

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

Revised February 2018

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 the 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.

Responsibilities for the certification program have 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 successfully passed 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 to maintain 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 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 operationally independent but administratively responsible to the Canadian Institute of Public Health Inspectors.

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) CIPHI means the Canadian Institute of Public Health Inspectors,
 - (3) CPHI(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 CPHI(C) on behalf of the Board of Certification,
 - (5) “Executive Council” means the Executive Council of the CIPHI.

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 12 members of the Board of Certification. (Revised May 2015)
- (2) There shall be up to 11 of the members engaged in the discipline of Public Health Inspection and shall be in possession of the CPHI(C). (Revised May 2015)
- (3) One member may be drawn from health disciplines other than Public Health Inspection. (Revised May 2015)
- Subsection (4) Deleted May 2015
- (4) Branches shall nominate a maximum of 1 person for appointment to the BOC by the Executive Council.
- (5) Public Health Inspectors who sit on the Board must be members of the Canadian Institute of Public Health Inspectors.
- (6) At least one member should be bilingual.
- (7) As far as practical, the membership shall:
 - (a) be representative of the regions of Canada, and
 - (b) include persons employed in or by:
 - (i) Municipal and Regional Health Authorities,
 - (ii) Provincial Governments,
 - (iii) Federal Government, and
 - (iv) Canadian Armed Forces (Preventive Medicine Technicians).

(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) The term of office for a member is three years. A member shall serve no more than two terms. (Revised May 2015)
- (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 Chair from the members who are in possession of the CPHI(C).
- (2) The Chair, elected by the Board in accordance with subsection (1), shall take office following approval of election by the Executive Council.
- (3) The Chair shall be elected for a two-year term commencing the date of appointment. If at the completion of this term the BOC is unable to elect a successor the Chair may continue in office to a maximum of two terms.
- (4) Upon completion of their term(s), the Chair may be appointed by the BOC as Past Chair for a one-year term.
- (5) The Board of Certification shall elect a Vice Chair from the members who are in possession of the CPHI (C). The Vice Chair shall be elected for a one-year term to commence the first day of the Chair's second year in office. A Vice Chair elect whose term of office as a BOC Member expires before the commencement of their term as Vice Chair must be eligible for reappointment in accordance with Section 7 (2).
- (6) Deleted May 2015
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 Chair:
 - (a) resigns, or
 - (b) is unable to carry out the duties of the office, the immediate Past Chair, or in the absence of an immediate Past Chair, the Vice-Chair-elect, shall assume the office of the Chair to serve the remainder of the term and shall perform the duties of both positions for the rest of the unexpired term. At the expiration of that term, the BOC will elect a Chair under the terms of Section 8.
 - (c) In the event the Past Chair or Vice-Chair-elect cannot fulfill their duty or complete their term **or if those positions are vacant**, the Board Senior and the President of the CIPHI(C) in consultation shall appoint a person to be Chair.

(Revised June 2011)
- (3) In the event:
 - (a) that the Board is unable to elect a successor on the completion of the Chair's term of office, and
 - (b) if the Chair 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 Chair 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 Chair 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 Chair under subsection (2), the Board shall proceed to elect a Chair under the provision of section 8.
- (7) Upon approval by the Executive Council of the elected Chair, the appointment of the Chair who took office under sub-section (2) shall cease.

