

Canadian Institute of Public Health Inspectors Board of Certification



Guideline for International Candidate Equivalency Exam

April 2022

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PURPOSE OF THIS GUIDELINE

The purpose of this guideline is to provide the necessary orientation to the CIPHI Office, the BOC Exam Coordinators and Exam Proctors on the administration of the international candidate's equivalency exam.

The Board of Certification (BOC) objective in conducting the international candidate's equivalency exam is to assess foreign training for equivalency to the Board of Certification's Canadian accreditation standard. Successful achievement on the equivalency exam allows a foreign trained public health inspector to enter into the BOC certification process, allowing them to apply for a practicum position and then after successful completion, apply for the BOC certification exam.

BACKGROUND INFORMATION

History:

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 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 exam to assess the academic competencies of a foreign trained environmental public health professional seeking the CPHI(C) designation. The blueprint for the multiple choice exam is the same as what is used for the design of the BOC 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 the accredited Canadian baccalaureate degree level.

Certification Documents:

The CIPHI Office, BOC Exam Coordinators and Exam Proctors should be familiar with the following Board of Certification documents:

- ❑ Policy No. 8 - "Requirements for foreign trained environmental public health professionals seeking CPHI(C) designation" ([Appendix 1](#))

APPLICATION PROCESS

The primary objective of the international candidate's equivalency exam application is for the BOC to screen applicants to ensure only candidates who have equivalent qualifications to Certified Public Health Inspectors (Canada) challenge the exam.

The CIPHI Office will oversee the intake and administration of the equivalency exam applications in collaboration with the BOC equivalency exam review panel.

Roles and Responsibilities of the CIPHI Office

- Verify that incoming applications have been completed in full and submitted with the associated 125.00 + tax non-refundable application fee ([Appendix 2](#)).
- Verify that all enclosures have been submitted by each applicants. The Candidate Application Checklist for the CIPHI Office ([Appendix 3](#)) can be used to make sure all documents have been submitted.
- Process application fee.
- Forward complete applications to BOC equivalency exam review panel for approval.
- Forward the refusal letter from the BOC equivalency exam review panel to applicants whose applications did not meet full requirements (i.e. missing proof of affiliation with IFEH, missing transcripts, no academic degree, etc.).
- Forward the acceptance letter from the BOC equivalency review panel to the candidate along with Form J – CIPHI MCQ Payment Form to applicants whose applications have been approved.
- Process the \$850.00 + tax equivalency exam fee.
- Confirm with candidates who have paid their exam fee the time and location of the equivalency exam once this information is determined by the exam coordinator. In the email confirmation, include a statement that the candidate must bring to the exam government issued photo identification.

EXAMINATION PROCESS

The primary objective of the Board of Certification equivalency examination is to measure a candidate's knowledge of the current BOC Instructional Objectives.

The Examination Coordinator (EC) will oversee the administration of the BOC equivalency exam for foreign trained candidates.

Roles and Responsibilities of the Examination Coordinator (EC)

- The international candidate's equivalency exam should be coordinated, where possible, to take place at the same time and location as the BOC certification exam.
- Secure a separate room from the BOC certification exam for the candidate(s) writing the equivalency exam. The size of the room must be large enough to accommodate the number of candidates sitting the exam and to provide adequate spacing (approximately 2 to 3 meters) between each candidate.
- Print copies of the multiple choice exam for the number of candidates writing the exam. An electronic copy of the equivalency exam will be made available to the exam coordinator from the CIPHI Office in advance of the exam.
- Ensure that the room has an accurate clock and a supply of pens, pencils, erasers, facial tissue, notepads and water for the candidates.
- Maintain the exam security by ensuring that no copies of the multiple choice exam are made other than the ones provided for examination.
- Ensure that all the completed and marked copies of the exam are returned to the CIPHI Office.
- Ensure that any unused copies of the exam and any notes taken by the candidate during the exam are retrieved and shredded after the exam.
- The CIPHI Office will forward to the EC the number of candidates 50 days in advance, and a confirmed list of the candidates for the exam 30 days in advance of the examination date.
- The EC will select an Exam Proctor, who is a regular member of CIPHI, to supervise the candidates in the room for the entire duration of the examination to ensure exam security.
- Prior to examiner selection, the EC will inform the potential proctor of the candidate's name to determine any conflicts of interest. To ensure the examination remains as objective as possible, potential examiners must notify the EC of any conflicts of interest or perceived conflicts of interest that they may have with any of the examination candidates.
- The EC will review and sign the [Letter of Agreement](#) between the BOC and Exam Coordinators and submit the form to the CIPHI Office with all other exam documents after completion of the exam. The EC may scan and send the signed Letter of Agreement forms electronically to the CIPHI Office within 48 hours of the exam.
- Confirm the time and location with the CIPHI Office for final confirmation communication to the candidate's sitting the exam.

