



# ADMINISTRATIVE POLICIES

Canadian Institute of Public Health Inspectors  
Board of Certification

Updated to November 2021

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**Document Number: BOC Policy 1**

**Title: Accreditation Requirements for Canadian Environmental Public Health Programs**

**Approving Body:** Board of Certification of the Canadian Institute of Public Health Inspectors

**Effective Date:** 31-OCT-2019

**Last Revised Date:** 1-APR-2021

## 1.1 Purpose

This policy prescribes the requirements for Environmental Public Health programs at post-secondary institutions that seek to obtain and/or maintain accreditation by the Board of Certification.

## 1.2 Scope

This policy applies to EPH programs at post-secondary institutions within Canada and the BOC.

## 1.3 Definitions

**Accreditation review** means a review conducted by the accreditation review committee subject to section 19(1)(a) & (b) of *The Board of Certification Regulations*.

**BOC** means the Board of Certification of the Canadian Institute of Public Health Inspectors.

**BOC accredited programs** means those environmental public health programs recognized by the BOC of CIPHI as granting degrees that are acceptable to the BOC, subject to *BOC Regulations* 14(1)(a).

**CPI(C)** means the Certificate in Public Health Inspection (Canada).

**EPH** means environmental public health.

## 1.4 Canadian Accreditation Requirements

- (a) EPH programs that seek to obtain or maintain BOC accreditation must adhere to the requirements prescribed by BOC Policy 1, BOC Policy 2, Appendix A: CIPHI Board of Certification Instructional Objectives, Appendix B: Criteria for the Orderly Review of CIPHI Board of Certification Accredited Programs and Appendix D: Professional Advisory Committee Terms of Reference.
- (b) EPH programs that seek to obtain or maintain BOC accreditation are required to undergo an accreditation review.
- (c) EPH programs that require BOC approval or review must pay the fee as prescribed in BOC Policy 6.
- (d) Approved BOC accredited programs are subject to a review every five years, or more often in cases where prior approval has been granted for a period of less than five years, or if the BOC deems an earlier review to be necessary.
- (e) EPH programs that seek BOC accreditation must demonstrate verbally and in writing how it meets:

- i. Appendix B: Criteria for the Orderly Review of CIPHI Board of Certification Accredited Programs, and
- ii. BOC Policy 2, including the program-level, module-level, and course/lesson-level requirements of the instructional objectives outlined in Appendix A.

**1.5 Authority to Grant, Suspend or Cancel Accreditation**

- (a) An accreditation review committee must be made up of three current members of the BOC who are not presently residing or employed in the province/territory where the EPH program is located. In the event the BOC is unable to get three current members together to form a review committee the BOC may call on a past BOC member who are not presently residing or employed in the province/territory where the EPH program is located within a three year period of the member leaving the BOC.
- (b) The BOC should conduct its accreditation approval or review in accordance with the standards set out by the Association of Accreditation Agencies in Canada (Appendix C).
- (c) The BOC must make a decision to grant, suspend or cancel the accreditation of an EPH program within six months after the completion of the review. The decision must be made by majority vote of the BOC, in consultation with the accreditation review committee (when available). The EPH program must be notified in writing of any BOC decision. Where the decision is made to grant accreditation, the notification must set out the time limit of the accreditation.
- (d) The BOC may suspend or cancel accreditation of an EPH program at any time where in the opinion of the BOC the EPH program does not meet the requirements of BOC Policy 1 or BOC Policy 2. The decision to suspend or cancel accreditation must be made by majority vote of the BOC, in consultation with the accreditation review committee (when available). The EPH program must be notified in writing of the decision.
- (e) The BOC may include conditions of approval within their written decision. Every BOC accredited program is required to comply with these conditions within a time limit set by the BOC. Failure to comply within the prescribed time limit may result in a suspension or cancellation of accreditation by the BOC.
- (f) The BOC has the authority to modify BOC Policy 1 and BOC Policy 2. Nothing in any BOC policy or previous accreditation the BOC has granted shall prevent the BOC from altering this or any policy, appendices, guidelines and associated documents.

**1.6 Reference & Related Documents**

*The Board of Certification Regulations*  
 Appendix A: CIPHI Board of Certification Instructional Objectives, 2018  
 Appendix B: Criteria for the Orderly Review of CIPHI Board of Certification Accredited Programs.  
 Appendix C: Association of Accrediting Agencies of Canada: Guidelines for Good Practice, May 2015  
 Appendix D: Professional Advisory Committee Terms of Reference

**1.7 Version History**

Date	Version
October 28, 2019	1.0

April 1, 2021	<b>1.1 Minor Revision</b> <ul style="list-style-type: none"><li>• Updated reference to Policy 11 to Policy 6 due to amalgamation of financial policies.</li><li>• Revised the definitions and added BOC to the scope.</li></ul>
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**Document Number: BOC Policy 2**

**Title: Curriculum Requirements of Board of Certification Accredited Programs**

**Approving Body:** Board of Certification of the Canadian Institute of Public Health Inspectors

**Effective Date:** 31-OCT-2019

**Last Revised Date:** 1-APR-2021

## 2.1 Purpose

This policy prescribes the curriculum requirements for Board of Certification accredited programs and defines the entry-level knowledge required to begin the BOC practicum and examination process.

This policy also defines the entry-level scope of practice for CPHI(C) holders in Canada.

## 2.2 Scope

This policy applies to BOC accredited programs and its graduates.

## 2.3 Definitions

**BOC** means the Board of Certification of the Canadian Institute of Public Health Inspectors.

**BOC accredited programs** means those environmental public health programs recognized by the BOC of CIPHI as granting degrees that are acceptable to the BOC, subject to *BOC Regulations* 14(1)(a).

**CPHI(C)** means the Certificate in Public Health Inspection (Canada).

**EPH** means environmental public health.

**Practicum** means the minimum 12 week period where the EPH student gains practical experience in EPH prior to obtaining the CPHI(C).

## 2.4 Curriculum Requirements of BOC Accredited Programs

- (a) A BOC accredited program must use Appendix A: CIPHI Board of Certification Instructional Objectives to instruct and measure the student's achievement of the program-level, module level, and course/lesson level requirements.
- (b) A BOC accredited program must require a minimum grade of 60% in all courses related to the BOC Instructional Objectives.
- (c) A BOC accredited program must include the Code of Ethics and Standards of Practice of the Canadian Institute of Public Health Inspectors (CIPHI) into the course curriculum.

## 2.5 Reference & Related Documents

*The Board of Certification Regulations*

Appendix A: CIPHI Board of Certification Instructional Objectives, 2018

CIPHI Code of Ethics

## 2.6 Version History

Date	Version
October 23, 2019	<b>1.0</b>
April 1, 2021	<b>1.1 Minor revision</b> <ul style="list-style-type: none"><li data-bbox="846 443 1162 466">• Revised the definitions</li></ul>



**Document Number: BOC Policy 3**

**Title: Practicum Requirements for Candidates of CPHI(C)**

**Approving Body:** Board of Certification of the Canadian Institute of Public Health Inspectors

**Effective Date:** 01-FEB-2020

**Last Revised Date:** 10-NOV-2021

### 3.1 Purpose

The purpose of this policy is to set the minimum requirements for practicums that will satisfy the requirements of the Board of Certification of the Canadian Institute of Public Health Inspectors.

### 3.2 Scope

The policy applies to candidates for CPHI(C) and practicum training agencies.

### 3.3 Definitions

**BOC** means the Board of Certification of the Canadian Institute of Public Health Inspectors.

**BOC-accredited programs** mean those environmental public health programs recognized by the BOC of CIPHI as granting degrees that are acceptable to the BOC, subject to *BOC Regulations* 14(1)(a).

**Candidate** means a current student or graduate of a BOC-accredited program who intends to pursue a CPHI(C), or a person who is eligible under BOC Policy 7 or 8.

**CPHI(C)** means the Certificate in Public Health Inspection (Canada).

**CIPHI Office** means the administrative service company contracted by CIPHI's National Executive Council.

**EPH** means environmental public health.

**Learning Module Goals** mean those outlined in the *CIPHI Board of Certification Instructional Objectives, 2018* found in Appendix A.

**Practicum** means a minimum period of 12 calendar weeks where a minimum of 420 hours of supervised work directly related to the topic areas of the practicum evaluation. Travel time is not to be included in the 420 hours.

**Practicum Coordinator** means a person who may or may not be a regular CIPHI member, who establishes the delivery of a practicum program in an agency that has the mandate to do so.

**Practicum Mentor** means a regular member of CIPHI who provides the planning, orientation, training, and evaluation of the candidate and may be referred to as the practicum supervisor.

**Practicum Training Agency** means an employer, department or other regulatory or non-regulatory governmental organization which has a mandate to operate within the scope of the environmental public health profession, and includes the Canadian Armed Forces.

**Practicum Report** means a report on an inspection or investigation within the scope of the EPH profession, which is conducted independently by the candidate, under the direct observation of a Practicum Coordinator or a Practicum Mentor.

### 3.4 Practicum Requirements

- (a) The practicum may commence during or following the successful completion of a BOC-accredited program, or when eligible under BOC Policy 7 or 8.
- (b) Every candidate shall complete a practicum at a practicum training agency.
- (c) To be eligible to take the BOC exam, candidates must have successfully completed a practicum at least 50 days before and no more than 5 years prior to the oral exam date to which the candidate is applying.
- (d) Candidates who have not successfully completed a practicum within 5 years of the oral exam date are not eligible to apply for the BOC examination.
- (e) The candidate shall complete their 420 hours when directed to do so by the practicum training agency.
- (f) The 420 hours shall be directly related to the Learning Module Goals.
- (g) The practicum coordinator(s) shall arrange the training hours to be as close as practicable to include
  - i. 160 hours of food safety
  - ii. 60 hours of fixed premises inspection (non-food)
  - iii. 60 hours of communicable disease control
  - iv. 60 hours of water quality
  - v. 60 hours of non-communicable disease control
- (h) The candidate shall seek experience in as many topic areas of EPH as possible during their practicum. A candidate is free to seek practicum experiences from multiple agencies.

- (i) The practicum coordinator shall perform all of the tasks as outlined in the latest version of the *CIPHI BOC Practicum Guideline for Training Agency & Trainee found in Appendix F*.
- (j) The practicum mentor shall perform all of the tasks as outlined in the latest version of the *CIPHI BOC Practicum Guideline for Training Agency & Trainee*.
- (k) The *Candidate Practicum Evaluation (Mid-term & Final)* shall be submitted by the candidate to the CIPHI Office no later than 50 days prior to the exam.
- (l) The BOC may refuse to recognize a practicum that does not meet all the requirements of this policy.
- (m) The decision to refuse examination to a candidate shall be made by majority vote of the BOC members.

