

### National Operating Policy # 28

*Subject: National Appeal Review Process*

*Approved: April 9, 2022*

*Revised: May 13, 2022*

*Revised: October 21, 2022*

#### *Objective and Rationale*

The Canadian Institute of Public Health Inspectors (CIPHI) National Executive Council (NEC), Board of Certification (BOC) and Council of Professional Experience (CoPE) all have the ability to make policy decisions that can affect an individual's membership and certification status. CIPHI acknowledges it has a duty to exercise these responsibilities reasonably, fairly and in accordance with the corporation By-laws, policies, and regulations.

This policy is intended to ensure the fair treatment of members by informing them of what rights to appeal they have, describe how to exercise these rights, and advise how the appeal review process will be administered.

#### *Specific Operations*

##### **1.0 Right to Appeal**

The following are the policy decisions administered by CIPHI that can be subjected to appeal by those members affected by them.

- **Professional Development Hours Audit Results** – The results of an audit determine that a member has failed to fill their annual Professional Development Hours requirements (*refer to Appendix 3*).
- **BOC Examination Results** – A candidate receives a failing grade on any segment of a Certification Exam or International Candidate Equivalency Exam (ICEE) (*refer to Appendix 4*).
- **Suspension and Reinstatement of CPHI(C) Credential (NOP #22)** – A CPHI(C) credential issued after January 1, 2017, is suspended for failure of the credential holder to hold a regular membership in the Canadian Institute of Public Health Inspectors (*refer to Appendix 5*).
- **Code of Conduct Violation (NOP #26)** – The appointment of an executive member of a CIPHI Board is terminated due to a Code of Conduct violation (*refer to Appendix 6*).

- **Conflict of Interest Violation (NOP # 13)** – Action is taken against an executive member of CIPHI following confirmation of the existence of a conflict of interest (*refer to Appendix 7*).

The **Appendices** referred to above contain important information on the appeal process specific to each appealable policy decision. Appellants are encouraged to review the appendix that pertains to their situation before proceeding with submitting an appeal. It is particularly important for the Appellant to ensure that there is defensible “grounds for appeal”.

### **1.01 Submitting an Appeal**

The Appellant must submit an appeal of a decision to the CIPHI Office no more than **30 calendar days** after the confirmed delivery date of the registered letter OR an email sent by the office notifying the member of the decision.

Appellant must submit a written appeal as stipulated in **Appendix 1 – Submitting an Appeal**.

### **1.02 Appeal Review Coordinator Appointment**

The NEC shall appoint a national Appeal Review Coordinator (ARC) who must be a Regular, Life or Retired Member of CIPHI and may, or may not, be a member of the National Executive Council. The ARC is accountable to the NEC and takes direction for the application of this policy from the NEC. The ARC is appointed for a three-year term which may be extended for one additional term. All appointments are at the pleasure of the NEC.

### **1.03 Appeal Review Coordinator Responsibilities**

- Recruitment of National Appeal Board (NAB) members from across Canada
- Submitting potential NAB members to NEC for approval.
- Orientation of new NAB members before their assignment to an appeal review panel.
- Assisting the NEC in the development and presentation of a mandatory annual online appeal policy refresher course for appeal panel members.
- Annually updating and maintaining a list of active NAB members.
- Coordinating the appeal process in accordance with this policy **Appendix 2 – National Appeal Process**.

### **1.04 National Appeal Board Appointments**

Any public health professional may be appointed to the NAB including but not limited to:

- Regular, Life or Retired members of CIPHI
- Medical Officers of Health
- Public Health Nurses
- Other health professionals who are governed by a professional organization

The following persons are excluded from participating on the NAB:

- Members of the National Executive Council
- Members of the Board of Certification
- Members of the Council of Professional Experience
- PDH auditors appointed by the Council of Professional Experience

A NAB member will be appointed for a period of three years at which time they can be considered for an extension of three additional years. All appointments are at the pleasure of the NEC.

### 1.05 National Appeal Board Responsibilities

NAB members must:

- sign and submit a Conflict of Interest Declaration and Confidentiality Statement (*refer to Attachment 3*).
- notify the Appeal Review Coordinator if their circumstances have changed such that they would no longer be eligible to be a member of the NAB.
- carry out their duties in accordance with the principles of natural justice and procedural fairness and act fairly, in good faith and without bias.
- participate in online annual appeal policy reviews at the request of the ARC.
- notify the Appeal Review Coordinator immediately if there are any reasons that would prohibit or affect their sitting on an appeal panel to which they have been appointed.
- carry out their duties when assigned to an ARP in accordance with this policy **Appendix 2 – National Appeal Process**.