Role of the Exam Coordinator – Day of the Multiple Choice Exam

- The EC may select an assistant coordinator to assist in the pre-exam preparations and on the day of the exam. The EC or assistant may participate as an Exam Proctor if required.
- Ensure the examination room has a sign posted on the entrance door stating “Exam in Progress / Do Not Disturb” to avoid interruptions while the exam is in progress ([Appendix 10](#)).
- The Exam Coordinator will be responsible for ensuring that the Exam Proctor has done the following:
 - ✓ Reviewed and signed the [Letter of Agreement](#) between the BOC and Exam Proctor (multiple choice exam) and returns the form to the Exam Coordinator prior to beginning the examination process. Proctors may scan and send the signed copy of the Letter of Agreement forms electronically to the EC.
 - ✓ Is familiar with the role of their position. They are responsible for the security of the exam which means they must ensure that no copies or photos of the exam are taken, and no notes or copies of the exam are taken out of the room by the candidates.
 - ✓ Supplied with the copies of the multiple choice exam.
- Ensure exam rooms are equipped with a clock, facial tissue, note pads, pens, pencils, erasers, and water for the candidates.
- Verify that cellphones and other electronic devices are not taken into the exam room. These should be left in a secured location outside of the examination room. Alternatively, tell the exam proctor that all cell phones must be turned off and that candidates may not use or view their cell phones during the exam.
- Greet and confirm the identity of the candidates. All candidates will be required to present government-issued photo identification to the EC and/or Exam Proctor prior to their exam.
- Review the EC Exam Process Instructions to Candidates ([page 8](#)).
- Introduce candidates to the Exam Proctor.

Roles and Responsibilities of the Exam Proctor

- Greet each candidate and ensure that each candidate taking the equivalency exam is properly identified by showing a government issued photo identification to the EC or Exam Proctor prior to the exam.
- Ensure all candidate are aware of the following before starting their exam:
 - ✓ cell phones and other electronic devices are left outside of the room in a secure location or shut off for the exam and kept out of sight of the candidate(s) during the entire examination period.
 - ✓ each candidate has an adequate and comfortable space to sit, and is spaced adequately apart, at a minimum of 2 to 3 meters, from other candidates.
 - ✓ access to a pencil, eraser, facial tissues and water during the examination period.
- Supervise the candidates who are writing the equivalency exam during the entire examination period.
- Review the exam instructions with the candidates ([Page 8](#)).
- Remind candidates that if they are having trouble on a question, they can mark it with a star and move on to the next question. They can return to the more difficult questions at the end of the exam if time permits.
- The Exam Proctor may provide a candidate an alternate word if a word in the question is not understood. The exam proctor may not rephrase the question or provide the candidate(s) any other assistance with answering the questions.
- Allow washroom breaks as needed, but document the time the candidate enters and exits the exam room and have them sign the Candidate List (Sign in/Sign Out Form) ([Appendix 11](#)) and ensure the candidate does not have access to their cellphone or other electronic devices whole outside of the examination room.
- Ensure the candidate is aware of the 4 hour timeframe for the exam and ensure that the timeframe is adhered to by documenting the start and finish time of the exam.
- Note the time when the exam begins and ends. End the exam 4 hours after the start of the exam if the full time is taken by the candidate.
- Complete the “Report of the Equivalency Exam” ([Appendix 12](#)) for each candidate.
- Ensure the candidate leaves all exam documents, forms, and any notes taken during the exam in the exam room. All items must be returned to the EC.
- Ensure all proceeding outcomes are treated as confidential and that no information is to be divulged on the outcome of a candidate’s performance to any person including the candidate and their employer(s).
- Ensure all incidents and/or unusual events that occur during the exam that may interrupt the exam process are reported to the EC (e.g., illness, emotional outburst, etc.). Document on feedback form ([Appendix 13](#)) and return to EC.