### **3.5 Practicum Training Agency**

- (a) The practicum training agency shall assign a practicum coordinator to the candidate.
- (b) The practicum training agency shall provide one or more practicum mentors to the candidate.
- (c) The practicum training agency shall provide experience in all learning module goals within its mandate that are occurring during the practicum period.
- (d) Where a practicum period includes multiple agencies, a practicum coordinator and mentor shall be provided by each agency.
- (e) The practicum training agency shall provide a completed Candidate Practicum Evaluation (Mid-term & Final) found in Appendix E to the candidate at approximately the 6-week point of the practicum, and at the conclusion of the practicum, no later than 50 days prior to the BOC exam.

### **3.6 Practicum in Canadian Armed Forces**

- (a) In order to be recognized by the BOC, the practicum for Canadian Armed Forces candidates shall be taken:
  - i. after the candidate has completed the Canadian Armed Forces Preventive Medicine 00371-01 Course (or equivalent),
  - ii. after the candidate has achieved Canadian Armed Forces Trade Qualification 6A and approval of the National Defence Head Quarters,
  - iii. under the supervision of a holder of the CPHI(C) who has supervisory responsibilities, and
  - iv. after the candidate has been employed for a period of not less than five (5) years as a preventative medicine technician.

### **3.7 Documentation**

- (a) Every candidate shall provide the following signed forms, accurately completed, to the CIPHI office:
  - i. Examination Application Form A
  - ii. Method of Payment Form B
  - iii. Candidate Practicum Evaluation (Mid-term & Final) Form C found in Appendix E
  - iv. Certificate of Practicum Form D
  - v. Documentation of Practicum Report Form E
- (b) Where the candidate completes their required practicum with more than one agency, separate Forms C & D as required by section 3.6(a) shall be submitted for the period of time spent in each agency.
- (c) All forms and the practicum reports must be received by the CIPHI office at least fifty (50) days before the oral examination date.
- (d) Candidates shall submit the official school transcript to the CIPHI office no later than 21 calendar days prior to the oral examination date.
- (e) Candidates who submit inaccurate, incomplete, or ineligible practicum documentation may be refused examination and are subject to an administrative fee in accordance with BOC policy 6.

### **3.8 Practicum Reports**

- (a) Every candidate shall submit to the CIPHI office two (2) practicum reports.
- (b) The practicum reports shall be:
  - i. Certified by the individual supervising the candidate during the inspection or investigation as representing work performed by the candidate in accordance with this policy.
  - ii. Reviewed by the individual supervising the candidate during the inspection or investigation for accuracy, appropriateness, confidentiality and to verify that the reports were based on work completed independently by the candidate.
  - iii. Prepared and submitted in accordance with the latest version of the CIPHI BOC Practicum Guideline for Training Agency & Trainees.

### **3.9 Reference & Related Documents**

*The Board of Certification Regulation  
Appendix A: CIPHI Board of Certification Instructional Objectives, 2018*

### 3.10 Version History

Date	Version
February 1, 2020	<b>1.0</b>
June 18, 2020	<b>1.1 Minor Revisions</b> <ul style="list-style-type: none"> <li>• Updated document numbering to align with the other BOC policies.</li> <li>• Added to definition of candidate: eligibility under Policy 7 or 8.</li> <li>• Removed 12 month requirement from Sec 3.4(a) and added eligibility from Policy 7 and 8.</li> <li>• Amended section 3.4(j) and 3.5(e), by replacing the requirement to send in the evaluation within seven (7) calendar days at the conclusion of the practicum to 21 days before the exam.</li> </ul>
February 18, 2021	<b>1.1 Minor Revisions</b> <ul style="list-style-type: none"> <li>• Updated document submission date to 50 calendar days prior to the oral examination date.</li> <li>• Updated official school transcript submission date to 21 calendar days prior to the oral examination date.</li> </ul>
April 1, 2021	<b>1.2 Minor Revisions</b> <ul style="list-style-type: none"> <li>• Revised definitions</li> <li>• Corrected 3.4 (j) to 50 days</li> <li>• Updated CAF Prevention Medicine Course to 00371-01</li> </ul>
November 10, 2021	<b>1.3 Minor Revisions</b> <ul style="list-style-type: none"> <li>• Change the “written report” to “practicum report” and make associated changes in the policy.</li> <li>• Revised wording in 3.4(c): “To be eligible to take the BOC exam, candidates must have successfully completed a practicum at least 50 days before and no more than 5 years prior to the oral exam date to which the candidate is applying.”</li> <li>• Added 3.4(d): “Candidates who have not successfully completed a practicum within 5 years of the oral exam date are not eligible to apply for the BOC examination.”</li> <li>• Revised wording in the 3.4(l) from shall to may.</li> </ul>

	<ul style="list-style-type: none"><li>• Added wording in 3.7(a): “accurately completed”</li><li>• Added 3.7(e): “Candidates who submit inaccurate, incomplete, or ineligible practicum documentation may be refused examination and are subject to an administrative fee in accordance with BOC policy 6.”</li></ul>
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**Document Number: BOC Policy 4**

**Title: Examination for the Certification in Public Health Inspection Canada CPHI(C)**

**Approving Body:** Board of Certification of the Canadian Institute of Public Health Inspectors

**Effective Date:** 01-FEB-2020

**Last Revised Date:** 12-NOV-2021

#### 4.1 Purpose

This policy prescribes the minimum requirements for an individual to be awarded the Certificate of Public Health Inspection (Canada) and the assessment process used to determine if those requirements have been met. The CPHI(C) is a credential for entry level qualification to the discipline of environmental public health in Canada.

#### 4.2 Scope

This policy applies to candidates for CPHI(C), practicum mentors, the National Executive Council, the BOC, all CIPHI branches, the exam coordinators, the examiners and the CIPHI Office.

#### 4.3 Definitions

**Allied public health professionals** means members of the following professions: medicine, nursing, engineer, geoscientist, soil scientist, epidemiologist, toxicologist microbiologist or veterinarian, with at least five (5) years of work experience related to EPH.

**Application Form** means Application Form A found in Appendix H.

**BOC** means the Board of Certification of CIPHI.

**BOC-accredited programs** means those environmental public health programs recognized by the BOC of CIPHI as granting degrees that are acceptable to the BOC subject to section 14(1)(a) of the *BOC Regulations*.

**BOC Chair** means the individual elected by the BOC of CIPHI from amongst its appointed members.

**BOC Guideline for Examiner Coordinators and Examiners** means the document found in Appendix G.

**BOC Guideline for Practicum Training Agencies and Trainees** means the document found in Appendix F.

**Branch** means a provincial/territorial branch of CIPHI.

**Candidate** means a current student or graduate of a BOC accredited program who intends to pursue a CPHI(C), or a person who is eligible under BOC Policy 7 or 8.

**CIPHI** means the Canadian Institute of Public Health Inspectors.

**CPHI(C)** means the Certificate in Public Health Inspection (Canada).

**CIPHI Office** means the administrative service company contracted by CIPHI's National Executive Council.

**CoPE** means the Council of Professional Experience of CIPHI.

**EHFC** means the Environmental Health Foundation of Canada of CIPHI.

**EPH** means environmental public health.

**EPH practice areas** means the twelve major topic areas found in the *CIPHI Board of Certification Instructional Objectives, 2018* found in Appendix A.

**Exam coordinator** means a regular CIPHI member appointed for a term of 3 years, and a maximum of two terms by each branch of CIPHI, who may or may not be a member of the BOC, an instructor or faculty of an BOC accredited EPH program and who is not responsible for practicum training of candidates.

**Exam panel for oral segment** means a group of three (3) individuals selected by the exam coordinator, where a minimum of two (2) individuals shall be CIPHI members, and a third individual shall be either a CIPHI member or an allied public health professional.

**Examiner** means an individual, selected by the exam coordinator, who has completed the BOC examiner training and been a regular CIPHI member for a minimum of five (5) years, or is a retired CIPHI member who maintains their professional development hours, or is an allied public health professional.

**Form E** means the Documentation of Written Inspection Report found in Appendix I.

**National Exam Panel** means a group of a minimum of six individuals, in which one (1) member is from the BOC, appointed for a term of three (3) years and a maximum of two (2) terms, with one selected by the current NEP members from each of the branches of BC, AB, SK/MB, ON, and NB/NS-PEI/NL, who create, revise, and select the twelve (12) scenario questions used for each oral segment of the certification exam.

**NEC** means the National Executive Council of CIPHI.

**Oral Segment** means the 12 scenarios verbally administered twice annually by the BOC in each branch where an exam is requested.

**Practicum** means a minimum period of 12 calendar weeks where a minimum of 420 hours of supervised work directly related to the topic areas of the practicum evaluation. Travel time is not to be included in the 420 hours.

**Practicum Report** means a report on an inspection or investigation within the scope of the EPH profession, which is conducted independently by the candidate, under the direct observation of a Practicum Coordinator or a Practicum Mentor.

**Written Segment** means the two (2) practicum reports a candidate has to submit for the assessment of their written communication skills in the certification exam.

#### 4.4 General Requirements for Awarding CPHI(C)

- (a) To be awarded the CPHI(C) a candidate must obtain the following:
  - i. A baccalaureate degree from a BOC-accredited program, or approved eligibility under BOC Policy 7 or 8.
  - ii. Complete a practicum and evaluation, scoring all "Yes" in the Professionalism section, and an average rating of at least 3.00 in the Communications section and each Learning Area (No rounding of rating) as found in *Candidate Practicum Evaluation (Mid-Term & Final) Form C* in BOC Policy Appendix E, within five years of attempting the oral or written segments of the exam.
  - iii. A minimum score of 70% in the oral exam. The final oral exam mark is rounded to the next whole number.
  - iv. A minimum score of 60% in each of two (2) practicum reports, where each report is on a different practice area of EPH, and;
    - (aa) Candidates who receive a failing grade in one report but a combined average of 60% are considered to have failed one report, and;
    - (bb) Candidates who receive a combined average below 60% are considered to have failed two reports.
- (b) The BOC may decide to refuse certification to any individual, where the intent of any section of Policy 4 has not been met, subject to a majority vote of the BOC members.
- (c) The final decision on the mark achieved on the oral and written segments for any candidate shall be decided by the BOC following its review on the marks assigned on each segment and the comments provided by members of the exam panel.
- (d) Following the BOC's review, the CIPHI office will inform each candidate within six (6) to eight (8) weeks after the exam date:
  - i. Whether or not such candidate is to be awarded the CPHI(C).
  - ii. If such candidate is not to be awarded the CPHI(C), that he/she may repeat the exam, in whole or in part, and;
  - iii. their right to appeal.

#### **4.5 BOC Exam - Oral Segment Locations**

- (a) BOC exam – oral segment will be convened in each branch where it is requested by the exam coordinator.
- (b) On the request of the exam coordinator(s) concerned and subject to the approval of the BOC Chair, two or more branches may be combined into one region for the purpose of convening a BOC Exam - oral segment.
- (c) Where a region consisting of two or more branches is established pursuant to section 4.5 (b), the exam coordinator in the branch where the BOC exam – oral segments are to take place shall assume the duties and responsibilities of exam coordinator for all the branches in the region.
- (d) The exam coordinator shall select a suitable location(s) for holding the BOC exam - oral segments.