### 1.06 Conflict of Interest Guidelines for NAB

Potential conflicts of interest that would exclude an NAB member being appointed to an ARP include, but are not limited to, the following:

- having instructed the Appellant in a CIPHI accredited continuing education program.
- having participated in the process leading to the determination of the decision under appeal.
- having participated in the BOC examination anywhere in Canada on the same date as the exam implicated in an appeal regardless of whether they were on the Appellant's exam panel or not.
- being employed by the same employer as the Appellant, including practicums, within the last five years.
- having any other professional or personal relationship with the Appellant within the last five years.
- any other potential Conflict of Interest described in National Operating Policy #13.

#### *Definitions*

**Appeal:** Request for review of a decision by a governing board of CIPHI that affects the member.

**Appeal Review Panel (“ARP”):** A three-person panel selected from members of the National Appeal Board which conducts the appeal review on behalf of the NEC.

**Appeal Review Panel Chair (“ARP Chair”):** A member of the ARP appointed by the ARC.

**Appeal Review Coordinator (“ARC”):** A person appointed by the NEC who is responsible for

selecting an ARP and acting as a liaison between the Appellant and the ARP.

**Appellant:** The person submitting an appeal.

**Board of Certification (“BOC”):** A national board of CIPHI responsible for establishing educational qualifications for the CPHI(C) credential and conducting examinations for certification.

**Certificate in Public Health Inspection (Canada) (“CPHI(C)”):** The certificate of qualification (credential) granted to those candidates who fulfill the requirements set forth in the Regulations Respecting the Certificate in Public Health Inspection (Canada) and Governing the Board of Certification of Public Health Inspectors.

**Certification Exam:** The examination required to obtain a Certificate Public Health Inspection (Canada). The exam segments are an oral board examination and written inspection reports.

**Canadian Institute of Public Health Inspectors (“CIPHI”):** CIPHI is an organization that works to protect the health of all Canadians on environmental issues while promoting the science of environmental health and the profession.

**Conflict of Interest:** A situation in which an ARP member has a personal or private interest sufficient to appear to influence the objective exercise of their official duties.

**Council of Professional Experience (“CoPE”):** A national board of CIPHI responsible for the establishment and maintenance of the Continuing Professional Competency program.

**Executive Member:** A member of the NEC, CoPE or BOC.

**International Candidate Equivalency Exam (ICEE):** The examination used to assess the academic competencies of a foreign-trained environmental public health professional. The exam segment is a written test.

**Member:** A Regular or Life member of the Canadian Institute of Public Health Inspectors with a CPHI(C) designation as defined in the current Canadian Institute of Public Health Inspectors Bylaw #1.

**National Appeal Board (“NAB”):** A pool of qualified persons appointed by the NEC from across Canada from which a three-person appeal panel is selected as needed to conduct appeal reviews.

**National Executive Council (“NEC”):** The governing board of CIPHI.

**National Operating Policy (“NOP”):** A policy established and approved by the NEC that governs the operation of the CIPHI.

**Policy:** This National Appeal Board policy #28.

### *Accountability*

The National Executive Council holds the accountability to ensure all appeal reviews are in compliance with this policy.

### *Attachments / Appendices*

Appendix 1: Submitting an Appeal: [page 6](#)  
Appendix 2: National Appeal Process: [page 7](#)  
Appendix 3: PDH Audit Result Appeals: [page 9](#)  
Appendix 4: BOC Exam Results Appeal: [page 14](#)  
Appendix 5: Suspension of CIPHI Credential Appeal: [page 19](#)  
Appendix 6: CIPHI Executive Member Termination Appeal: [page 23](#)  
Appendix 7: CIPHI Executive Member Conflict of Interest Appeal: [page 27](#)  
Attachment 1: Appeal Review Application Payment Form: [page 31](#)  
Appeal Process Flowchart: [page 32](#)

### *Document Change History*

Revised by NEC:  
May 13, 2022  
October 21, 2022

## APPENDIX 1 SUBMITTING AN APPEAL

### Role of the Appellant

The Appellant **must** submit the following to the CIPHI Office no more than 30 calendar days after the confirmed delivery date of the registered letter or e-mail sent by the office notifying the Appellant of the decision they wish to appeal:

1. the appeal in writing on an *Application for Appeal* form provided for this purpose. Forms are specific to the decision being appealed and can be found in Appendices 3 through 7.
2. any supporting documents the Appellant has listed on the Application for Appeal form.
3. the fee to be determined annually by CIPHI and stipulated on the Appeal Review Application Payment Form (*refer to Attachment 5*)

If the appellant is notified their application for appeal is incomplete, they may re-submit the application provided it is received by the CIPHI Office within the original 30 calendar day appeal period.