Exam Process Instructions to Candidate

- The international candidate's equivalency exam is made up of 100 multiple choice questions.
- You have up to 4 hours to complete the exam.
- There is only one correct answer per question. Please mark your answer in pencil on the exam paper provided to you.
- You will be tested on your knowledge of the latest BOC Instructional Objectives with a focus on 5 main learning areas: 15 % communicable disease, 15 % non-communicable disease, 15% fixed premises (non-food), 15% water, and 40% food.
- When reading a question visualize the place or situation you are being questioned on, as this may assist you in answering the question.
- An Exam Proctor will supervise you for the duration of the exam.
- The Exam Proctor may replace one word in a question with another word if needed, but otherwise cannot clarify or assist you with any of the exam questions.
- If you are having trouble on a question, mark it with a star, and move on to the next question. You can return to the more difficult questions at the end of the exam if time permits.
- You must correctly answer at least 75 of the 100 questions to pass the examination.
- You will be notified by the CIPHI Office of your results within 4 to 6 weeks.
- Candidates who are successful on the equivalency exam will receive a letter from the CIPHI Office indicating that they may proceed with applying for a minimum twelve week practicum in accordance with BOC policy.
- 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 reapply once to retake the equivalency. A newly completed Form J and fee must be submitted to reapply for the exam. The next available exam time will be set at the discretion of the BOC.
- You are required to leave all documents, forms and notes you have written with the Exam Proctor.

ADMINISTRATION OF COMPLETED EXAMINATIONS

The CIPHI Office will oversee the administration of completed examinations in collaboration with the BOC equivalency exam review panel.

Roles and Responsibilities of the Exam Proctor

- Mark the multiple choice exam(s) with the EC, on the day of the exam, using the exam key provided by the Board of Certification, after the exam has concluded and the candidate(s) have left.
- Label exams that achieved 75 or more questions correct out of 100 as PASS.
- Label exams that achieved 74 or fewer questions correct out of 100 as a FAIL.
- Return all completed exams, additional copies of the exam and notes to the EC.
- Return all completed paperwork (candidate list sign-in, and equivalency exam report) to the EC.

Roles and Responsibilities of the Exam Coordinator

- Collect all paperwork from the proctor.
- Verify that the mark labelled on the exam by the Exam Proctor is correct.
- Scan a copy of the completed exams and send an electronic copy to the CIPHI Office within 48 hours of the completion of the exam.
- Hold all completed paper copies of the multiple-choice exam until the appeals period has expired and then shred completed paper copies of the exam.
- Shred any unused copies of the multiple choice exam and any notes that were taken by the candidate during the examination.
- The EC may scan and send the signed Letter of Agreement forms electronically to the CIPHI Office within 48 hours of the exam.

Roles and Responsibilities of the CIPHI Office

- Receive all completed exams from Exam Coordinators.
- Document in a spreadsheet the candidate's name, province of exam, date of exam, name of Exam Coordinator, name of Exam Proctor, length of time to complete the exam, final score, and pass or fail result.
- Report results to BOC for verification and approval within three weeks of exam completion.
- Send successful candidates letter (template provided) within three weeks indicating they passed ([Appendix 14](#)) after approval from the BOC.
- Send unsuccessful candidates letter (template provided) indicating they failed ([Appendix 15](#)) after approval from the BOC.
- Shred passed exams and keep failed exam copies for one year.

APPENDICES

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

(a) 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.

(b) 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:

- a. The application fee as set by the BOC in Policy 6.
- b. Documented proof of qualifications obtained outside of Canada, such as an academic degree in the discipline of environmental public health.