#### **4.6 BOC Exam – Oral Segment Dates**

- (a) On the fourth Wednesday in April in each year,
- (b) On the fourth Wednesday in October in each year, and
- (c) Where deemed necessary by the exam coordinator, the exam may be extended past one day.
- (d) Where circumstances warrant, the BOC may cancel or postpone a scheduled exam, provided the BOC gives the candidates sufficient notice and an explanation for the cancellation or postponement.
- (e) Where circumstances warrant, the BOC may approve the holding of a special exam for any candidate or candidates at such location and on such date as directed by the BOC.
- (f) The decision as to whether or not to cancel, postpone, or convene a special exam and the eligibility to take such a BOC exam – oral segment rests entirely with the BOC.

#### **4.7 Application for BOC Exams**

- (a) Every person who wishes to take the BOC exam oral and/or written segment shall submit all forms (Forms, A, B, C, and D) at least 50 days prior to a BOC exam date for the oral segment, and;
  - i. The exam fee subject to BOC Policy 6, and;
  - ii. Documentary proof, such as transcript of marks, of successful completion of a BOC-accredited EPH program, or proof of approved eligibility under BOC Policy 7 or 8, and;

- iii. Proof of current student membership in the Canadian Institute of Public Health Inspectors, and;
  - iv. Where practicum reports are submitted, a Form E shall accompany each report.
- (b) The application, the fee and associated required documentation shall be submitted to the office at least 50 days prior to the exam, except transcript of marks may be submitted up to 21 days prior to the exam.
  - (c) Notwithstanding anything contained in this policy, the final decision as to whether or not an applicant may take the BOC exam written and/or oral segment rests with the BOC.

#### **4.8 BOC Exam – Oral Segment Requirements**

- (a) The BOC exam – oral segment is intended to test the candidate’s practical knowledge of the practice of environmental public health.
- (b) The twelve (12) questions asked during the oral segment shall be scenarios which are encountered in the EPH practice areas, as created and selected by the National Exam Panel.
- (c) The oral segment for each candidate shall occupy seventy-five (75) minutes for exams in English and ninety (90) minutes for exams in French.
- (d) The oral segment shall be conducted by an exam panel selected by the exam coordinator.
- (e) Except for the exam coordinator who may attend subject to section(s) 4.15(r) and/or 4.15(s), no person other than the candidate and members of the exam panel shall be present during the oral segment of any candidate.
- (f) For the purpose of arriving at the mark in the oral segment, the mark assigned by the members of the exam panel shall be arrived at by consensus.
- (g) A candidate for the oral segment will be required to present government issued photo identification to the exam coordinator.
- (h) The chairperson of the oral exam panel and the exam coordinator are both responsible for ensuring that each candidate taking the oral segment is properly identified.

#### **4.9 Exam Panel for Oral Segment Requirements**

- (a) All members of the exam panel shall examine each candidate, in turn.
- (b) The exam panel shall list the topics, questions and comments in their Report of Oral Exam Panel Report for each candidate.

- (c) The exam panel shall assign a mark expressed as a percentage based on the candidate's performance in answering the member's questions and such mark will be entered on the Exam Panel Report respecting the candidate concerned.
- (d) Each member of the exam panel shall include on the Report of Oral Exam Panel comments in respect to the candidate's ability to answer the questions asked.
- (e) The chairperson of the exam panel shall complete the Report of Oral Exam Panel listing opposite each candidate's name the mark assigned.
- (f) At the conclusion of the oral segment for all candidates appearing before an exam panel, the chairperson of the exam panel shall turn over to the exam coordinator:
  - i. A completed Report of Oral Exam Panel found in the *BOC Guideline for Exam Coordinators and Examiners*.
  - ii. The examiners' documentation on all the candidates examined by the exam panel.
  - iii. All other materials provided for the conduct of the oral segments, and;
  - iv. All notes taken by the candidate during the exam.

#### **4.10 Written Segment Requirements**

- (a) The practicum reports required shall be written in accordance with the BOC Guideline for Practicum Training Agencies and Trainees and the BOC Candidate Information Package.
- (b) Each of the practicum reports shall deal with a different practice area of environmental public health.
- (c) Practicum reports on rabies or animal bites investigations are not permitted.
- (d) Practicum reports on research activities are not permitted.
- (e) A check sheet type of the practicum report is not permitted.
- (f) The practicum reports required shall be reviewed subject to the BOC Practicum Guideline for Training Agency & Trainees and certified by a regular member of CIPHI who was present during the inspection, as representing an inspection performed by the candidate using Form E.

#### **4.11 Examiner Requirements for Marking Practicum Reports**

- (a) The practicum reports shall be assigned a mark by an examiner(s) selected by the exam coordinator.
- (b) Only one mark shall be assigned to cover the two practicum reports and it shall be determined by the average of the two reports expressed as a percentage.

- (c) The examiner shall access and submit the marked practicum reports through the virtual storage platform prescribed by the BOC.
- (d) The examiner shall mark the report and upload it to the virtual storage platform prescribed by the BOC, and notify the exam coordinator of the result.
- (e) Report marks shall be rounded to the next whole number.
- (f) A report which is marked at 59% or less shall be marked by a second examiner:
  - i. if both markers have failed the report, the average grade shall be taken, or;
  - ii. If one marker failed the report, and the second marker passed the report, a third examiner shall mark the report. The two (2) average passed or the two (2) average failed marks shall be the final grade for that report.

#### **4.12 Repeating BOC Exam – Written or Oral Segment**

- (a) Any candidate who fails an oral or written segment is, at the discretion of the BOC, entitled to retake the failed segment during the regular time set for exams.
- (b) Any candidate who fails the oral and/or written segment shall not be eligible to repeat the exam unless the candidate has successfully completed a practicum within five years of the oral exam date to which the candidate is applying.
- (c) If the candidate has not successfully obtained CPHI(C) within five years of successfully completing a practicum, the candidate must attempt both the oral and written segments of the exam, even if the candidate was previously successful on one of the segments.
- (d) Each candidate shall be permitted to attempt the oral segment of the BOC exam a maximum of four (4) times in a lifetime.
- (e) Each candidate shall be permitted to attempt the written segment of the BOC exam a maximum of four (4) times in a lifetime.
- (f) Any submission of a report following a failed mark must be based on a different inspection. This report cannot be a rewrite of the original report.

#### **4.13 Duties of the Board of Certification**

- (a) Where, in the opinion of the BOC Chair when circumstances require, they may assume or appoint some other person to carry out any or all of the duties and responsibilities of the CIPHI Office in respect to an exam.
- (b) The BOC shall accept a branch appointment of a regular CIPHI member as an exam coordinator in each province where an exam is scheduled, upon notification from the branch.

#### 4.14 Duties of the CIPHI Office

The CIPHI Office shall:

- (a) Receive all application forms for BOC exams.
- (b) Deposit all exam fees in accordance with such instructions as may be issued by the National Executive Council.
- (c) Check all forms submitted by the candidate for compliance with BOC policies.
- (d) Notify every applicant whether or not his or her application form for a BOC exam has been accepted.
- (e) Forward the practicum statistic summary to the National BOC for review and approval no later than four (4) weeks prior to the BOC exam date for the oral segment.
- (f) Notify the National Executive Council, of any refunds of exam fees which are proper.
- (g) Forward to and update each exam coordinator in respect to his or her region a list of the names and addresses of the accepted applicants for exam as early as possible.
- (h) Where the candidate's submissions meet all BOC policies, forward to each exam coordinator by deadline of:
  - i. Application form.
  - ii. Each of the practicum reports as provided by each candidate via the virtual storage platform prescribed by the BOC.
- (i) Following the oral segment and on receipt of the necessary information and reports from the exam coordinators, the CIPHI Office will assemble the material on the exam for the consideration of the BOC three (3) to five (5) weeks after the BOC exam – oral segment is held.
- (j) On direction from the BOC, the CIPHI Office will notify every person who took the exam of the BOC's decision in respect to such person's exam no later than eight (8) weeks following the oral segment of the BOC exam, and;
- (k) The CIPHI Office will be responsible to the BOC to ensure that a Certificate in Public Health Inspection (Canada) is issued to each successful candidate as soon as practical following the BOC's decision.
- (l) Materials regarding the exam of any candidate may be destroyed by the CIPHI Office:
  - i. upon receiving approval of the BOC.

- ii. at any time which is at least one year after the date of exam.
  - iii. a candidate passed the exam
  - iv. where a candidate is refunded their exam fee subject to the circumstances outlined in Policy 6.
- (m) Materials regarding the exam of any candidate must be held by the CIPHI Office:
- i. for one year in the event that a candidate failed the exam, or
  - ii. until such time as the candidate is no longer eligible to sit the exam, in the event that a candidate failed the exam.
- (n) A listing of candidate documents being destroyed is to be maintained for a period of seven (7) years. This list is to include the exam date, the examiners on the panel, the candidate's name, and the date destroyed.
- (o) Maintain the list of the names of certified individuals (at the time of certification), certification number, the date of certification, and the branch they certified in.

#### **4.15 Exam Coordinator Duties**

- (a) The exam coordinator will be responsible for the administration of any exam in their branch.
- (b) The exam coordinator will adhere to the BOC Guidelines for Exam Coordinators and Examiners and all applicable BOC policies.
- (c) The exam coordinator will receive correspondence regarding the oral and written segments from the CIPHI Office.
- (d) Where circumstances warrant, the exam coordinator may appoint one or more deputy exam coordinator(s) to perform all or part of his/her responsibilities, as per the exam coordinator's discretion.
- (e) Notify the CIPHI Office of the location or locations where the BOC exam - oral segment will be held, and the names, addresses and disciplines of the members of each exam panel.
- (f) Notify each accepted candidate of the location, date and time where the candidate will be examined.
- (g) The BOC exam coordinator in each branch shall advertise at least once per calendar year to the membership an opportunity to volunteer as a BOC examiner, when candidate requests for an exam are or are expected to be received.
- (h) Select the examiners, and back-up examiners in accordance with the provisions contained in:

- i. Regulations Respecting the Certification in Public Health Inspection (Canada) and Governing the BOC of Public Health Inspectors, and;
  - ii. BOC Policy 4, and;
  - iii. BOC Guideline for Exam Coordinators and Examiners.
- (i) Select the examiners to include a combination of new and experienced examiners.
  - (j) Confirm that examiners are able to access the practicum reports as far as possible in advance of the date of the oral segment, and where an examiner is unable to access the practicum reports, select another examiner.
  - (k) The examiner shall arrange for all final marks for practicum reports to be submitted to the exam coordinator prior to the date of the BOC exam – oral segment.
  - (l) Each exam coordinator shall select a chairperson for each oral exam panel.
  - (m) Make physical arrangements for the BOC exam – oral segment.
  - (n) Ensure that all relevant information and BOC policies are provided to each examiner.
  - (o) Ensure that all exam materials, all reports on the oral segment of candidates, and all other relevant materials are forwarded to the CIPHI Office within 48 hours following the oral segment.
  - (p) Report any deviations from BOC policies to the BOC Chair as soon as possible.
  - (q) Exam coordinators may accommodate requests by a candidate to take the exam in a province other than the one stated in their original application form, subject to the discretion and mutual agreement of the exam coordinators in both provinces.
  - (r) The exam coordinator may be a member of an oral exam panel where an event occurs within 48 hours of the oral segment that makes an examiner unavailable, and where the exam coordinator is unable to find a replacement, the exam coordinator may sit as an examiner.
  - (s) Where an exam coordinator or deputy exam coordinator is not a member of an exam panel, he or she may attend the sittings of any exam panel convened under his/her jurisdiction and may advise the members of such panel on any matters affecting the conduct of the oral exam.
  - (t) The exam coordinator shall furnish to each exam panel member the materials necessary for the conduct of the oral segment including:
    - i. Supporting materials as listed in the BOC Guideline for Exam Coordinators and Examiners, and

- ii. Any other appropriate materials.