- (8) If the Board is unable to elect a Chair in accordance with subsection (6), the term of office of the person who was appointed to the Chair may be extended by agreement between the Board Senior and the President of the CIPHI.
10. The Board of Certification may appoint an Honorary Secretary from the Board membership.
11. **MEETINGS**
 - (1) 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 5 members of the Board (Revised May 2015)
 - (4) Every meeting of the Board shall be presided over by the Chair of the Board or his or her delegate.
 - (5) Meeting expenses incurred under sub-section (1) for Members appointed under Section 4(4) will be cost shared by the BOC and the CIPHI Branches. (Revised May 2015)
 - (6) Notwithstanding sub section (5), 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. (1) The CPHI(C) will be granted by the CIPHI 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.
- (2) The maintenance and use of all CPHI(C) granted after January 1, 2017 is subject to mandatory regular membership in the corporation. A CPHI (C) subject to mandatory membership may be suspended by the CIPHI through the Board of Certification if the person to who it was granted does not hold a regular membership in the corporation. A CPHI (C) may be reinstated by CIPHI through the Board of Certification if the person complies with the requirement of this regulation and the applicable administrative policies established by the Board of Certification and the CIPHI.

When a certificate is suspended, the person issued that certificate cannot use the title “Certified Public Health Inspector (Canada)”, use the designation CPHI(C), or represent themselves as a CPHI(C) until such time the suspension is lifted and the certificate is reinstated.

14. (1) In addition to the applicable administrative policies, the requirements for granting the Certificate in Public Health Inspection (Canada) [CPHI(C)] includes:
- (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) Membership in the Canadian Institute of Public Health Inspectors (effective January 1, 2016).
15. The Board of Certification shall arrange examinations for the CPHI(C) to be conducted 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 CPHI(C) shall:
- (a) appoint the members of the examination panel or panels,
 - (b) make the physical arrangements to conduct examinations, and

- (c) ensure the integrity of the examination process.
17. Subject to administrative policies established by the Board of Certification examinations for the CPHI(C) shall be conducted by examination panels.
18. The Certificate in Sanitary Inspection (Canada) which was the predecessor of the CPHI(C) is deemed to be the equivalent of the CPHI(C) and for any purpose under these regulations, a holder of the Certificate in Sanitary Inspection (Canada) shall be deemed to hold the CPHI(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 CPHI(C),
 - (b) the acceptability of degrees, diplomas, or other academic qualifications as evidence of training towards the CPHI(C),
 - (c) the syllabus of instruction for institutions offering an academic program leading to the CPHI(C),
 - (d) the field training program for candidates for the CPHI(C),
 - (e) all matters connected with the examinations for the CPHI(C),
 - (f) the acceptability of foreign certificates of qualification as evidence of training towards the CPHI(C),
 - (g) the acceptability of qualifications attained in the Canadian Forces as evidence of training towards the CPHI(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 coordinator,
 - (l) the membership of examination panels, and
 - (m) other matters which 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) Deleted May 2015
 - (3) Deleted May 2015
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 charged to candidates for the examination for the CPHI(C), and
 - (b) charges made for materials as may be supplied by the Board.
 - (c) suspension and reinstatement of a Certificate Public Health Inspection (Canada) issued after January 1st 2017
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 CIPHI(C)
- (2) The annual report required by sub-section (1) shall include the following information in respect to the period under review:
- Deleted subsection (a) May 2015
- (a) the number of persons who failed the examinations for the CPHI(C).
- (b) a list of all changes in the membership of the Board of Certification,
- (c) a list of all amendments to these regulations, and
- (d) 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 agency or to any organization or person wishing to obtain a copy on payment of such fee as may be in 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 effect 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 CIPHI appointees, (Revised May 2015)
 - (b) the requirement for a CPHI(C) appointed member to be present for a Board meeting quorum, (Revised May 2015)
 - (c) the requirement that examination panels include CPHI(C) appointees, or (Revised May 2015)
 - (d) any portion of the Regulations which requires approval of a Board action by the Executive Council.

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

26. (1) Deleted June 2011

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)
- (h)

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

Regulation revised and approved by Board of Certification, June 24, 2011

Reviewed and accepted by Executive Council, July 2011

Revised May 2015

Reviewed and accepted by Executive Council June 19, 2015

Revised and approved by Board of Certification, November 2015

Reviewed and accepted by Executive Council, November 2015

Reviewed and accepted by National Executive Council February 2018