

HOW PROFESSIONAL DEVELOPMENT HOURS AFFECT ELIGIBILITY FOR REGULAR MEMBERSHIP IN CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

FREQUENTLY ASKED QUESTIONS

Q: How are Professional Development Hours (PDHs) related to membership?

A: CIPHI Bylaw #1 Section 2.01 (a)(iv)(b) states that persons may be eligible for Regular Membership if they participate in the Continuing Professional Competency (CPC) program of the Council of Professional Experience (CoPE). Regular members must complete PDHs in a manner that complies with the CPC Program to avoid termination of their membership in CIPHI.

Compliance with the CPC program has been a requirement of maintaining a regular membership since 2010. There was no immediate enforcement of this requirement while the CPC program was in its infancy. A robust PDH audit system is now in place and CIPHI is committed to enforcing mandatory professional development of all its regular members.

Q: How will this requirement be enforced?

A: Members who fail to fulfill the annual PDH requirements outlined by the CPC Program can still avoid termination of their CIPHI membership through successful completion of the 2 year progressive compliance cycle described in ***NOP # 23 Professional Development Hours – Progressive Compliance Cycle***.

Members who have not achieved their PDH requirements at the end of the 2-year progressive compliance cycle will be subject to ***NOP # 25 Termination and Reinstatement of Membership – Maintaining Professional Development Hours***.

Q: When will CIPHI start to enforce this requirement?

A: The first membership year affected will be 2019. This means that members who are audited in 2020 and found not to have met the 2019 PDH requirements will be placed in the first step of the PCC.

Q: Who does the progressive compliance cycle apply to?

A: This cycle applies to all regular members who:

- have not submitted the annual number of professional development hours (PDHs) required for compliance with the Continuing Professional Competencies (CPC) program or
- were subject to a random audit of PDHs and found to be non-compliant with the CPC program requirements

Q: How will I know if I have not entered sufficient eligible PDHs and failed an audit?

A: You will be notified via the CIPHI Office by registered mail and/or electronic means. You will also be provided with information about the Continuing Professional Competencies (CPC) program and other resources to assist you to achieve compliance.

Q: Can I appeal the results of a PDH Audit?

A: Yes. You may file an appeal of any PDH audit up to 30 days following your receipt by registered mail of the audit results. Information on the appeal process can be found in ***NOP # 24 Professional Development Hours Audit Results Appeal Policy***.

Q: What assistance can I get from CoPE if I fail an audit?

A: CoPE is committed to educating members so they can achieve compliance with the program. They can be contacted to answer your questions and provide advice on the CPC program and how it applies to your situation. CIPHI wants to support members in achieving their personal goals as well as meeting the requirements of their professional association.

Q: Will I lose my membership in CIPHI if I fail an audit?

A: You will still be eligible for membership the first time you fail an audit. However, you will be re-audited the following year and failure of the second audit will result in termination of your membership.

Q: What happens if I pass the second audit but fail another audit sometime in the future?

A: CIPHI supports what is referred to as the “5-year rule”. If you fail another PDH audit **within 5 years** of the first audit fail then your membership will be terminated. If you fail another audit **after 5 (or more) years have elapsed** since the first audit fail, then the 2 year cycle starts again and you have another year to become compliant.

Q: How will I be notified that my membership has been terminated?

A: You will be notified via the CIPHI Office by registered mail and/or electronic means that you have failed the second audit and that your audit outcome will be referred to the CIPHI Board for further action. The Board will not take any action until the deadline for appeal has expired or an appeal has been completed. The Board will then advise you in writing of your membership status in accordance with ***NOP # 25 Termination and Reinstatement of Membership - Professional Development Hours***.

Q: Can I apply to have my membership reinstated?

A: Yes. There are clear guidelines as to how you can apply for re-instatement found in ***NOP # 25 Termination and Reinstatement of Membership - Professional Development Hours***.

Q: Will terminating my membership in CIPHI result in suspension of my CIPHI credential?

A: Only if you received your certificate **AFTER** January 2017 will your credential be affected by your membership status. Please refer to ***NOP # 22 Suspension and Reinstatement of CIPHI (C) Credential.***

If you were certified **prior to** January 2017 your certificate **will not** be affected by your membership status. If you are required to hold valid membership in CIPHI as a condition of employment this is strictly a matter to be dealt with between employer and employee.

Q: If I lose my membership part way through the calendar year do I receive a membership dues refund?

A: No. There are no refunds for memberships which are terminated partway through the year.

Q: If my membership is reinstated part way through a membership year do I pay a prorated fee for the months I am a member?

A: No. Regardless of when during a year anyone becomes a member the full membership dues are required.

Q: If I lose my membership and have it reinstated in the same year do I have to pay the membership fee again?

A: No, but there will be an administrative fee to cover the cost of processing the reinstatement.

Q: Do I also need to enter PDH's for the year my membership is reinstated?

A: Yes. You will be required to submit the full number of PDH's based on the number of hours you worked in that calendar year.

Q: Where can I get a copy of the National Operating Polices referred to in this document?

A: These polices can be found on line by following this link:
<http://www.ciphi.ca/info-centre/documents/>