

POLICY

National Operating Policy # 22

*Subject: Suspension and Reinstatement of CIPHI(C) Credential
Approved: February 15, 2019 by the National Executive Council*

Objective and Rationale

This *Suspension and Reinstatement of Certificate Public Health Inspection (Canada) ("CPHI(C) Credential Policy ("Policy")* **only** applies to persons who were granted a CPHI(C) **issued after January 1, 2017** and who fail to hold a regular membership in the Canadian Institute of Public Health Inspectors ("CIPHI") due to one of the following reasons:

1. They have failed to make application for membership on a form and a manner required by CIPHI.
2. Their membership has been terminated or suspended by CIPHI in accordance with By-Law #1 Sections 4.02 and 4.03 and any written policies of CIPHI.

AUTHORITY TO GRANT THE CERTIFICATE PUBLIC HEALTH INSPECTION (CANADA)

The CPHI(C) is a certificate of qualification and is devised to meet the needs of the profession of public health inspection and employers of public health inspectors.

The CPHI(C) will be granted by CIPHI through the Board of Certification ("BOC"). It will be granted to those persons who comply with the By-Laws of CIPHI, the requirements of the *"Regulations Respecting the CPHI(C) and Governing the Board of Certification of Public Health Inspectors"* and the applicable National Operating Policies ("NOPs") established by the National Executive Council ("NEC") and the BOC.

POWERS TO SUSPEND AND REINSTATE CERTIFICATES

By-Law #7 Section 2 gives the BOC the right and power to suspend a CPHI(C) issued after January 1st. 2017 to those persons who have not met the mandatory membership requirements of CIPHI. Mandatory membership requirements are provided for in Article 13 of the BOC Regulations. Article 13 also gives the BOC the right and power to reinstate a CPHI(C) to those persons the NEC deems have met membership requirements.

Failed to Make Application for Membership

1. On-going Regular Membership in CIPHI is mandatory commencing the calendar year following the year CPHI(C) was issued (e.g. CPHI(C) issued in April or October 2018 – regular membership commences January 2019)
2. The CIPHI Office will crosscheck the membership status of all CPHI(C) holders subject to mandatory membership (anyone certified on or after January 1, 2017) on April 1st of each membership year.
3. The CIPHI Office will generate a list of all CPHI(C) holders subject to mandatory membership who neglected to submit an application membership for the year and forward to the BOC and NEC.
4. The BOC and NEC will then review the list, and the Chair of the BOC will advise the CIPHI Office of CPHI(C) holders whose CPHI(C) should be suspended.
5. Upon receipt of approval from the BOC Chair, the CIPHI Office will generate and courier the CPHI(C) holders affected, a letter notifying them of their CPHI(C) suspension. (See Attachment # 2)
6. The suspended CPHI(C) holder may appeal the suspension of their CPHI(C) on the basis that that they in fact do hold a valid membership in CIPHI and can produce evidence to support this. The appeal should be sent in writing to the CIPHI Office.
7. A CPHI(C) will remain under suspension until such time fulfillment of this membership requirement is met.
8. When a suspended CPHI(C) holder renews their membership and wishes to have their CPHI(C) reinstated it is their responsibility to make this request in writing to the CIPHI Office.
9. Upon confirmation of membership renewal, the CIPHI Office will generate and send a letter of reinstatement to the BOC Chair for approval.
10. Upon approval from the BOC Chair, the CIPHI Office will then send this letter to the suspended CPHI(C) holder, confirming their CPHI(C) reinstatement. (See Attachment #4)
11. Upon the next quarterly update, the suspended CPHI(C) holder receiving their CPHI(C) reinstatement will be added to the public membership list on the CIPHI.ca website.

Membership Terminated

1. The NEC provides the CIPHI Office with the names of CPHI(C) holders subject to mandatory membership whose membership has been terminated or who have been expelled or suspended from holding a membership in CIPHI.
2. Upon receipt of these names the CIPHI Office will determine if the CPHI(C) holder is subject to mandatory membership (anyone certified on or after January 1, 2017)
3. The CIPHI Office will provide the BOC with the names of CPHI(C) holders whose CPHI(C)s are subject to suspension.
4. The BOC will request the CIPHI Office generate and courier the CPHI(C) holders, a letter notifying them of their CPHI(C) suspension. (See Attachment #3)
5. A suspended CPHI(C) holder may appeal the suspension of their CPHI(C) on the basis that they have not been terminated, expelled or suspended from holding membership in CIPHI and can produce evidence to support this. The appeal should be sent in writing to the CIPHI Office.
6. When a suspended CPHI(C) holder has their membership termination or suspension lifted it is their responsibility to submit a membership application to the CIPHI Office and request in writing that their CPHI(C) be reinstated.
7. Upon confirmation of membership renewal, the CIPHI Office will generate and send a letter of reinstatement to the BOC Chair.
8. Upon approval from the BOC Chair, the CIPHI Office will then send this letter to the suspended CPHI(C) holder, confirming their CPHI(C) reinstatement. (See Attachment #4)
9. Upon the next quarterly update, the suspended CPHI(C) holder receiving their CPHI(C) reinstatement will be added to the public membership list on the CIPHI.ca website.
10. A CPHI(C) remains suspended until such time as membership has been reinstated.