#### **4.16 Examiner Exclusions**

- (a) No person employed in a location of an agency where a candidate received practicum training shall be an examiner of that candidate.
- (b) No person who has had direct or indirect responsibility in the practicum training of a candidate shall be an examiner of that candidate.
- (c) A current member of BOC, CoPE, NEC, EHFC, NEP, or any current member in their subcommittees shall not be an examiner.
- (d) A candidate who previously failed the oral segment of the exam and who is sitting for re-exam shall be examined by a panel which should, where possible not include any member of the panel which failed such candidate.
- (e) Faculty members of BOC-accredited EPH programs shall not be members of an exam panel.
- (f) Instructors at BOC-accredited EPH programs and/or are familiar with the candidates of BOC-accredited EPH programs shall not be examiners.

#### **4.17 Petitions and Complaints**

- (a) Any candidate who desires to submit a petition or complaint regarding the conduct of an oral segment may do so.
- (b) Any petition or complaint regarding an oral segment:
  - i. shall be submitted to the CIPHI Office in writing, and
  - ii. must be postmarked within 48 hours of the completion of the oral segment.
- (c) A petition or complaint submitted in accordance with section 4.17(a) shall be considered by the BOC within thirty days (30) of the receipt by the CIPHI Office of the petition or complaint.
- (d) The decision of the BOC in respect to any petition or complaint shall be final.

#### **4.18 Release of Information on Exams**

- (a) No information respecting marks, or rating, or success, or failure of any candidate in any exam or in any segment shall be released to any person who is not directly connected with the exam of such candidate except under the direction of the BOC.
- (b) Candidate's requests for the return of exam materials shall be denied.
- (c) Under no circumstances shall any exam coordinator or examiner provide to any candidate or to any person who is not directly connected with the exam of

candidates, any information which might be construed as an indication of a mark or rating achieved by a candidate or as an indication of success or failure in the exam or any segment thereof, except:

- i. Information necessary to the conduct of exams, the marking of exams, the exam of results, and as authorized by BOC Policy 4.

#### **4.19 Disposal of Candidates' Formal Inspection Reports and Other Exam Materials**

- (a) Materials connected with any exam shall be the property of the BOC and subject to disposal as provided in sections 4.14(l) & 4.14(m).

#### **4.20 Suspected Fraud or Plagiarism**

- (a) When an exam coordinator suspects or is advised that a filed inspection report is or may be fraudulent or plagiarized, she/he is to report it to the BOC Chair immediately with the name of the candidate, the name of the report and a written explanation of why the document is fraudulent. The BOC Chair shall then notify to the BOC member responsible for the report reviews in the plagiarism software and instruct him/her to conduct an initial review.
- (b) For each exam period, the BOC will review the plagiarism software results once all reports have been uploaded. More specifically, for all reports with an overall match of 30% or more, those with a 5% match to a single source will be reviewed in greater detail.
- (c) When a report is suspected to have been plagiarized following the initial review, the BOC member responsible for the initial review shall notify the BOC Chair and the Past or Vice Chair as well as one additional BOC member from a jurisdiction where the reports do not come from, for an additional review and the BOC's final decision.
- (d) Where the decision is that the BOC has found the report to be fraudulent or plagiarized, the candidate will be notified in writing (at the same time as the exam results are sent out to candidates) of the following:
  - i. they were unsuccessful in their recent BOC exam (both reports and the oral exam will be failed).
  - ii. the BOC has found strong evidence of plagiarism or fraudulence in their report (report name will be given).
  - iii. they forfeit all portions of the exam and may only re-apply in one year (must skip one exam seating).
  - iv. should they wish to re-apply they must submit two (2) new reports which cannot be rewrites of the previous reports submitted, and;
  - v. should they wish to appeal the decision of the BOC, they may do so in writing within 30 days, and must pay the administration fee subject to BOC Policy 6.

- (e) Where the BOC has deemed a candidate to have submitted a fraudulent or plagiarized report as a second offence for their eligible exam seating, the candidate will be notified in writing (at the same time as the exam results are sent out to candidates) of the following:
- i. The BOC has found strong evidence of plagiarism or fraudulence in their report (report name will be given).
  - ii. They forfeit all portions of the exam and will not be allowed to sit the exam at any point in the future, and;
  - iii. should they wish to appeal the decision of the BOC, they may do so in writing within 30 days, and must pay the administration fee subject to BOC Policy 6.

#### 4.21 Appeal to the BOC Results

- (a) Refer to the CIPHI National Operational Policy #6 – *Formal BOC Appeal Review Panel* for details.

#### 4.22 Reference & Related Documents

*The Board of Certification Regulation  
BOC Policy 6*

*Appendix A: CIPHI Board of Certification Instructional Objectives, 2018*

*Appendix E: Candidate Practicum Evaluation (Mid-term & Final) Form C*

*Appendix F: Practicum Guideline for Training Agency & Trainees*

*Appendix G: BOC Guideline for Exam Coordinators and Examiners*

*Appendix H: Application Form – Form A*

*Appendix I: Documentation of Practicum Report – Form E*

#### 4.23 Version History

Date	Version
February 1, 2020	<b>1.0</b>
June 18, 2020	<b>1.1 Major Revisions</b> <ul style="list-style-type: none"> <li>• Updated formatting to align with other BOC policy</li> <li>• Added the word “assessment” to</li> <li>• Updated definition of candidate to include eligibility under BOC Policy 7 and 8.</li> <li>• Added to section 4.4 (a)(i): or approved eligibility under BOC Policy 7 or 8.</li> <li>• Revise section 4.4(a) to clarify exam locations are set by the requests of exam coordinators.</li> <li>• Update Section 4.7 (d) to include eligibility under BOC Policy 7 or 8.</li> <li>• Addition to Section 4.7: The application, the fee and associated required documentation shall be submitted to the</li> </ul>

	<p>office at least 50 days prior to the exam, except transcript of marks may be submitted up to 30 days prior to the exam, and Form C and Form D may be submitted to the office up to 21 days prior to the exam.</p> <ul style="list-style-type: none"> <li>• Addition to section 4.6: Where circumstances warrant, the BOC may cancel or postpone a scheduled exam, provided the BOC gives the candidates sufficient notice and an explanation for the cancellation or postponement.</li> <li>• Revised section 4.8 (g) to include government issued photo identification.</li> <li>• Clarified 4.9 (b) exam report is Exam Panel Report</li> <li>• Replaced in section 4.10 (c) BOC Guideline for Exam Coordinators and Examiners with BOC Candidate Information Package.</li> <li>• Added the word “marked” to section 4.11 (c) for written reports.</li> <li>• Add the word “or” to 4.14 (l)(i)</li> <li>• Clarified wording for section 4.20 (e) that it applies to the second offence of plagiarism</li> </ul>
January 8, 2021	<p><b>1.2 Major Revisions</b></p> <ul style="list-style-type: none"> <li>• Removed: The requirement to retake practicums after failure of oral or written segments.</li> <li>• Add: Retakes of the failed segment are permitted for no more than five (5) years following the successful completion of a practicum.</li> <li>• If the candidate has not successfully obtained their CPHI(C) in the five (5) years following successful completion of their initial practicum, the candidate must secure themselves an additional 12 week practicum, and then redo both papers as well as the oral segment of the examination.</li> </ul>
February 18, 2021	<p><b>1.3 Major Revisions</b></p> <ul style="list-style-type: none"> <li>• Add in section 4.4(a): Complete a practicum and evaluation, scoring <u>all “Yes”</u> in the Professionalism section, <u>AND</u> an average rating of <u>at least 3.00</u> in the Communications section and each Learning Area (No rounding of rating) as found in <i>Candidate Practicum Evaluation</i></li> </ul>

	<p>(<i>Mid-Term &amp; Final</i>) Form C in BOC Policy Appendix E.</p> <ul style="list-style-type: none"> <li>• Change submission requirements in section 4.7(a) and (b)</li> <li>• Add section 4.10 (b) to state that reports on rabies and animal bites investigations are not permitted.</li> <li>• Add in section 4.14(e): Forward the practicum statistic summary to the National BOC for review and approval no later than 4 weeks prior to the BOC exam date for the oral segment.</li> <li>• Add “and update” in Section 4.14(g)</li> <li>• Remove “one copy” in Section 4.14(h)</li> </ul>
April 1, 2021	<p><b>1.3 Minor Revision</b></p> <ul style="list-style-type: none"> <li>• Minor corrections in wording</li> </ul>
November 10, 2021	<p><b>1.4 Major Revision</b></p> <ul style="list-style-type: none"> <li>• Change the “written report” to “practicum report” and make associated changes in the policy.</li> <li>• Minor correction in section 4.4(a)i: “BOC-accredited program”</li> <li>• Added wording to section 4.4(a)ii: “within five years of attempting the oral or written segments of the exam.”</li> <li>• Moved 4.4(b) and (c) to section 4.12(c) and (d) and clarified max number of attempts is in a lifetime.</li> <li>• Added “at least” to section 4.7(a)</li> <li>• Minor corrections to order and words in section 4.10</li> <li>• Moved the number of attempts allowed in a lifetime from section 4.4 to 4.12</li> <li>• Improved wording in section 4.12 to clarify that a practicum must have been successfully completed within 5 years before the oral exam date the candidate intends to sit and that if 5 years has passed since the completion of a practicum, both oral and written segments must be completed.</li> </ul>

**Document Number: BOC Policy 5**

**Title: Issuance and Replacement of Certificate in Public Health Inspection (Canada)**

**Approving Body:** Board of Certification of the Canadian Institute of Public Health Inspectors

**Effective Date:** 01-FEB-2021

**Last Revised Date:** 1-APR-2021

## 5.1 Purpose

The purpose of this policy is to set the requirements for the issuance and replacement of the Certificate in Public Health Inspection (Canada) issued by the Board of Certification of the Canadian Institute of Public Health Inspectors.

## 5.2 Scope

The policy applies to all holders of the Certificate in Public Health Inspection (Canada).