**NOTE: In the event that a resubmission is required the appellant is strongly advised to submit an application well in advance of the 30-day deadline.**

Once an application is accepted for review the Appellant **may** be required to:

- provide any additional information requested by the CIPHI Office or the ARC, within 10 business days of receiving the request, or
- provide a written explanation outlining the circumstances for the delay if unable to submit the information within 10 business days

### Role of CIPHI Office

The CIPHI Office shall:

- screen the appeal application received from the Appellant within 2 business days of receipt.
- identify **incomplete** appeal applications and contact the Appellant to advise them the application cannot be processed as submitted and that the Appellant may resubmit the application provided that it is received by the office before the expiry of the original 30-day appeal period.
- confirm the package contains a **completed** appeal application form, any supporting documents that are listed on the form and the appeal fee. Upon confirmation, the CIPHI Office will process the fee.
- forward completed applications to the ARC at the end of the 30-day appeal period.
- as directed by the ARC, send notifications to Appellant as to whether the Appeal is eligible for review using Response to an Appeal (*refer to Attachment 1*).
- receive documentation on outcome of Appeal from ARC and forward it to the Appellant by registered mail or email.
- receive Appeal documentation from the ARP Chair and file in a secure manner for the established retention period.

## APPENDIX 2 NATIONAL APPEAL PROCESS

### Role of the Appeal Review Coordinator (ARC)

The ARC shall:

- receive the completed appeal application from the CIPHI Office.
- confirm the application contains sufficient information regarding the grounds for appeal to warrant a review.
- instruct the CIPHI Office to complete **Response to an Application for Appeal** (*refer to Attachment 1*) and forward it to the Appellant via registered mail or email to advise them their appeal will be reviewed **OR** to notify them that their Appeal application does **not** warrant a review.
- immediately notify the Chair of the BOC/CoPE or NEC of appeals that have met the criteria for review and request any relevant documents, along with the required deadline for said documents.
- Confirm one or more three-person Appeal Review Panel (ARP) from the National Appeal Board (NAB) within 10 business days of the end of the 30-day appeal period.
- ensure that the ARP members do not have a Conflict of Interest with the Appellant.
- select one of the ARP members as the ARP Chair for the review(s).
- ensure that the ARP Chair has all the necessary information to complete the review.
- arrange all communication between the ARP and the Appellant. This includes a request from the Appellant to defend their position orally in addition to submitting it in writing. **NOTE:** It is not the case that each Appellant **must** defend their position orally but rather that the opportunity exists should they wish to do so.
- provide assistance to the ARP at their request on issues arising.
- receive the Appeal outcome documentation **Appeal Review Panel Report to Appeal Review Coordinator** (*refer to Attachment 2*) from the ARP.
- complete the appropriate Appeal outcome letter to the Appellant **NEC Appeal Review Coordinator Letter to Appellant** (*refer to Attachment 4*) and forward to the CIPHI Office to deliver to Appellant, by registered mail or email.
- Notify the relevant CIPHI boards and the NEC President of the Appeal outcome and any ARP recommendations for further action.

### **Role of the ARP Chair**

The ARP Chair is responsible for:

- receiving all appeals that are going forward for review from the ARC.
- ensuring that the ARP members have all the necessary information to complete their review. Communicating with the ARC to obtain further information, as necessary.
- contacting the other members of the ARP.
- organizing meetings within the ARP as necessary.
- coordinating an opportunity for the Appellant to defend their Appeal orally to the Appeal Review Panel when appropriate.
- requesting assistance from the ARC when necessary.
- ensuring the Appeal is conducted as per this Policy.
- coordinating the review process and meetings, keeping notes of the individual and group discussions between the ARP members and drafting the final Appeal outcome using the template **Appeal Review Panel Report to Appeal Review Coordinator** (*refer to Attachment 2*).
- submitting the Appeal Review Panel Report to the ARC within fifteen (15) business days of receiving the Appeal.
- after the Appeal decision has been rendered, all relevant digital documents should be sent to the CIPHI Office for retention and copies held by the ARP Chair should then be deleted. All documentation printed in relation to the appeal should be shredded and disposed of.