- c. Proof of past or current certification as a PHI / EHO from an association or organization affiliated with International Federation of Environmental Health.
- d. Transcript of marks.
- e. Resume outlining professional experience.
- f. 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">• Added definitions for Exam Coordinator and Exam Proctor• 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.• Minor revision to 8.9 (d) to clarify how to reapply for the exam in the event of a failure.• 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.• Added Appendix P: BOC Guideline for International Candidate Equivalency Exam
April 1, 2021	1.2 <ul style="list-style-type: none">• Remove section 8.8 and relocate the section to section 6.5 in policy 6• Re-number all sections after section 8.8• Added subsection (d) in section 8.6.

**Canadian Institute of Public Health Inspectors
Board of Certification
Form H - International Candidate Application Form**

Salutation (Ms, Mr.)	Print your name clearly: First Name/Last Name	Date of Birth: dd/mm/yyyy
Mailing Address (Apartment #, Number & Street)		Home Telephone () -
City	Province	Postal Code () -
Email Address		
Academic Eligibility		
Name of Institution:	Country:	Year of Graduation:
<input type="checkbox"/> Copy of baccalaureate or master's degree enclosed <input type="checkbox"/> Official transcript directly from the above-listed institution enclosed		
Experience Eligibility		
<input type="checkbox"/> Resume Enclosed <input type="checkbox"/> Reference letter or proof of at least 6 months' work experience enclosed <input type="checkbox"/> Proof of Certification from an Organization Associated with IFEH Enclosed		
*Experience must align with CIPHI's Discipline Specific Competencies - http://www.ciphi.ca/pdf/dsc.pdf		
Application Fee - \$125.00 + *Tax		
Payment Method		
<input type="checkbox"/> Certified Cheque (payable to: Canadian Institute of Public Health Inspectors) <input type="checkbox"/> Money Order (payable to: Canadian Institute of Public Health Inspectors)		
Credit Card		
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		
Cardholder's Name (Please Print)		
Cardholder's Billing Address		
City	Province/State	Postal Code/Zip Code
Card Number		
Expiration	/	(mm/yy)
CVV		
*Applicable provincial taxes must be added to all fees. The candidate's mailing address is used to determine the applicable provincial tax rate.		
Application Signature		Date: (dd/mm/yyyy)

**Canadian Institute of Public Health Inspectors
Board of Certification – International Candidate Program
Candidate Application Checklist for the CIPHI Office**

Candidate's Name: [Click here to enter text.](#)

Phase 1 - Application Initial Screening

- Complete Application Form
- Received a copy of the Bachelor or Master's degree in the field of Environmental Public Health
- Received an official transcript
- Received candidate's resume
- Received proof of certification from an organization associated with IFEH
- Received reference letter/proof of experience (circle one)
- Received application fee \$125.00

Phase 2 – Initial Screening Result

- Sent a **refusal letter** to the candidate if Phase 1 is incomplete (i.e. **ALL** checkboxes are not checked off.)
- Sent candidate's application package to BOC review panel if Phase 1 is complete

Phase 3 – Application Review Result (BOC Review Panel to provide review result)

- Sent a **refusal letter** to the candidate if the BOC review panel rejects the application
- Sent an **acceptance letter** and the exam fee form to the candidate if the application is accepted

Phase 4 – Exam Fee Transaction

- Received exam fee \$850.00

Phase 5 – MCQ Exam Result

- Sent a **refusal letter** to the candidate if the candidate fails the MCQ exam
- Sent an **educational equivalency certificate** if the candidate is successful in the MCQ exam.

«First_Name» «Last_Name»

«Address»

«City», «Province»

«Postal_Code»

Date (Month Day, Year)

Dear «First_Name» «Last_Name»:

RE: Board of Certification Equivalency Exam Application Review

The Board of Certification (BOC) wishes to advise you that your application meets the criteria in *BOC Policy 8: Requirements for foreign trained environmental public health professionals seeking CPHI(C) designation*. You are eligible to sit the Board of Certification International Candidates Equivalency Exam.