## 5.3 Definitions

**BOC** means the Board of Certification of the Canadian Institute of Public Health Inspectors.

**CPHI(C)** means the Certificate in Public Health Inspection (Canada).

**CIPHI Office** means the administrative service company contracted by CIPHI's National Executive Council.

## 5.4 Issuance of the Certificate in Public Health Inspection (Canada)

- (a) The CPHI(C) is awarded to a person who fulfills the BOC requirements pursuant to the relevant BOC Policies.
- (b) A person who has been awarded the CPHI(C) is entitled to use the initials CPHI(C) only if they comply with the current National CIPHI By-laws.
- (c) A Certificate and wallet-sized card will be issued in English or French in accordance with the request of the person to whom it is issued.
- (d) Every Certificate and wallet-sized card issued by the BOC shall:
  - i. bear the name of the person to whom it is awarded,
  - ii. bear the date on which it is awarded or issued,
  - iii. be numbered in sequential order of issuance, and
  - iv. be signed by the Chair of BOC and the National President of CIPHI (wallet-sized cards are signed only by the Chair of the BOC).
- (e) The CIPHI Office shall maintain a registry of CPHI(C)s which have been issued, and such a registry shall contain the name of the person to whom the certificate is issued, the date of award or issuance, and the certificate number.

## 5.5 Replacement of the Certificate in Public Health Inspection (Canada)

- (a) Any person who has been awarded a CPHI(C) prior to January 1, 2017 may request a replacement of the Certificate and/or the wallet-sized card.
- (b) Any person who has been awarded a CPHI(C) after January 1, 2017 may request a replacement of the Certificate and/or the wallet-sized card if they meet the following criteria:
  - i. They hold a valid membership with CIPHI, and
  - ii. They are in compliance with the CIPHI By-Laws and National Operating Policies.
- (c) All requests for a replacement under Section 5.5.a. shall be sent to the CIPHI Office using the Certificate Replacement Application Form found in Appendix J, as well as the following:
  - i. Obtain one signature from a current CIPHI member of the person's residing branch,
  - ii. Obtain one signature from the BOC representative of the person's residing branch,
  - iii. Submit the required fee set by BOC found in Appendix K, and
  - iv. Submit government-issued document(s) if the reason for the replacement is due to name change
- (d) The CIPHI Office will ensure that all requirements in Section 5.5.b. and 5.5.c. are met prior to re-issuing the Certificate and/or wallet-sized card.
- (e) Replacement Certificates are signed by the current sitting CIPHI National President and Chair of the BOC (wallet-sized cards are signed only by the Chair of the BOC).

## 5.6 Reference & Related Documents

Appendix J – Certificate Replacement Application Form  
Appendix K – BOC Price Chart

## 5.7 Version History

Date	Version
February 1, 2021	<b>1.0</b>
April 1, 2021	<b>1.1 Minor Revisions</b> <ul style="list-style-type: none"><li>• Minor formatting corrections</li></ul>

**Document Number: BOC Policy 6**

**Title: Financial Management**

**Approving Body:** Board of Certification of the Canadian Institute of Public Health Inspectors

**Effective Date:** 01-FEB-2020

**Last Revised Date:** 10-NOV-2021

## 6.1 Purpose

This policy prescribes all financial activities associated to the operation of the BOC.

## 6.2 Scope

This policy applies to candidates for CPHI(C), the Board of Certification, and the CIPHI Office.

## 6.3 Definitions

**Appeal** means the circumstances outlined in CIPHI National Operating Policy #6.

**BOC** means the Board of Certification of the Canadian Institute of Public Health Inspectors.

**BOC-accredited Programs** means those environmental public health programs recognized by the BOC of CIPHI as granting degrees that are acceptable to the BOC subject to section 14(1)(a) of the *BOC Regulations*.

**Candidate** means a current student or graduate of a BOC-accredited program who intends to pursue a CPHI(C), or a person who is eligible under BOC Policy 7 or 8.

**CPHI(C)** means the Certificate in Public Health Inspection (Canada).

**CIPHI Office** means the administrative service company contracted by CIPHI's National Executive Council.

**Equivalency Exam** means an assessment designed to measure the academic competencies of a foreign trained candidate and equivalency to competencies that would be gained from the successful completion of a BOC accredited program in Canada.

**Exam Coordinator** means a regular CIPHI member appointed for a term of 3 years, and a maximum of two terms by each branch of CIPHI, who may or may not be a member of the BOC, an instructor or faculty of an BOC accredited EPH program and who is not responsible for practicum training of candidates.

**Examiner** means an individual, selected by the exam coordinator, who has completed the BOC examiner training and been a regular CIPHI member for a minimum of five (5) years, or is a retired CIPHI member who maintains their professional development hours, or is an allied public health professional.

**Foreign-trained Individuals** means the candidate exclusively defined in Policy 8.

**NEC** means the National Executive Council of CIPHI.

**Oral Segment** means the 12 scenarios verbally administered twice annually by the BOC in each branch where an exam is requested.

**Written Segment** means the two (2) practicum reports a candidate has to submit for the assessment of their written communication skills in the certification exam.

#### **6.4 Accreditation Review Fees**

- (a) The BOC shall set fees for the accreditation reviews for the purpose of accreditation outlined in Policy 1 found in Appendix K:
  - i. the fee for a new accreditation review is \$7000.00 plus applicable provincial taxes, or
  - ii. the fee for a renewal accreditation review is \$4500.00 plus applicable provincial taxes,
  - iii. fifty (50) per cent of the fee must be submitted with the accreditation review application prior to receiving any feedback from the BOC, and
  - iv. the remaining fifty (50) per cent plus expenses must be submitted following the site visit and prior to the BOC's final decision.

#### **6.5 Application Fee for Eligibility Assessment of a Foreign-Trained Candidate and Equivalency Exam Fee**

- (a) The fee for application is set by the BOC found in Appendix K.
- (b) The fee for application shall be payable upon submission of the application and is non-refundable.
- (c) The fee for the equivalency exam shall be:
  - i. set by the BOC at its regular meeting found in Appendix K,
  - ii. paid by each candidate,
  - iii. made payable to the Canadian Institute of Public Health Inspectors,
  - iv. sent to the CIPHI Office accompanied by the Form J - Payment Method Form (Appendix M), and
  - v. made at least thirty (30) days prior to the date of the exam.
- (d) The fee for the equivalency exam plus applicable provincial taxes shall be payable on each occasion that a person takes the equivalency exam.

- (e) A person who takes any part of the equivalency exam shall be deemed to have taken the equivalency exam and shall not be entitled to any reduction or rebate in the fee.
- (f) A person who fails the equivalency exam shall not be entitled to any reduction or rebate in the fee for the equivalency exam.
- (g) If a candidate is adjudged to have successfully completed the equivalency exam, they shall be entitled to proceed to the next step of making an application for the BOC examination for the CPHI(C). All fees for the next step apply as it would to any BOC exam candidate.
- (h) Notwithstanding anything contained in this policy, the payment of the fee for the equivalency exam shall not entitle any person to take the exam unless such person:
  - i. has submitted an application in accordance with this policy, and
  - ii. is eligible and approved to take the equivalency exam.

**6.6 Oral Segment and Written Segment Fees for the Certificate in Public Health Inspection (Canada)**

- (a) The fees shall be set by the BOC found in Appendix K,
- (b) The fee(s) for the oral segment and/or written segment plus applicable provincial taxes shall be:
  - i. paid by each candidate, and
  - iii. made payable to the Canadian Institute of Public Health Inspectors through the CIPHI Office, and at least fifty (50) days prior to the date of Examination.
- (c) The fees for the oral segment and/or the written segment shall be payable on each occasion that a candidate takes the BOC exam oral and/or written segment.
- (d) A person who fails the oral or written segment shall not be entitled to any reduction or rebate in the fee for the oral and/or written segment by reason of not being granted the CPHI(C).
- (f) Where a candidate takes the exam in a province other than the one stated in the candidate's original application, the candidate shall be subject to an additional fee equivalent to the costs incurred by the BOC resulting from the change.

**6.7 Administration Fees for Applications that Fail to Meet the Minimum Requirements to Take Examination**

- (a) Notwithstanding anything contained in this policy, the payment of the fee for oral segment or written segment shall not entitle any person to take an oral or written segment unless such person:

- i. is qualified to be a candidate,
  - ii. has submitted an application in accordance with the BOC Regulations and policy.
- (b) Applications that do not meet the minimum requirements prescribed by BOC Regulations and policy may be refused by the BOC and are subject to an administration fee in addition to the application fee.
  - i. Where the BOC refuses an application and the application deadline has passed the candidate will be refunded their application fee minus a \$100 administration fee.
  - ii. Where the BOC refuses an application and the application deadline has not passed a candidate may resubmit a revised application package for a \$100 administration fee prior to the application deadline or the candidate may withdraw from the exam for a refund in accordance with section 6.8 below.

## **6.8 Refunds**

- (a) The fee for the oral segment, and/or written segment shall be refunded in part, where notice of cancellation is received in writing by the CIPHI Office:
  - i. up to and including 50 days before the exam dates, in the amount of 90% of the original exam fee;
  - ii. less than 50 days and more than 29 days before the exam date, in the amount of 70% of the original exam fee;
- (b) The fee for an oral segment and/or written segment shall not be refunded if notice of cancellation is received in writing by the CIPHI office 29 days or less prior to the exam date.

## **6.9 Extenuating Circumstances**

- (a) Where extenuating circumstances warrant, the BOC may waive section 6.8 provided that:
  - i. requests for withdrawal are received in writing by the CIPHI Office, with supporting documentation; and
  - ii. the applicant shall be allowed to participate in the following exam session with an administrative fee of \$100.

## **6.10 Fee for the Appeals to the BOC Results and Equivalency Exam**

- (a) The fee for the appeal of the result in the oral segment, written segment, or equivalency exam is non-refundable.
- (b) The fee for the appeal plus applicable provincial taxes shall be:

- i. set by the BOC at its regular meeting found in Appendix K,
- ii. paid by the appellant,
- iii. made payable to the Canadian Institute of Public Health Inspectors, and
- iv. made within 30 days after the date appearing on the letter of notification of examination results.

**6.11 Fee for Issuance and Re-issuance of Certificate in Public Health Inspection (Canada)**

- (a) If a candidate is judged to have successfully completed their oral and written segments, they shall be entitled to a CPHI(C) on a form prescribed by the BOC without payment of any additional fee.
- (b) The responsibility of the BOC in respect to section 6.10(a) shall be deemed to have been complied with upon proof of mailing of the CPHI(C) to the address provided by the candidate on their application for examination or as later amended in writing by the candidate.
- (c) The fee for the re-issuance of CPHI(C) plus applicable provincial taxes that fits the requirements outlined in section 5.5 in Policy 5 shall be:
  - i. set by the BOC found in Appendix K,
  - ii. paid by the applicant, and
  - iii. made payable to the Canadian Institute of Public Health Inspectors.

**6.12 BOC Record Search Fees**

- (a) The search fee for supply of information from the BOC's records shall be based on the time required to obtain and supply the information.
- (b) The charge for a search in accordance with subsection (a) shall be \$50.00 plus applicable provincial taxes per hour for each person involved for the time required, provided that the minimum charge shall be \$50.00 plus applicable provincial taxes found in Appendix K.
- (c) Where it appears in the interest of:
  - i. the profession of Public Health Inspection,
  - ii. the BOC, or
  - iii. the Canadian Institute of Public Health Inspectors,

to provide any information in the BOC's records, the BOC or the NEC may waive or direct a refund of any portion of or all of any fee or charge authorized by this Policy.

