

Canadian Institute of Public Health Inspectors Board of Certification



Candidate Information

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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 CPHI(C) 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 that meet the [CIPHI BOC Instructional Objectives 2018](#), and 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. Toronto Metropolitan University, Toronto, Ontario
6. Université de Montréal, Montréal, Quebec

4. Practical Experience

To be eligible to sit the BOC Exam 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 practicum requirements apply to qualified Canadian Armed Forces candidates.

International candidates, who have successfully completed the BOC Equivalency Exam, must then proceed to complete a twelve (12) week practicum.

4.1 Practicum Requirements

The purpose of a practicum is to provide the students with a grasp of the practical application of knowledge acquired from 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 are able to provide experience in all of the fields listed:

- Food Safety
- Fixed Premises inspection (non-food)
 - Personal Services
 - Land Use
 - Animal Facilities
 - Healthy Built Environments
 - Housing
 - Pest Control Management
 - Child Care Facilities
 - Residential Care Facilities
- Communicable Disease Control
- Water Quality
 - Drinking Water
 - Recreational Aquatic Facilities
 - Municipal Waste Management
 - Private Liquid Waste Management
- Non-Communicable Disease Control
 - Physical Agents
 - Ambient Air Quality
 - Indoor Air Quality

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, minimum 420 hours. A candidate will forfeit the right to sit the Board of Certification Examination if the candidate does not meet the required practicum requirements.**

The student is responsible to complete ALL required Practicum, and demonstrate that all areas of the required program as outlined on Form C - Report on Practicum have been satisfied.

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

5.1 BOC Exam Dates and Fees

BOC Exam are held on the following days:

1. the fourth Wednesday of April and
2. the fourth Wednesday of October

IMPORTANT NOTE

Late or incomplete applications will not be accepted. Incomplete and improperly completed applications are subject to an additional administration \$100.00 fee.

Where deemed necessary by the Branch Examination Coordinator, the BOC exam may be carried over into a second day.

Exam	Exam Fee
Initial Exam	\$850 + Applicable Provincial Tax
Repeating Oral Segment Only OR Repeating Oral + Written Segment	\$850 + Applicable Provincial Tax
Repeating Written Segment Only	\$425 + Applicable Provincial Tax

5.2 Applications

The Board of Certification must receive complete applications and all related documents at least fifty (50) days prior to the BOC exam date.

Applications are available at educational institutions, online <https://ciphi.ca/certification/resources-and-faqs/>, or by contacting the CIPHI Office.

Current student membership

Every application for the BOC exam shall include

- proof of current student membership in the Canadian Institute of Public Health Inspectors.
- official school transcript of final academic results and proof of graduation from an institution and the BOC-accredited program, at least 21 days in advance of the BOC exam.

School transcript and proof of graduation

BOC Exam Submission Requirements

All document to apply to sit a BOC Exam 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 2022 Exam in British Columbia, the email subject would be:

BOC Exam – April 2022 – BC – Doe, Jane

1. 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.

2. All documents must then be named as: Prov - Last Name, First Name – *Document*

3. **BOC Exam Application Forms are:**

Form A – BOC Examination Application Form

Form B – Payment Method Form

Form C – Candidate Practicum Evaluation Form

Form D – Certification of Practicum

Form E – Documentation of Practicum Reports*

Practicum Report 1 for Marking = Report_Subject (*ie: Report_SafeWater*)

Practicum Report 2 for Marking = Report_Subject (*ie: Report_PersonalServices*)

Practicum Report 1 for Plagiarism Crosscheck^ψ = First Name Last Name_MM-YYYY_Title (*ie: Jane Doe_04-2019_Safe Water Inspection*)

Practicum Report 2 for Plagiarism Crosscheck = First Name Last Name_MM-YYYY_Title

* If you are submitting two (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.

^ψ 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.

4. All BOC Exam application forms must be signed and scanned. Ensure that the signed/scanned version of these forms are submitted to the CIPHI office, as this package will be used to verify that a

IMPORTANT NOTES

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. Official school transcript must be submitted no later than 21 days prior to the exam.