The examination date has been set for «Month Day, Year». Further details will be provided to you by the CIPHI «Province» Branch Exam Coordinator once the location and time of the exam have been confirmed.

All candidates are required to show proper identification prior to the exam, therefore please bring government issued photo identification to the exam. The examination will be provided in English for a period of 4 hours. The examination 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.

Please send your confirmation by email to office@ciphi.ca that you will proceed with the equivalency exam and attach a completed Form J: Payment method. You may pay by credit card or send a certified cheque or money order for \$850+ GST/HST (based on the province in which you reside) to:

Board of Certification, CIPHI
#720 - 999 West Broadway
Vancouver, British Columbia
V5Z 1K5

If you have any questions, please contact the CIPHI office for assistance.

Yours truly,

Chair
CIPHI Board of Certification

«First_Name» «Last_Name»
«Address»
«City», «Province»
«Postal_Code»

Date (Month Day, Year)

Dear «First_Name» «Last_Name»:

RE: Board of Certification Equivalency Exam Application Review

Please be advised that your submitted application does not meet the criteria prescribed in *BOC Policy 8: Requirements for foreign trained environmental public health professionals seeking CPHI(C) designation*. Your application was reviewed in its entirety by the Board of Certification review panel and the final decision is that you are not eligible to sit the Board of Certification International Candidates Equivalency Exam for the following reason(s):

-

We encourage you to reach out to one of the accredited institutions listed on the Board of Certification website at <http://www.ciphi.ca/careers/board-of-certification/> and enquire about enrolling in one of the approved programs.

If you have any questions, please contact the CIPHI office for assistance.

Yours truly,

Chair
CIPHI Board of Certification



**Canadian Institute of Public Health
Inspectors Board of
Certification**

**Letter of Agreement Between
The Board of Certification and CIPHI Exam
Coordinators**

I, _____, am the Exam Coordinator for the Province of _____.
I agree to the terms and conditions set forth by the Board of Certification (BOC).

In so doing I agree that I will:

- ❖ Not disclose any portion, in whole or in part, of the BOC Equivalency Exam Multiple Choice Questions (MCQ's) to anyone not involved in the BOC exam process.
- ❖ Take all necessary precautions to ensure a high level of security of the MCQ's
- ❖ Report any known security breach (i.e. theft of questions) to the BOC Chair.
- ❖ Not disclose any information which might be construed as an indication of the outcome of a candidate's performance to any person including the candidates and employers.
- ❖ Adhere to the CIPHI National Operating Policy #20 regarding the use of social media by not disclosing any BOC exam related information on social media postings.
- ❖ Not make additional copies of any materials provided to me (copies are only to be made for the purpose of carrying out the exams).
- ❖ Report directly to the Chair of the BOC (or designate) on all issues or concerns.
- ❖ After each exam held under my direction, compile all completed examinations and return all materials used during this process to the CIPHI Office, as appropriate.
- ❖ Shred or appropriately dispose of any remaining exams and/or question sheets that were not used during the process of the exam, and candidate's notes.

Signature of Coordinator/Assistant Coordinator

Date (MM/DD/YY)

Health Agency or Organization

Position



**Canadian Institute of Public Health
Inspectors Board of
Certification**

**Letter of Agreement Between
The Board of Certification (BOC) and CIPHI BOC
Exam Proctor (Multiple Choice Exam)**

I, _____, am a BOC Exam Proctor for the Province of _____ . I agree to the terms and conditions set forth by the Board of Certification (BOC).

In so doing I agree that I will:

- ❖ Not disclose any portion, in whole or in part, of the BOC Equivalency Exam Multiple Choice Questions (MCQ's) to anyone not involved in the BOC exam process.
- ❖ Take all necessary precautions to ensure a high level of security of the MCQ's
- ❖ Report any known security breach (i.e., theft of questions) to the BOC Coordinator.
- ❖ Not disclose any information which might be construed as an indication of the outcome of a candidate's performance to any person including the candidates and employers.
- ❖ Adhere to the CIPHI National Operating Policy #20 regarding the use of social media by not disclosing any BOC exam related information on social media postings.
- ❖ Not make additional copies of any materials provided to me (copies are only to be made for the purpose of carrying out the exams).
- ❖ Report directly to the BOC Exam Coordinator (or designate) on all issues or concerns.
- ❖ Support the National process of certification.
- ❖ After each exam I supervised, compile all completed examinations and return all materials used during this process to the BOC Exam Coordinator.
- ❖ Forward any remaining exams and/or question sheets that were not used during the process of the exam to the Exam Coordinator.