### **6.13 Expenses Incurred in Examinations**

- (a) Every examination coordinator and every examiner may submit a statement of travel and other expenses incurred in the performance of duties connected with the examination of candidates for the CPHI(C) to the CIPHI Office individually.
- (b) All claims for expenses shall be on the forms provided by the CIPHI and shall be at the rates stated in the CIPHI National Operating Policy #8.
- (c) Any claims for expenses incurred in the performance of duties connected with the examination of candidates may be audited by the members in the BOC.

### **6.14 Expenses Incurred by the BOC and its Members**

- (a) Face-to-face meetings held by the BOC may occur two times per year and expenses shall be covered as per the NEC cost sharing formula stated in the CIPHI National Operating Policy #8.
- (b) Teleconference expenses for BOC business shall be covered for BOC members by using BOC teleconference accounts available through the CIPHI Office.
- (c) BOC members shall participate by teleconference, webinar, or any electronic means that deem suitable. Costs and expenses associated with travel to attend meetings in-person, except the face-to-face meetings authorized by the BOC or NEC, are not covered by the BOC.
- (d) Any expenses incurred by the member for attending other meetings that the BOC expects attendance in-person by the member shall be covered by the BOC. Where the task is being delegated to another person on behalf of the BOC member, the BOC shall cover expenses for that person in accordance with the CIPHI National Operating Policy #8.

### **6.15 Cost Recovery for Activities or Services Requested by Health Agencies, BOC Accredited Programs or Other Organizations**

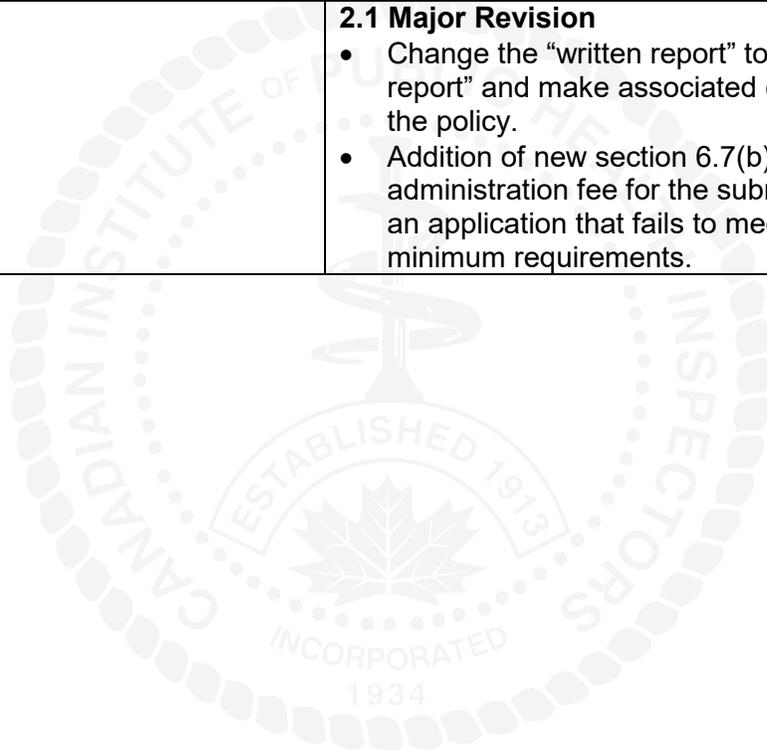
- (a) The health agency, BOC accredited programs or organization requesting the presentation shall cover the cost of the BOC member should it choose, or the member may participate via teleconference, webinar, or any electronic means that deem suitable.
- (b) Branch annual meetings, special meetings, executive meetings, or other Branch-initiated requests where BOC branch representative participation is requested or expected:
  - i. Expenses incurred to attend these meeting shall be covered by the Branch, or the member may participate via teleconference, webinar, or any electronic means that deem suitable.

## 6.16 Reference and Related Documents

Appendix K – BOC Price Chart  
Appendix M - Form J - Payment Method Form  
CIPHI National Operating Policy #6  
CIPHI National Operating Policy #8

## 6.17 Version History

Date	Version
February 1, 2020	<b>1.0</b>
June 18, 2020	<b>1.1 Minor Revisions</b> <ul style="list-style-type: none"><li>Updated definition of candidate to include eligibility under BOC Policy 7 and 8.</li></ul>
April 1, 2021	<b>2.0 Major Revisions</b> <ul style="list-style-type: none"><li>Amalgamation of BOC Policy 6, 11, 12 and 15.</li></ul>
November 10, 2021	<b>2.1 Major Revision</b> <ul style="list-style-type: none"><li>Change the “written report” to “practicum report” and make associated changes in the policy.</li><li>Addition of new section 6.7(b) for an administration fee for the submission of an application that fails to meet the minimum requirements.</li></ul>



**Document Number: BOC Policy 7**

**Title: Recognition of Public Health Inspection Training in the Canadian Armed Forces**

**Approving Body:** Board of Certification of the Canadian Institute of Public Health Inspectors

**Effective Date:** 02-MAR-2021

**Last Revised Date:**

### 7.1 Purpose

This policy prescribes the minimum training requirements for an individual employed by Canadian Armed Forces before they can apply for the Certificate in Public Health Inspection (Canada).

### 7.2 Scope

The policy applies to candidates who are trained and employed by Canadian Armed Forces.

### 7.3 Definitions

**BOC** means the Board of Certification of CIPHI.

**CAF** means Canadian Armed Forces.

**CIPHI Office** means the administrative service company contracted by CIPHI's National Executive Council.

**Examination** means the BOC examination for the Certification in Public Health Inspection (Canada).

**Practicum** means a minimum period of 12 calendar weeks where a minimum of 420 hours of supervised work directly related to the topic areas of the practicum evaluation. Travel time is not to be included in the 420 hours.

### 7.4 CAF Candidate Requirements for BOC Examination

- (a) Public Health Inspection training will be recognized towards eligibility for the examination as stated in Policy 4.
- (b) In order to be granted recognition of Public Health Inspection training received in CAF, a person must present to the BOC Office:
  - i. the diploma issued on completion of the CAF Prevention Medicine Technician Course 00371-01.
  - ii. documents from CAF certifying that they have:
    - (aa) achieved CAF Qualification Level 6A,
    - (bb) been employed for a period of not less than five (5) years as a Preventative Medicine Technician in the CAF, and
    - (cc) approval to commence BOC certification from National Defence Head Quarters (N.D.H.Q.).

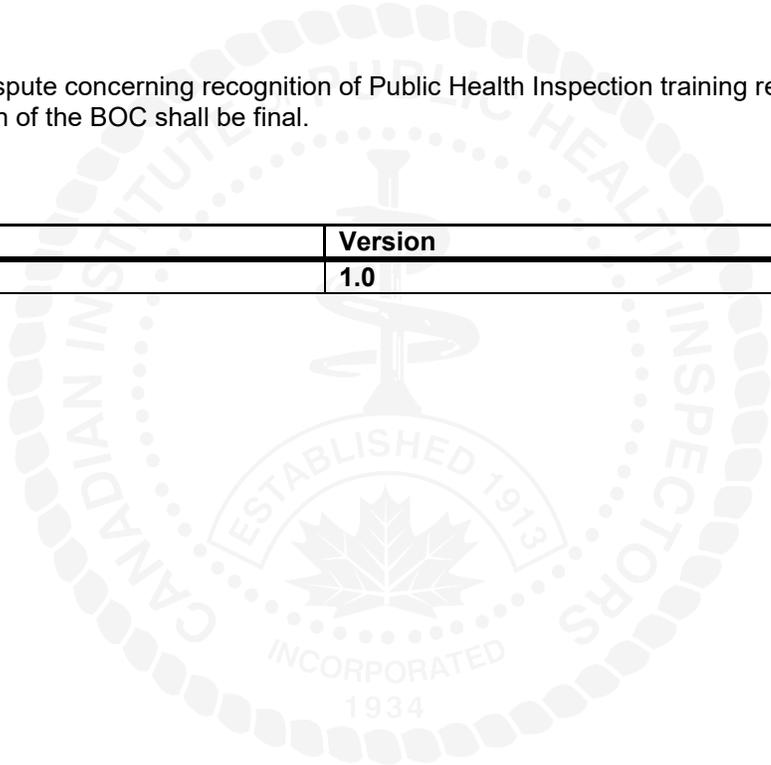
- iii. documents required in section 4.4(b)ii must be signed by the Surgeon General of the CAF or his representative.
- (c) In order to be eligible for an examination, a person, who fulfills the requirements in section 4.4(b), must also:
  - i. complete the practicum training required in Policy 3.
  - ii. submit an Application Form – Form A in accordance with Policy 4.
- (d) Any person who has received Public Health Inspection training in the CAF and who wishes to establish eligibility for an examination must obtain from the BOC's recognition of his/her CAF training before commencing any portion of practicum training which is taken outside the CAF.
- (e) Practicum taken outside the CAF which does not comply with subsection 4.4(d) will not be recognized in establishing eligibility for an examination.

**7.5 Appeal**

In any case of dispute concerning recognition of Public Health Inspection training received in the CAF, the decision of the BOC shall be final.

**7.6 Version History**

Date	Version
March 2, 2021	1.0



**Document Number: BOC Policy 8**

**Title: Requirements for Foreign-Trained Environmental Public Health Professionals Seeking the CPHI(C) Credential**

**Approving Body:** Board of Certification of the Canadian Institute of Public Health Inspectors

**Effective Date:** 31-OCT-2020

**Last Revised Date:** 1-APR-2021

### 8.1 Purpose

This policy prescribes the process and requirements for foreign-trained environmental public health professionals who are seeking CPHI(C) designation.

### 8.2 Definitions

**BOC** means the Board of Certification of CIPHI.

**BOC accredited programs** means those environmental public health (EPH) programs recognized by the BOC of CIPHI as granting degrees that are acceptable to the BOC, subject to *BOC Regulations 14(1)(a)*.

**CIPHI Office** means the administrative service company contracted by CIPHI's National Executive Council.

**Candidate** means, exclusively in policy 8, a foreign-trained environmental public health professional seeking CPHI(C) credential.

**Discipline Specific Competencies** means the set of competencies specific to the field of environmental public health. These competencies describe the essential knowledge, skills and abilities necessary for the ongoing success in the role of an EHO or PHI.

**EHO / PHI** means Environmental Health Officer or Public Health Inspector

**Equivalency exam** means an assessment designed to measure the academic competencies of a foreign-trained candidate and equivalency to competencies that would be gained from the successful completion of a BOC accredited program in Canada.

**Exam coordinator** means a regular CIPHI member appointed for a term of 3 years, and a maximum of two terms by each branch of CIPHI, who may or may not be a member of the BOC, an instructor or faculty of an BOC accredited EPH program and who is not responsible for practicum training of candidates.