In such circumstances you are advised:

- 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 BOC'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.

5.3 BOC Examination

The BOC certification exam consists of two (2) segments:

1. Written segment
2. Oral segment

5.3.1 Passing Grade for BOC Exam

Candidates must receive passing grades of:

- **seventy (70) percent in the oral segment, and**
- **sixty (60) percent on both practicum reports in the written segment of the BOC exam.**

5.3.2 Written Segment

Candidates applying for the examination for certification will be required to submit two (2) practicum reports in accordance with the **Submission Guideline for Written Practicum Reports.**

Each practicum report shall be based on a different area of fieldwork (i.e. two different subject matter areas) and certified by the candidate's supervisor as representing an actual inspection performed by the candidate:

- Food Safety
- Fixed Premises inspection (non-food)
 - Personal Services
 - Land Use
 - Animal Facilities
 - Healthy Built Environments
 - Housing
 - Pest Control Management
 - Child Care Facilities
 - Residential Care Facilities
- Communicable Disease Control (note that a report on a rabies or animal bite investigation is not permitted)
- Water Quality
 - Drinking Water
 - Recreational Aquatic Facilities
 - Private Liquid Waste Management
- Non-Communicable Disease Control
 - Physical Agents
 - Ambient Air Quality
 - Indoor Air Quality

5.3.2 Unacceptable Practicum Report

- A practicum report in a check-sheet format will not be accepted.
- A practicum report based on a research activity is not accepted.

5.3.3 Oral Segment

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 (3) 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.

5.3.4 Unsuccessful BOC Exam

A candidate who fails a segment (oral segment or written segment) of the BOC exam may, at the discretion of the BOC, be entitled to attempt the failed segment again at the next regularly scheduled BOC Exam session.

Submissions of any practicum report following a failed written segment attempt, must be based on a different area of fieldwork, i.e. **Candidates cannot submit a rewrite of a failed practicum report.**

Where the BOC deems that a candidate has 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. The BOC has identified strong evidence of plagiarism or fraudulence in a submitted practicum report (report name will be given);
- b. The unsuccessful outcome in their recent BOC exam (both practicum reports and the oral segment will be considered as failed attempts);
- c. The candidate forfeits all portions of the BOC exam and may only re-apply for certification in one year (must skip one examination period);
- d. To re-apply for the BOC exam, the candidate must submit two new practicum reports, which cannot be rewrites of the previously submitted practicum reports;
- e. Where the BOC deems that a candidate has submitted a second fraudulent or plagiarized report for a subsequent BOC exam attempt, the candidate shall forfeit all portions of the exam. **The candidate shall also be considered ineligible to sit the BOC exam at any point in the future.**
- f. Candidates may appeal the decision of the BOC by submitting their request for appeal in writing within 30 days of receiving the BOC notification letter of the Student Member's failed exam, accompanied by the administration fee.

6. Petition or Complaint

Any petition or complaint made by a 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

If you wish to appeal the decision, you must submit an *Application for Appeal of BOC Examination Results* to the CIPHI Office **within 30 days** after BOC notification letter of the Student Member's failed exam. Please refer to [CIPHI National Operating Policy #28 – National Appeal Review Process](#) for detailed information on how to submit an appeal.

7.1 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 **ONLY** where there is evidence of **alleged significant irregularities in the evaluation process**.

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.
- does not meet the minimum 420 hours of supervised work.
- 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 such evidence exists, the appeal will undergo review. For the most up-to-date information regarding appeals, please review the [National Operational Policy #28](#).

