)**

- 12. (1) The Certificate in Public Health Inspection (Canada) is a certificate of qualification and is devised to meet the needs of:
  - (a) the profession of public health inspection, and
  - (b) employers of public health inspectors including:
    - (i) the Government of Canada
    - (ii) the Governments of the Provinces and Territories,
    - (iii) municipal governments, and
    - (iv) other public and private employers, for persons qualified for employment in the field of public health inspection.
- 13. The C.P.H.I.(C) will be granted by the C.I.P.H.I. through the Board of Certification to those persons who comply with the requirements of these regulations and the applicable administrative policies established by the Board of Certification.
- 14. (1) The requirements for the C.P.H.I.(C) shall include:
  - (a) completion of an academic program at the post-secondary level acceptable to the Board of Certification,
  - (b) completion of a field training program acceptable to the Board of Certification, and
  - (c) successful completion of an examination conducted under the direction of and at a time and location approved by the Board of Certification.

15. The Board of Certification shall arrange for the conduct of examinations for the C.P.H.I.(C) in suitable centres throughout Canada.
16. (1) Executive Council shall appoint a CPHI ( C ) to be an Exam Coordinator in each province where an examination is scheduled.  
(2) The Exam Coordinator, in accordance with the Board's Administrative Policy respecting the Examination of the C.P.H.I.(C) shall
  - (a) appoint the members of the examination panel or panels,
  - (b) make the physical arrangements for the conduct of the examinations, and
  - (c) generally ensure proper conduct of examinations.
17. Subject to administrative policies established by the Board of Certification examinations for the C.P.H.I.(C) shall be conducted by examination panels.
18. The Certificate in Sanitary Inspection (Canada) which was the predecessor of the C.P.H.I.(C) is deemed to be the equivalent of the C.P.H.I.(C) and for any purpose under these regulations, a holder of the Certificate in Sanitary Inspection (Canada) shall be deemed to hold the C.P.H.I.(C).

#### **ADMINISTRATIVE POLICIES**

19. (1) The Board of Certification may establish administrative policies respecting:
  - (a) the approval of courses of instruction at the post-secondary level offered by educational institutions as meeting the academic requirements leading to the C.P.H.I.(C),
  - (b) the acceptability of degrees, diplomas, or other academic qualifications as evidence of training towards the C.P.H.I.(C),
  - (c) the syllabus of instruction for institutions offering an academic program leading to the C.P.H.I.(C),
  - (d) the field training program for candidates for the C.P.H.I.(C),
  - (e) all matters connected with the examinations for the C.P.H.I.(C),
  - (f) the acceptability of foreign certificates of qualification as evidence of training towards the C.P.H.I.(C),
  - (g) the acceptability of qualifications attained in the Canadian Forces as evidence of training towards the C.P.H.I.(C),
  - (h) the conduct of meetings of the Board,

- (i) the term of office of a member of the Board,
  - (j) the roles of members,
  - (k) the duties of an examination co-ordinator,
  - (l) the membership of examination panels, and
  - (m) such other matters as fall within the purview of the Board of Certification and which are not covered or are not adequately covered by these regulations.
  - (n) establishment of ad hoc advisory committees(Revised July/08)
- (2) No administrative policy established under clause (I) of sub-section (1) shall be deemed to affect the right of either the C.I.P.H.I. in respect to its representation on the Board of Certification. (Revised July/08)
- (3) Any administrative policy established under clause (1) of sub-section (1) respecting the membership of examination panels shall provide for the inclusion of a representative of the C.I.P.H.I. in any such panel.
20. (1) The Board of Certification may establish administrative policies respecting the duties and responsibilities of the Secretary of the Board.
- (2) No administrative policy established under sub-section (1) shall:
- (a) give the Secretary voting rights at meetings of the Board, unless the Secretary is a member under the provision of section (2) to (4) inclusive, or
  - (b) affect the right of the Executive Council to:
    - (i) appoint or replace the Secretary, or
    - (ii) set the remuneration for the Secretary.
21. (1) The Board of Certification may establish administrative policies respecting:
- (a) the fee to be charged to candidates for the examination for the C.P.H.I.(C), and
  - (b) charges to be made for materials as may be supplied by the Board.

22. (1) Every administrative policy established under the authority of section 19 or section 20 shall come into effect immediately on passing unless otherwise stated in the administrative policy.
- (2) An administrative policy established under section 21 shall not come into effect until it has been approved by the Executive Council.
- (3) Any portion of any administrative policy established by the Board of Certification which is contrary to any portion of these regulations shall have no force of effect.

### **ANNUAL REPORT**

23. (1) Every year the Board of Certification shall provide a report on its activities for the Annual General Meeting of the C.I.P.H.I.(C)
- (2) The annual report required by sub-section (1) shall include the following information in respect to the period under review:
  - (a) a list of all persons who have been granted the C.P.H.I.(C),
  - (b) the number of persons who failed in the examinations for the C.P.H.I.(C).
  - (c) A list of all changes in the membership of the Board of Certification,
  - (d) A list of all amendments to these regulations, and
  - (e) other statistics and information deemed to be significant in matters coming under the purview of the Board.
- (3) Copies of the last annual report shall be made available on request to any government department or government agency or to any organization or person desirous of obtaining a copy on payment of such fee as may be accordance with section 21

### **INTERPRETATION**

24. (1) Interpretations of meaning and intent with respect to any part of
  - (a) these Regulations, or
  - (b) any administrative policy established under these Regulations, and decisions related thereto, are the responsibility of the Board of Certification.

## **AMENDMENT OF REGULATIONS**

25. (1) Amendments to these Regulations may be made at any meeting of the Board of Certification.
- (2) An amendment to these Regulations shall come into effect on the date specified in the amendment.
- (3) Every amendment to these Regulations shall be immediately referred to the Executive Council which body at its next meeting may set aside the amendment.
- (4) If the Executive Council sets aside an amendment, such amendment shall cease to have affect from the date of the Executive Council decision.
- (5) Notwithstanding sub-section (2) no amendment to these Regulations which affects:
- (a) the requirement for the Board to include in its membership C.I.P.H.I.(C) appointees,
  - (b) the requirement for a C.I.P.H.I.(C) appointed member to be present for a Board meeting quorum,
  - (c) the requirement that examination panels include C.I.P.H.I.(C) appointees, or
  - (d) any portion of the Regulations which requires approval of a Board action by the Executive Council.

shall come into affect prior to the meeting of the Executive Council referred to in sub-section (3).

## **TRANSITIONAL**

26. (1) Any section of, or any appendix to the Regulations of the Board which was in effect on the day prior to the coming in force of these Regulations, dealing with:
- (a) courses of instruction,
  - (b) syllabus of instruction
  - (c) acceptability of military qualifications,
  - (d) recognition of foreign certificates of qualification
  - (e) field training,
  - (f) examinations,

(g) application for examinations, and

(h) fees for examination

shall remain in force until superseded by an administrative policy established under the authority of these Regulations.

Regulations approved by Board of Certification, February 3rd, 1981.

Reviewed and accepted by Executive Council, April 26, 1981.

Regulations approved by Board of Certification, October 26, 2001

Reviewed and accepted by Executive Council, April 12, 2002

Regulation approved by Board of Certification May 2 2009

Reviewed and accepted by Executive Council May 2, 2009