**Exam proctor** means a regular CIPHI member selected by the Exam coordinator to supervise a candidate while they write the equivalency exam.

### 8.3 Background

The recognition of qualifications and experience for foreign-trained environmental public health professionals has been a discussion item for a number of years. The BOC has changed its position from allowing professionals from specific countries to access the BOC exam process, to reviewing individual applications on a case by case basis, to requiring all candidates to obtain a degree from a BOC accredited program in Canada. The development of a bridging program by an

accredited school was also considered, however with the small number of candidates does not make this a feasible option for the schools.

For the most recent version of this policy, the BOC has developed a multiple choice question equivalency exam to assess the academic competencies of a foreign-trained environmental public health professional seeking CPHI(C) designation. The blueprint for the multiple choice exam is the same as what is used for the design of the oral exam: 40% food safety; 15% water, 15% non-communicable disease; 15% communicable disease, and 15% fixed premises (non-food). All questions selected for the multiple choice exam are based on the latest BOC Instructional Objectives in proportion to this blueprint. A consultant with experience in educational design and assessment was hired to verify the exam design and to verify that the multiple choice questions were written at a level appropriate and equivalent to a Canadian baccalaureate degree level.

#### **8.4 Candidate Requirements**

- (g) To ensure that only candidates with relevant education and experience qualify to sit the equivalency exam the BOC must review and approve the application of the candidate which contains the following proof of qualification and experience.
- A baccalaureate or master's degree in the discipline of environmental public health, and
  - Educational experience that prepares the candidate to practice as a certified EHO / PHI in their country, and
  - Certification as an EHO / PHI from an association or organization who is a member of the International Federation of Environmental Health, and
  - A minimum of six months experience, as a certified EHO / PHI, in which the experience aligns with CIPHI's Discipline Specific Competencies (<http://www.ciphi.ca/pdf/dsc.pdf>), and
  - Proficiency in written and spoken English or French.
- (h) Candidates must also be familiar with the CIPHI Code of Ethics (<http://www.ciphi.ca/pdf/codeofethics.pdf>) and Standards of Practice (<http://www.ciphi.ca/pdf/practice.pdf>).

#### **8.5 Application for Eligibility to Challenge the Equivalency Exam**

- a) Candidates, who have not successfully completed a BOC accredited program, must make an application for eligibility to challenge the equivalency exam.
- b) Every application for recognition shall be submitted on Form H – International Candidate Application Form (Appendix L) and shall be accompanied by:
- i. The application fee as set by the BOC in Policy 6.
  - ii. Documented proof of qualifications obtained outside of Canada, such as an academic degree in the discipline of environmental public health.
  - iii. Proof of past or current certification as a PHI / EHO from an association or organization affiliated with International Federation of Environmental Health.
  - iv. Transcript of marks.
  - v. Resume outlining professional experience.
  - vi. One professional reference letter or proof of experience.

## **8.6 Equivalency Exam for Foreign-Trained Candidates**

- (a)** Every candidate whose foreign credentials are approved by the BOC through the application process is deemed eligible to proceed to take an exam designed to measure educational equivalency.
- (b)** Applicants who meet all the eligibility criteria will receive an acceptance letter (Appendix M) from the CIPHI Office which explains how to proceed to take the equivalency exam.
- (c)** Applicants who do not meet the eligibility criteria will receive a refusal letter (Appendix N) from the CIPHI Office which explains that the candidate is not eligible to take the equivalency exam.
- (d)** Candidate must pay the equivalency exam fee as set by the BOC and outlined in Policy 6.
- (e)** The equivalency exam will consist of 100 multiple choice questions, covering a cross-section of the latest BOC Instructional Objectives and 5 main learning areas: communicable disease, non-communicable disease, fixed premises (non-food), food, and water.
- (f)** The candidate will have up to 4 hours to complete the exam.

## **8.7 Exam Locations and Dates**

- (a)** Equivalency exams will be convened on a regional basis based on the location of the applicants.
- (b)** Equivalency exams will be held at a date set by the BOC.
- (c)** Qualified candidates will be given sufficient advance notice as to the time and location of the equivalency exam.

## **8.8 Examination Scores**

- a)** Candidates must achieve a minimum overall score of 75% to be successful on the equivalency exam.
- b)** Candidates who are successful on the equivalency exam will receive a letter from the CIPHI Office indicating that they may proceed to apply for a minimum twelve week practicum.
- c)** Candidates who are unsuccessful on their first attempt at the equivalency exam will receive a letter from the CIPHI Office indicating that they were unsuccessful and that they may apply to retake the equivalency exam.
- d)** Candidates may apply to retake the equivalency exam once only by submitting a newly completed Form J along with the associated examination fee. In the event of a second failure, the candidate will be informed that they were unsuccessful and advised to apply to one of the BOC accredited programs to pursue the CPHI(C) designation.

## **8.9 Release of Information on Examinations**

- a) No information respecting marks, or rating, or success, or failure of any candidate in the equivalency exam shall be released to any person who is not directly connected with the exam of such candidate except under the direction of the Board.
- b) Candidate's requests for the return of exam materials shall be denied.
- c) Under no circumstances shall any Examination Coordinator provide to any candidate or to any person who is not directly connected with the exam of candidates, any information which might be construed as an indication of a mark or rating achieved by a candidate or as an indication of success or failure in the equivalency examination.
- d) This shall not be construed to prevent the transmission of information necessary to conduct of the exam or the marking of the exam.

## **8.10 Exam Security**

- a) Candidates must be supervised by the exam coordinator or by a designated exam proctor during the entire examination period.
- b) Cell phones or other electronic devices are not permitted in the examination room at the time of the equivalency exam or must be shut off and not visible to the candidates for the entire examination period.
- c) The candidate must leave all notes and exam materials in the room upon completion of the exam. All notes must be destroyed upon completion of the exam.
- d) The equivalency exam must be scanned and sent electronically to the CIPHI Office with the exam results upon completion of the exam. The paper copy of the exam must also be sent to the CIPHI Office and retained for a minimum of one year. After one year, the paper exam can be destroyed.

## **8.11 Appeal**

- a) Candidates who receive an application refusal letter or a letter indicating that they failed the equivalency exam may appeal the decision within 30 days of the date appearing on the letter.
- b) Candidates who appeal must include a \$75 fee with their appeal submission.

## **Reference & Related Documents**

### *The Board of Certification Regulations*

Appendix A: CIPHI Board of Certification Instructional Objectives, 2018

Appendix L: Form H – International Candidate Application Form

Appendix M: International candidate application acceptance letter

Appendix N: International candidate application refusal letter

Appendix O: Form J – Payment Method Form

Appendix P: BOC Guideline for International Candidate Equivalency Exam

## Version History

Date	Version
July 29, 2020	1.0
January 12, 2021	1.1 <ul style="list-style-type: none"> <li>• Added definitions for Exam Coordinator and Exam Proctor</li> <li>• Minor revision to 8.4 (a) and 8.5 (b)b. to clarify that a baccalaureate or master's degree in the discipline of environmental public health is required, and that their educational experience prepares them to practice as a certified PHI or EHO.</li> <li>• Minor revision to 8.9 (d) to clarify how to reapply for the exam in the event of a failure.</li> <li>• Minor revision to 8.11 (b) to clarify that cell phones may alternatively be shut off and not visible to candidates for the entire examination period.</li> <li>• Added Appendix P: BOC Guideline for International Candidate Equivalency Exam</li> </ul>
April 1, 2021	1.2 <ul style="list-style-type: none"> <li>• Remove section 8.8 and relocate the section to section 6.5 in policy 6</li> <li>• Re-number all sections after section 8.8</li> <li>• Added subsection (d) in section 8.6.</li> </ul>

**Document Number: BOC Policy 9**

**Title: Formal Reviews and Appeals of Board of Certification Examinations**

**Approving Body:** Board of Certification of the Canadian Institute of Public Health Inspectors

**Effective Date:** 01-APR-2021

**Last Revised Date:** 01-APR-2021

## 9.1 Purpose

This policy prescribes the requirements for formal reviews and appeals of the Board of Certification examinations. Formal reviews and appeals of examinations results are part of the evaluation and quality improvement system used by the Board of Certification (BOC) in the certification examination process. They provide a means to assess and/or investigate the circumstances of the written and/or oral examination administered to candidates, and to ascertain that the process was carried out under conditions appropriate to the conduct of an examination as determined by the BOC.

The courses of action outlined in this policy are consistent with that adopted in other organizations as a safeguard against undermining the greater examination process. The distinction between content and process is also of the utmost importance, and must be addressed first by all concerned.

Formal reviews and appeals of examinations results address two main items:

1. Potential and significant irregularities in the conduct of the examination process, including the process of determining whether a report has been plagiarized using an electronic assessment tool; and
2. Any potential procedural unfairness materially affecting one or more candidates.

## 9.2 Scope

This policy applies to candidates for CPHI(C), foreign-trained candidates and the BOC.

## 9.3 Definitions

**BOC** means the Board of Certification of CIPHI.

**BOC Chair** means the individual elected by the BOC of CIPHI from amongst its appointed members.

**Branch** means a provincial/territorial branch of CIPHI.

**Candidate** means a current student or graduate of a BOC accredited program who intends to pursue a CPHI(C), or a person who is eligible under BOC Policy 7 or 8.

**CIPHI** means the Canadian Institute of Public Health Inspectors.

**CPHI(C)** means the Certificate in Public Health Inspection (Canada).

**CIPHI Office** means the administrative service company contracted by CIPHI's National Executive Council.

**Exam Coordinator** means a regular CIPHI member appointed for a term of 3 years, and a maximum of two terms by each branch of CIPHI, who may or may not be a member of the BOC, an instructor or faculty of an BOC accredited EPH program and who is not responsible for practicum training of candidates.

**Examiner** means an individual, selected by the exam coordinator, who has completed the BOC examiner training and been a regular CIPHI member for a minimum of five (5) years, or is a retired CIPHI member who maintains their professional development hours, or is an allied public health professional.

**NEC** means the National Executive Council of CIPHI.

#### **9.4 Formal Reviews and Appeals Requirements**

- (i) Formal reviews and appeals of examination results are conducted only on the basis of the following:
  - i. alleged significant irregularities in the examination process only where the process irregularities are considered serious enough to affect materially the candidate's performance; or
  - ii. a candidate does not agree with the determination of the Board that a report has been plagiarized.
- (j) Formal reviews and appeals of examination results are not conducted on the basis of the following:
  - i. alleged errors in content

#### **9.5 BOC Examination Principles**

- (a) Examiners are appointed as authorities on content. Their judgement relative to the correctness of a candidate's oral or written responses is not open to challenge, otherwise the review would become a content-oriented discussion between experts.
- (b) When the examiners rule that a candidate did not achieve the objectives being tested nor reach the required standard of competence, the candidate may well disagree with their decision, but that belongs in the realm of content and does not constitute grounds for review.
- (c) On occasion, deviations from the stated format or conduct of the examination may be unavoidable and irregularities may occur which do not result in any unfairness or significantly affect the performance of the candidate.