8 Checklist for BOC Exam Applicants

8.1 Checklist for First Time BOC Exam Applicants

<p>Document ation and Materials Required for First Time Applicants</p>	<p>A complete application submission for the BOC Exam consists of the following:</p> <ul style="list-style-type: none"> ❑ Form A – BOC Examination Application Form ❑ A certified cheque¹² or money order in the amount of \$850 plus applicable provincial taxes (see BOC Price Chart) and made payable to CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS. If paying by VISA, MasterCard or American Express, include Form B – Payment Method Form found in Appendix 3 of this package. ❑ Official school transcript of final academic results submit directly from the accredited school.² ❑ Proof of graduation 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). ❑ Proof of current student membership in the Canadian Institute of Public Health Inspectors. ❑ Form C – Candidate Practicum Evaluation Form ❑ Form D – Certification of Practicum ❑ One copy of each practicum report, with Form E – Documentation of Practicum Reports as a coversheet of each copy with applicable appendices. ❑ One copy of each practicum report, <u>without</u> Form E or the appendices. <p>¹ - Personal cheques are not accepted.</p> <p>² - Certified Cheques, Money Order Payments and Transcripts must be physically mailed to:</p> <p style="text-align: center;">Board of Certification, CIPHI #720 – 999 West Broadway Vancouver, BC V5Z 1K5</p> <p>Note: All electronic files must be formatted, renamed and emailed to office@ciphi.ca.</p> <p><i>Upon receipt of the applicant's digital application package, the CIPHI office will send an email confirming receipt.</i></p> <p><i>If you have not received confirmation email within two (2) business days of emailing your application package, it is the candidate's responsibility to follow up with the CIPHI office.</i></p> <p><i>If any documents are missing after each respective deadline, the office will follow up with the candidate directly.</i></p>
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8.2 Checklist for Applicants Repeating the Oral Segment & One or Both Practicum Reports

<p>Documentation and Materials Required for Applicants Repeating the Oral Segment & One or Both Practicum Reports</p>	<p>A complete application submission for examination consists of the following:</p> <ul style="list-style-type: none"> ❑ Form A – BOC Examination Application Form ❑ A certified cheque^{1 2} or money order in the amount of \$850 plus applicable provincial taxes (see BOC Price Chart) and made payable to CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS. If paying by VISA, MasterCard or American Express, include Form B, the Payment Method Form found in Appendix 2 of this package. ❑ Proof of current student membership in the Canadian Institute of Public Health Inspectors. ❑ One copy of each practicum report, with Form E – Documentation of Practicum Reports, as a coversheet of each copy with applicable appendices. ❑ One copy of each practicum report, <u>without</u> Form E or the appendices. <p>¹ - Personal cheques are not accepted.</p> <p><i>Upon receipt of the applicant's digital application package, the office will send an email confirming receipt.</i></p> <p><i>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.</i></p> <p><i>If any documents are missing after each respective deadline, the office will then follow up with the candidate directly.</i></p>
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8.3 Checklist for Applicants Repeating the Oral Segment Only

Documentation and Materials Required for Applicants Repeating the Oral Segment Only	<p>A complete application submission for examination consists of the following:</p> <ul style="list-style-type: none">❑ Form A – BOC Examination Application Form❑ A certified cheque^{1 2} or money order in the amount of \$850 plus applicable provincial taxes (see BOC Price Chart) and made payable to 'CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS'. If paying by VISA, MasterCard or American Express, include Form B – Payment Method Form found in Appendix 2 of this package.❑ Proof of current student membership in the Canadian Institute of Public Health Inspectors. <p>¹ - Personal cheques are not accepted.</p> <p><i>Upon receipt of the applicant's digital application package, the CIPHI office will send an email confirming receipt.</i></p> <p><i>If you have not received confirmation within two (2) business days of emailing your application package, it is the candidate's responsibility to follow up with the CIPHI office.</i></p> <p><i>If any documents are missing after each respective deadline, the CIPHI office will then follow up with the candidate directly.</i></p>
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8.4 Checklist for Applicants Repeating One or Both Practicum Reports Only