Accountability

The National Executive Council and Board of Certification are responsible for the application of this policy

Supporting Documents

NOP # 23 – Professional Development Hours – Progressive Compliance Cycle
NOP # 25 – Termination and Reinstatement of Membership - Maintaining Professional Development Hours

Attachments / Appendices

Attachment # 1: Flowchart Maintaining a Certificate in Public Health Inspection (Canada):
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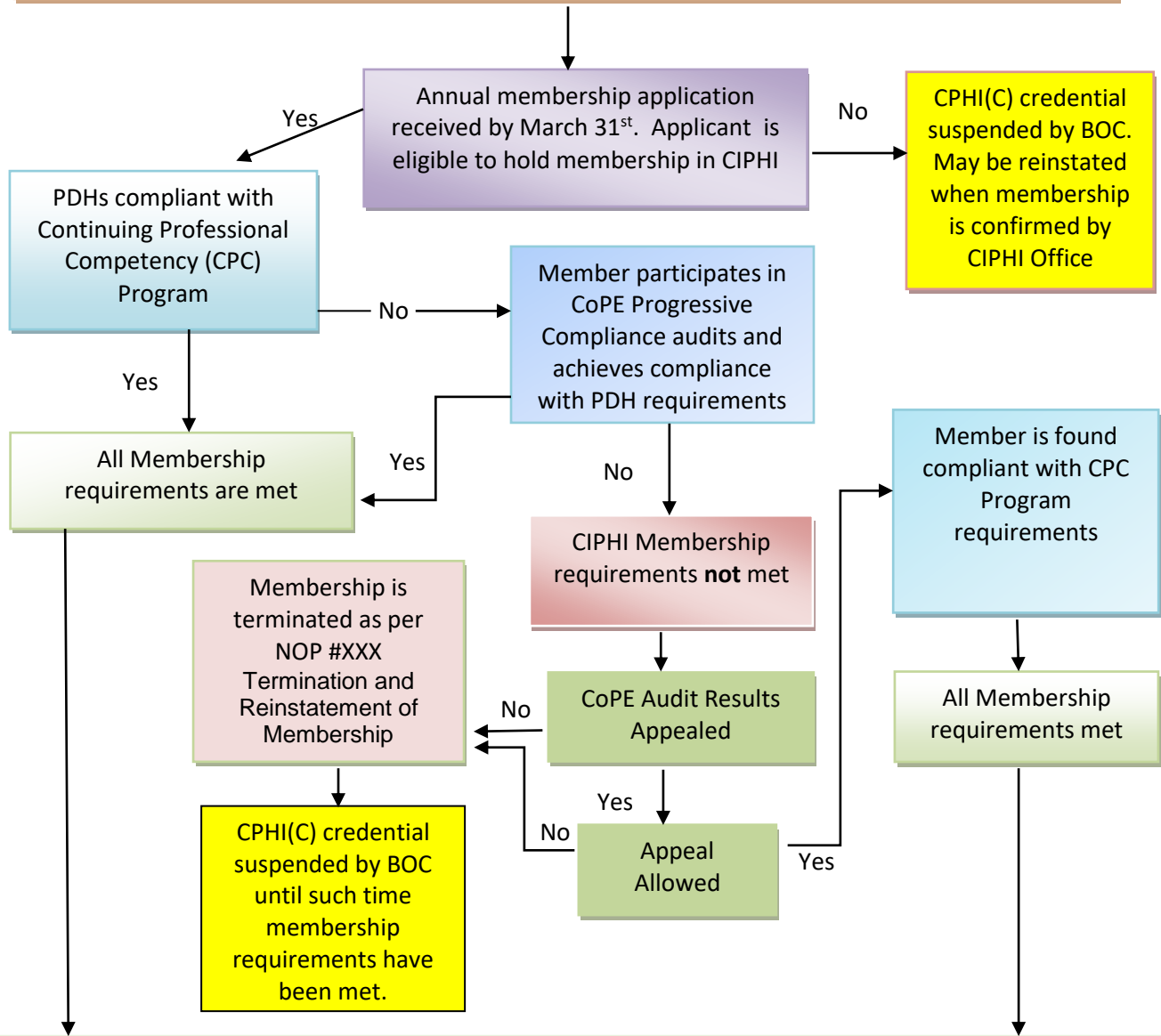
Attachments # 2 - 4: CIPHI Business Forms

Document Change History

Attachment # 1

MEMBERSHIP REQUIREMENTS FOR PERSONS ISSUED A CERTIFICATE PUBLIC HEALTH INSPECTION (CANADA) AFTER JANUARY 1ST, 2017

Regular Membership in CIPHI is required commencing the calendar year following the year CPHI(C) was issued (e.g. Certified in April or October 2018 – regular membership begins in January 2019)



Membership Status Posted on CIPHI Website