#### **9.6 Initiating a Formal Review**

- (a) Formal reviews may be initiated by the Exam Coordinator or the BOC.
- (b) If the Exam Coordinator becomes aware of any irregularity, he/she will initiate the formal review on behalf of one or more candidates.
- (c) The BOC Chair shall conduct the formal review within 15 days of receiving the request.
- (d) No fee shall be required from the candidate(s) involved.

- (e) The Exam Coordinator may initiate a formal review at any time, even beyond the deadline stated for candidates.
- (f) Whenever possible and desirable, the candidate(s) potentially affected by such a review should be notified by the BOC Chair at the most opportune time.
- (g) Under exceptional circumstances where an obvious and manifest error in the procedure has occurred, the BOC Chair will make the appropriate recommendations to the Exam Coordinator and /or candidate(s).

## **9.7 Appeals**

- (a) Appeals are almost always initiated by a candidate who is unsuccessful in the certification examination process.
- (b) A candidate must submit a written request to initiate an appeal.
- (c) A candidate wishing to request an appeal must notify the CIPHI Office in writing within 30 days after the date appearing on the letter of notification of examination results. This also applies to appealing a decision by the BOC that a report has been plagiarized.
- (d) Before submitting a request for appeal, the candidate must:
  - i. ensure that the grounds for appeal are based on process irregularity and not content issues,
  - ii. explain, completely and in detail, all of the circumstances surrounding the alleged process irregularity, or
  - iii. in the case of plagiarism, provide a statement of disagreement regarding the determination by the BOC, and
  - iv. include the fee plus applicable provincial taxes prescribed in Policy 6 by certified cheque or money order, payable to the BOC.
- (e) The CIPHI Office shall acknowledge receipt of the request and deposit the fee. A request for an appeal that does not include the required fee within the time set out in section 9.7 (c) shall not be processed or considered.

## **9.8 Performing Appeal Reviews Initiated by Candidates**

- (a) Review by the BOC Chair
  - i. The BOC Chair may assign a delegate to perform the duties of the Chair described in this policy, and the appointment of this delegate has to be approved by the BOC.
  - ii. The BOC Chair shall evaluate the request within 15 days of receipt of a request for an appeal.
  - iii. If the BOC Chair determines that the candidate has described completely and in detail as stated in section 9.7(d), the request for appeal will be referred to the CIPHI NEC Appeal Review Panel Lead as prescribed in the CIPHI National Operating Policy #6.

- iv. If the BOC Chair determines that the candidate has not described completely and in detail circumstances related to an alleged process irregularity, the Chair will advise the candidate, in writing, that the request for appeal is denied.
  - v. The BOC Chair will advise the BOC of the number of appeal requests that are not recommended to the Appeal Review Panel for review and upon request of the BOC, make available any documentation or materials relevant to a candidate's request for appeal.
- (b) Requests for Appeals that meet the process irregularity criteria
- i. If the BOC determines that the appeal request is grounded based on process irregularity or grounded based on the disagreement with the determination of plagiarism, the BOC Chair shall refer the appeal to the NEC Appeal Review Panel Lead.
  - ii. The BOC Chair shall make a request to the NEC Appeal Review Panel Lead for the appeal review and shall provide a written summary and all available and relevant documents (including results from the electronic plagiarism assessment tool in the case of plagiarism).
- (c) The NEC Appeal Review Panel Lead shall report the Appeal Review Panel determination to the BOC Chair as per NOP #6.
- (d) There is no provision for further review of the decisions of the Appeal Review Panel, which are considered final.
- (e) In cases when a repeat examination is granted, the result of the examination subjected to the appeal review is to be considered null and must not be counted in determining the candidate's eligibility for Certification.
- (f) The BOC shall have responsibility in determining all aspects of the next steps in regards to the candidate's examination where the Appeal Review Panel makes a decision supporting the appeal.
- (g) The fees for examination in the case where a new exam process is required shall be waived.
- (h) A report of the numbers of formal reviews and appeals received and the outcomes will be presented in the BOC Annual Report to the NEC. .

**9.9 Reference & Related Documents**

*The Board of Certification Regulations*  
 CIPHI National Operating Policy #6: Formal BOC Appeal Review Panel

**9.10 Version History**

Date	Version
April 1, 2021	<b>1.0</b> Replaces archived Policy 13

**Document Number: BOC Policy 10**

**Title: Complaints Regarding BOC Members, NEP Members, Exam Coordinators, Examiners or Exam Proctors**

**Approving Body:** Board of Certification of the Canadian Institute of Public Health Inspectors

**Effective Date:** 02-APR-2021

**Last Revised Date:** 02-APR-2021

### 10.1 Purpose

Complaints related to BOC members, NEP members, exam coordinators, examiners or exam proctors will be reviewed to determine if individuals have contravened BOC regulation or administrative policies. The BOC will review any complaints as defined below and will investigate to determine the appropriate actions. The BOC will redirect individual complaints where it is deemed to be more appropriately addressed through the Branch's NEC Representatives.

### 10.2 Scope

This policy applies to BOC members, NEP members, exam coordinators, examiners, exam proctors and any volunteers appointed by the BOC.

### 10.3 Definitions

**BOC** means the Board of Certification of CIPHI.

**BOC Chair** means the individual elected by the BOC of CIPHI from amongst its appointed members.

**CIPHI** means Canadian Institute of Public Health Inspectors.

**Exam coordinator** means a regular CIPHI member appointed for a term of 3 years, and a maximum of two terms by each branch of CIPHI, who may or may not be a member of the BOC, an instructor or faculty of an BOC accredited EPH program and who is not responsible for practicum training of candidates.

**Exam proctor** means a regular CIPHI member selected by the exam coordinator to supervise a candidate while they write the equivalency exam as prescribed in Policy 8.

**Examiner** means an individual, selected by the exam coordinator, who has completed the BOC examiner training and been a regular CIPHI member for a minimum of five (5) years, or is a retired CIPHI member who maintains their professional development hours, or is an allied public health professional.

**NEP** means the National Exam Panel which is a group of a minimum of six individuals, in which one (1) member is from the BOC, appointed for a term of three (3) years and a maximum of two (2) terms, with one selected by the current NEP members from each of the branches of BC, AB, SK/MB, ON, and NB/NS-PEI/NL, who create, revise, and select the twelve (12) scenario questions used for each oral segment of the certification exam.

**NEC** means the National Executive Council of CIPHI.

**10.4 Complaints Regarding Examiners, Exam Proctor, or Volunteers under the BOC**

- (k) Shall be received by the exam coordinator who shall report to the BOC Chair. The Chair shall review the complaint and investigate as needed to provide recommendations and consult the BOC members to determine follow-up action.

**10.5 Complaints Regarding Exam Coordinators or National Exam Panel Members**

- (a) Shall be received by the BOC Chair. The Chair shall consult the Past Chair or Vice Chair and determine follow-up action.

**10.6 Complaints Regarding the BOC Chair or BOC Members**

- (h) Shall follow the procedures established under CIPHI National Operating Policy #26: Code of Conduct – CIPHI Executive Members.

**10.7 Documentation of Complaint Process**

- (a) All complaints and any decisions that are made in regards to the complaint outcomes must be documented in writing.
- (b) The BOC shall respond to the complainant and the individual who the complaint was about in writing informing them of the complaint outcomes.

**10.7 Reference & Related Documents**

*The Board of Certification Regulations*  
CIPHI National Operating Policy #26: Code of Conduct – CIPHI Executive Members

**10.8 Version History**

Date	Version
April 2, 2021	<b>1.0</b> <ul style="list-style-type: none"><li>• Replaces archived Policy 14</li><li>• Added section on documentation of complaint process</li></ul>

**Document Number:** BOC Policy 11

**Title:** Accommodation Policy

**Approving Body:** Board of Certification of the Canadian Institute of Public Health Inspectors

**Effective Date:** 01-JAN-2022

**Last Revised Date:** 24-SEP-2021

### 11.1 Purpose

This policy prescribes the requirements for a candidate to request accommodation related to the BOC oral examination.

### 11.2 Scope

This policy applies to candidates and the Board of Certification.

### 11.3 Definitions

**BOC** means the Board of Certification of CIPHI.

**BOC Chair** means the individual elected by the BOC of CIPHI from amongst its appointed members.

**Candidate** means a person who has successfully completed their BOC practicum.

**CIPHI Office** means the administrative service company contracted by CIPHI's National Executive Council.

**Exam coordinator** means a regular CIPHI member appointed for a term of 3 years, and a maximum of two terms by each branch of CIPHI, who may or may not be a member of the BOC, an instructor or faculty of an BOC accredited EPH program and who is not responsible for practicum training of candidates.

**Qualified professional** means a licensed medical professional, such as a physician or registered psychologist, who is qualified to deal with the Candidate's specific medical condition and is licensed to practice in a Canadian jurisdiction.

### 11.4 Types of Accommodations

- (a) Accommodations will be granted based on the BOC's review of the recommendations provided by the qualified professional.
- (b) All accommodation requests are confidential. The BOC will only release information to the accommodation review team (BOC members) and associated provincial examination coordinator.
- (c) Exams may be requested in either of Canada's official languages in accordance with Policy 4. Requests for examination in other languages will not be

considered. The BOC will not consider requests for a reader, scribe or translator for the candidate.

- (d) Alternative examination dates will not be considered.

### **11.5 Application for Exam Accommodation**

- (a) Candidates seeking exam accommodation(s) are required to submit the following to the CIPHI office:
- i. A signed letter from the candidate with a description of the functional limitation(s), its severity, and a specific description of the requested accommodation, and
  - ii. Supporting documentation from a qualified professional confirming the need for accommodation, which includes the following:
    - the severity of the accommodation,
    - the candidates' functional limitations, and
    - the specific parameters for the required accommodation during the oral examination.
- (b) A candidate must submit an application for each attempt at the oral examination.

### **11.6 Deadlines to Apply for Exam Accommodations**

- (a) All forms and documents supporting a request for exam accommodation must be received by the CIPHI Office via a separate email from the BOC exam application at least 90 days before the examination date.

### **11.7 BOC Decision on Accommodation Request**

- (a) The BOC reserves the right to deny accommodations if sufficient evidence has not been demonstrated to support the accommodation request, or if the BOC determines that the accommodation is unreasonable or practically not possible because it may have the effect of compromising the validity of the exam or its security or result in unfair advantage.
- (b) The BOC decision on the accommodation request is final.
- (c) The BOC must notify the candidate that the accommodation request is accepted or denied within four weeks after the application has been received by the CIPHI Office.
- (d) The BOC will not process accommodation requests that are incomplete and/or missing required documentation.
- (e) All documentation regarding accommodation requests will be destroyed after the exam appeal period has passed.

## 11.8 Reference & Related Documents

*The Board of Certification Regulation*  
*Appendix Q - Application Form*  
*Appendix R - Acceptance Template Letter*  
*Appendix S - Denial Template Letter*

## 11.9 Version History

Date	Version
September 24, 2021	1.0