Documentation and Materials Required for Applicants Repeating One or Both practicum Reports Only	<p>Applicants may be required to repeat one or both practicum reports. A complete application submission for examination consists of the following:</p> <p>Main Package:</p> <ul style="list-style-type: none">❑ Form A – BOC Examination Application Form❑ A certified cheque^{1 2} or money order in the amount of \$850 plus applicable provincial taxes (see BOC Price Chart) and made payable to CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS. If paying by VISA, MasterCard or American Express, include Form B, the Payment Method Form found in Appendix 2 of this package.❑ Proof of current student membership in the Canadian Institute of Public Health Inspectors.❑ One copy of each practicum report, with Form E – Documentation of Practicum Reports as a coversheet of each copy with applicable appendices.❑ One copy of each practicum report, <u>without</u> Form E or the appendices. <p>¹ - Personal cheques are not accepted.</p> <p><i>Upon receipt of the applicant's digital application package, the CIPHI office will send an email confirming receipt.</i></p> <p><i>If you have not received confirmation within two (2) business days of emailing your application package, it is the candidate's responsibility to follow up with the CIPHI office.</i></p> <p><i>If any documents are missing after each respective deadline, the CIPHI office will then follow up with the candidate directly.</i></p>
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8.5 Other Details

Confirmation of Receipt of Application	<p>The BOC Secretary will send you an email confirming receipt of your application (approximately 5 to 10 business days after the application deadline) and outline next steps.</p> <p>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 Exam.</p>
Recording Devices	<p>Please note that the use of any recording or transmitting devices by a candidate during the BOC examination – Oral Segment 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>
Contacting the BOC Secretary	<p>Telephone 1-888-245-8180 (toll free) to leave a message for the BOC Secretary.</p>

Withdrawal from the Examination	<p>The BOC exam consists of an oral segment and a practicum report segment. When a candidate withdraws from the examination, they are deemed to have withdrawn from both exam segments, except in cases of rewrites.</p> <p>Should circumstances arise that a candidate is not able to sit the BOC exam, the candidate shall advise the Examination Coordinator and the Secretary as soon as possible.</p> <p>Refund Policy:</p> <p>A candidate who withdraws from the BOC exam after payment of fees will be entitled to:</p> <ul style="list-style-type: none"> 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. <p>Where extenuating circumstances warrant, the BOC 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 does not include travel to the exam site. <p>Note: For extenuating circumstances, an administrative fee of \$100 will be imposed and all documentation will be returned to the applicant.</p> <p>Requests by a candidate to take the exam in a 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 administrative fee of \$100. c) be subject to an additional fee based on costs incurred by the BOC resulting from this change.
Postponement of Examination	<p>No postponements will be allowed. Candidates must withdraw and re-apply when they are ready to sit the exam.</p>
Return of Application Materials	<p>All materials become the property of the Board of Certification and will not be returned upon request.</p> <p>If a candidate withdraws from the exam, their application package will be returned with any applicable refund.</p>
Appeals	<p>Refer to Section 7 of this document.</p>
Photo Identification required on the day of exam	<p>To ensure oral segment candidates are properly identified, all exam candidates taking the oral segment will be required to show government issued photo identification prior to their exam.</p>

<p>Examination results</p>	<p>The Board of Certification meets to consider the examination results approximately three (3) weeks post-exam.</p> <p>BOC exam results will be sent electronically to the candidate's email address within 6 to 8 weeks.</p> <p>Please do not contact the Secretary, your Examination Coordinator, or your BOC Branch Representative as they are prevented by Policy from disclosing your results.</p> <p>Successful candidates will be mailed their CIPHI certificate within 8 - 10 weeks post-exam to the mailing address provided by the candidate.</p>
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Appendices

Appendix 1 - Submission Guideline for Practicum Reports

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

Format

Practicum 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 (see Report Grading Form). Any formatting which causes the report to exceed the dimensions of 8 ½" X 11" is discouraged.

Practicum 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") .

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.

Content

Practicum Reports must be based on actual inspections or investigations completed by the candidate under the supervision of a Certified Public Health Inspector. Each practicum 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 shall contain the following sections:

- 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 practicum report shall 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 shall ensure that the material presented covers the following:

- Identification of the public health issue
- Why is this an issue for Environmental Health
- The significance of these public health issue(s)
- The public health impact(s)
- A risk assessment and categorization/prioritization of the subject matter being discussed from an environmental health perspective.
- The potential interventions to be considered further under the circumstances and the rationale for such interventions.