Signature of Proctor

Date (MM/DD/YY)

Health Agency or Organization

Position

**Candidate Contact List
(Template)**
(INSERT EXAM DATE)

NO.	LAST NAME	FIRST NAME	Province of Exam	Exam Coordinator	DATE	TIME	Exam FEE ✓	Confirmed ✓	EMAIL
1									
2									
3									
4									
5									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									



Exam in Progress

DO NOT DISTURB



Canadian Institute of Public Health Inspectors Board of Certification Examination (Month/Date/Year)

Candidate List (Sign-In, Sign-Out)

CANDIDATES: By signing this form you are confirming you have been advised that candidates must not disclose any portion, in whole or in part, of the BOC Multiple Choice Questions. The use of recording or transmitting devices by a candidate during the BOC examination is prohibited. Any candidate found to have used such a device will receive a failing grade on the exam and be prohibited from sitting the exam again at any time in the future.

Last Name (please print)	First Name (please print)	Time In	Time Out	Total exam time	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					



Canadian Institute of Public Health Inspectors Board of Certification

Report of Equivalency Exam - Date (MM/DD/YY)

Proctor Name:				
Candidate	Candidate Name	Comments	Mark	PASS or FAIL
1			/100	
2			/100	
3			/100	
4			/100	
5			/100	
6			/100	
7			/100	
8			/100	
9			/100	
10			/100	
11			/100	
12			/100	

«First_Name» «Last_Name»
«Address»
«City», «Province»
«Postal_Code»

Date (Month Day, Year)

Dear «First_Name» «Last_Name»:

RE: CIPHI Board of Certification International Candidate Examination results

Please be advised that you were unsuccessful in the multiple choice examination of the recent Board of Certification International Candidates Equivalency Examination held in «Location» on «Date_of_Exam».

To retake the Board of Certification International Candidate Examination you will need to reapply by submitting a newly completed Form J along with the associated examination fee. New exam dates are set at the discretion of the Board of Certification.

If you wish to appeal this decision, please refer to BOC Policy 8: Requirements for foreign trained environmental public health professionals applying for CPHI(C) designation for the necessary appeal details. You must state your reasons for the appeal and provide evidence of mitigating circumstances in writing to the Board of Certification **within 30 days** after the date appearing on this letter, along with a certified cheque, money order or credit card information (credit card number, expiry date and name on card) for \$75.00 + GST/HST (based on the province in which you reside) to:

Board of Certification, CIPHI
#720 - 999 West Broadway
Vancouver, British Columbia
V5Z 1K5

If you have any questions, please contact the CIPHI office for assistance.

Yours truly,

Chair
CIPHI Board of Certification

«First_Name» «Last_Name»
«Address»
«City», «Province»
«Postal_Code»

Date (Month Day, Year)

Dear «First_Name» «Last_Name»:

RE: CIPHI Board of Certification International Candidate Examination results

The Board of Certification (BOC) wishes to advise you that you have successfully completed the recent CIPHI BOC International Candidates Equivalency Examination held in «Location» on «Date_of_Exam».

You have met the educational requirements in the BOC Policy 8 and you are now eligible to apply for a minimum twelve (12) week practicum. As identified in the certification process, in order to be eligible to sit the examination to obtain the Certificate in Public Health Inspection (Canada), every candidate must satisfactorily complete a twelve (12) week minimum practicum in the basic inspection programs. This practicum must adhere to the latest CIPHI BOC Guidelines for Training Agency and Trainees. You can find more information about the Certification Process on the CIPHI BOC website.

If you have any questions, please contact the CIPHI office for assistance.

Yours truly,

Chair
CIPHI Board of Certification