

POLICY

National Operating Policy # 25

Subject: Termination and Reinstatement of Membership – Maintaining Professional Development Hours

Approved: February 15, 2019 by the National Executive Council

Objective and Rationale

Canadian Institute of Public Health Inspectors (“CIPHI”) By-Law #1 Section 4.02 (a)(ii) **Termination of Membership** states that membership in CIPHI is terminated when a member fails to maintain any qualifications for membership described in the section on membership conditions of [the] by-laws.

This Termination and Reinstatement of Membership – Maintaining Professional Development Hours Policy (“Policy”) applies specifically to a person whose membership qualification described in Section 2.01 requires their participation in the Continuing Professional Competency (“CPC”) Program of CIPHI. The CPC Program establishes and oversees the requirement for members to submit annual Professional Development Hours (“PDHs”).

This Policy describes the procedure that will be undertaken by the National Executive Council (the “NEC”) when notifying a member that their membership in CIPHI has been terminated due to a failure to meet this membership requirement and to instruct persons on how to have membership reinstated.

The CPC qualification has been in place for several years but while it was being introduced it was not stringently enforced. Members who were audited and found to be non-compliant with the PDH requirements did **not** have their membership terminated.

CIPHI has a responsibility to enforce membership requirements and therefore is implementing a progressive compliance Policy for members who fail to complete the professional development hours required to meet the CPC Program requirements.

Implementation

The first membership year affected by the progressive compliance cycle will be 2019. This means that members who are audited in 2020 and have failed to meet the **2019 PDH** requirements will receive notification (in 2020) that they have been placed in the first step of the progressive enforcement cycle.

The progressive enforcement cycle is a 2-year process and is designed to allow for a member to achieve compliance with PDH requirements without it affecting their membership status.

Members who complete the 2-year cycle and still have not achieved compliance will have their membership terminated in accordance with this Policy.

Further details on the progressive compliance cycle can be found in **National Operating Policy # 23 Professional Development Hours – Progressive Compliance Cycle**

Specific Operations

Notice of Termination of Membership

The National Executive Council (the “NEC”) will proceed with termination of membership for failure to participate in the continuing professional competency program to the satisfaction of the Council of Professional Experience (“CoPE”) as follows:

1. CoPE will advise the CIPHI Office that the member has failed to comply with the requirements of the CPC Program and provide the PDHs that the member failed to achieve on the last audit.
2. CIPHI Office will confirm to the NEC the date the member received notification of the second audit of professional development hours failure.
3. The NEC will withhold terminating the membership until the appeal period stipulated in the **NOP # 24 Professional Development Hours – Audit Results Appeal Process** has expired or until any appeals received have been either dismissed or allowed.
4. The NEC will decide whether to terminate membership of any member who did not elect to appeal the audit failure within the appeal period or whose appeal was dismissed.
5. The NEC will notify the member of termination of membership and include the professional development hours required for re-instatement of membership based on last audit results.
6. The NEC's decision shall be final and binding on the member, without any further right of appeal.

Reinstatement of Membership

1. A former member (“applicant”) may apply for reinstatement of their membership eligibility by completing the number of PDHs that the applicant failed to achieve on their last audit and reporting completion of the PDHs to the NEC (any PDHs completed since termination of membership are eligible but none of them can be counted toward the PDH’s required for the year membership is reinstated in).
2. The NEC will submit PDH’s to CoPE for audit. The applicant may appeal audit results.
3. The NEC will reinstate membership if the PDHs are approved or appeal is allowed.
4. The NEC will notify applicant of its final decision regarding re-instatement of membership.
5. The NEC’s decision shall be final and binding on the applicant, without any further right of appeal.

Accountability

The National Executive Council and Council of Professional Experience are responsible for the application of this Policy

Supporting Documents

NOP # 22 – Suspension and Reinstatement of CPHI(C) Credential
NOP # 23 – Professional Development Hours – Progressive Compliance Cycle
NOP # 24 – Professional Development Hours Audit Results Appeal

Attachments / Appendices

Attachment # 1: Flowchart for Termination of CIPHI Membership Related to Maintaining Professional Development Hours:
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Document Change History

Termination and Reinstatement of CIPHI Membership Related to Maintaining Professional Development Hours