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

The following examples of submissions would be acceptable for practicum reports:

1. Food sanitation - restaurant
2. Communicable disease investigation – (note that a report on a rabies or animal bite investigation is not permitted)
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

Practicum reports must be the candidates work exclusively, not a team or partnership effort. They are expected to be thorough and concise. Inclusion of excessive amounts of unnecessary information will result in a loss of marks.

Submission Requirements

Form E - Documentation of Written Practicum 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.

Practicum 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.

Plagiarism

“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 BOC exams are part of the evaluation and quality improvement system used by the Canadian Institute of Public Health Inspectors (CIPHI). 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.

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 previously-submitted written practicum reports.**

Where reports are shown to match a total of 30% or greater to other sources, the BOC member responsible for the 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.

Report Grading Form



Canadian Institute of Public Health Inspectors Board of Certification Report Grading Form

Candidate's Name :		Exam Date:	
Title of Report:			
Format Objectives	Report Content & Quality Objectives	Public Health Context Objectives	Recommendations & Conclusion
Language use: <ul style="list-style-type: none"> <input type="checkbox"/> correct spelling <input type="checkbox"/> standard use of punctuation <input type="checkbox"/> standard use of capitals <input type="checkbox"/> correct sentence structure <input type="checkbox"/> appropriate level of formality <p style="text-align: right;">10 marks</p> Document design and style: <ul style="list-style-type: none"> <input type="checkbox"/> tidy and visually appealing layout <input type="checkbox"/> effective use of visuals <input type="checkbox"/> sufficient white space <input type="checkbox"/> effective use of headings <input type="checkbox"/> tables and charts are correctly titled and labeled <p style="text-align: right;">5 marks</p> Formal report style <ul style="list-style-type: none"> <input type="checkbox"/> consistently follows a standard report structure <input type="checkbox"/> correct use of footnotes or endnotes <input type="checkbox"/> correct documentation of sources (in text and in reference list) <p style="text-align: right;">3 marks</p>	Document content: <ul style="list-style-type: none"> <input type="checkbox"/> rationale for why facility requires a public health inspection <input type="checkbox"/> thoroughness of inspection and documentation of all aspects of the inspection <input type="checkbox"/> legislative authority for inspection given and relevant legislation, standards and guidelines utilized <input type="checkbox"/> technical details are accurate <p style="text-align: right;">20 marks</p> Document quality: <ul style="list-style-type: none"> <input type="checkbox"/> all sections are well organized and adequately developed <input type="checkbox"/> purpose is clear <input type="checkbox"/> writing is clear, concise, and focused <input type="checkbox"/> analysis is based on current literature and research <input type="checkbox"/> overall, the report is logical and readable <p style="text-align: right;">10 marks</p>	Background details and issues: <ul style="list-style-type: none"> <input type="checkbox"/> background details are adequate <input type="checkbox"/> clear delineation of the public/environmental health issues <p style="text-align: right;">10 marks</p> Public health rationale: <ul style="list-style-type: none"> <input type="checkbox"/> discussion of the inspection findings includes an evaluation of the public health relevance/significance of each issue. <input type="checkbox"/> demonstrates an understanding of public health rationale appropriate for the profession <input type="checkbox"/> provides the public health rationale for any decisions made <p style="text-align: right;">24 marks</p>	Actions taken: <ul style="list-style-type: none"> <input type="checkbox"/> conclusion includes immediate actions and plans for future action that are justifiable and appropriate to the circumstances <input type="checkbox"/> actions are discussed in terms of options available, relevant legislation and sensitivity to local conditions, if applicable <p style="text-align: right;">10 marks</p> Public health rationale of actions taken: <ul style="list-style-type: none"> <input type="checkbox"/> provides the public health rationale for any recommendations made or actions taken <p style="text-align: right;">8 marks</p>
Subtotal: <p style="text-align: right;">18 marks</p>	Subtotal: <p style="text-align: right;">30 marks</p>	Subtotal: <p style="text-align: right;">34 marks</p>	Subtotal: <p style="text-align: right;">18 marks</p>
Total marks _____ <p style="text-align: right;">100 marks</p>	Percentage: _____ %	Examiner (Print name): _____ Signature: _____	