### **Role of the Appeal Review Panel (ARP)**

ARP members are responsible for :

- carrying out the deliberations under conditions of strict confidentiality.
- receiving the Appeal, the written opinion of CoPE/BOC/NEC as applicable, all submissions from the Appellant, and all other available and relevant documents.
- participating in all inquiries, meetings or teleconferences as necessary pertaining to the Appeal, and any other reasonable action as deemed necessary, to ensure an accurate and fair outcome is obtained.
- completing the Appeal review within 10 business days of obtaining the last of the information.
- requesting an extension to complete the review subject to the approval of the ARC as necessary.
- allowing or dismissing the Appeal and making recommendations as stipulated in the appeal outcome options found in the relevant Appendix #3-7 of this Policy.
- providing the appellant with information pertaining to the review at the discretion of the Appeal Review Panel. The ARP may order that information not be disclosed to the appellant if, in the opinion of the ARP, such disclosure might undermine or otherwise impinge upon the integrity of the CIPHI process under appeal (i.e. Board of Certification examination).
- returning all relevant digital documents to the CIPHI Office for retention after the appeal decision has been rendered. Digital copies held by the ARP member should then be deleted. All documentation printed in relation to the appeal should be shredded and disposed of.

## APPENDIX 3 PDH AUDIT RESULT APPEAL

### GUIDING PRINCIPLES

CIPHI and CoPE recognize the importance of practicing Environmental Public Health Professionals (EPHPs) maintaining their competence. To provide evidence of this competence, members participate in the Continuing Professional Competencies (CPC) program. The CPC program requires members to document Professional Development Hours (PDHs) acquired from working in the profession and other activities that help Members maintain the skills, knowledge, and abilities essential to the profession.

Compliance with the CPC program is monitored by an audit program managed by the Council of Professional Experience (CoPE). All members are automatically subject to an audit of the number of PDHs they are required to accrue before the annual deadline. In addition, routine random audits are performed to confirm the PDHs meet the professional development criteria set by CoPE. All audits are required to comply with the CoPE Audit Policy and Procedures.

Auditors are appointed as authorities to evaluate PDH submissions. When an initial PDH audit determines non-compliance with the CPC program requirements, a second independent audit is conducted by another auditor. If both audits confirm non-compliance with the CPC program requirements, then the member is considered to have failed. If the second audit determines compliance with the CPC program requirements, a third independent audit is undertaken by a new auditor. The result of this third audit will determine the overall audit result.

The above process confirms that each audit failure has been subjected to significant scrutiny by a panel of qualified auditors before the final audit result is determined. Therefore, their judgement relative to PDH entry compliance is not open to challenge or appeal.

When the auditors rule that a member did not meet the CPC program requirements, the member may well disagree with their decision, but this does not constitute grounds for appeal.

Members who fail to fulfill the annual PDH requirements outlined by the CPC program may be subject to loss of membership and in some cases suspension of the member's CPHI(C). These actions may have a significant impact on a member's employment status. As such, where there is potential for process error or other extenuating circumstances there needs to be an appeal process in place.

## GROUNDS FOR APPEAL OF AUDIT RESULTS

There are 2 acceptable grounds for appeal:

- **Due to extenuating circumstances, the Appellant was unable to submit PDHs before the annual deadline but can provide evidence for PDHs that have been acquired within the Audit year.** *“Extenuating circumstances” should be considered an event outside of the members control and of such magnitude that the member could not reasonably be expected to log in to the MSC and enter their PDHs by the annual deadline.*
- **The Appellant believes there has been a process irregularity.** *“Process irregularity” refers to an irregularity in a process that is controlled by CIPHI such as a deviation by the auditors (or other CIPHI administrative or governing body) from the stated policy format or a malfunction in the member service centre database.*

## OUTCOMES AVAILABLE TO THE APPEAL REVIEW PANEL (ARP)

The ARP has the following options to choose from to conclude the appeal process:

- Determine there were no acceptable grounds for appeal submitted and **dismiss** the Appeal. No further action required by CoPE.
- Determine a process irregularity or extenuating circumstances did occur, but NOT of such a magnitude that could materially affect the audit outcome and **dismiss** the Appeal. No further action required by the CoPE.
- Determine a process irregularity or extenuating circumstances occurred that were of sufficient magnitude to materially affect the outcome of the audit and **allow** the Appeal.

When an Appeal is **allowed**, the ARP may recommend:

- a new audit is conducted as per CoPE Audit Policy and Procedures by a different auditor, or
- corrections are made to the information in the Member Service Centre to reflect that the results of the appeal indicate the Appellant has obtained the number of PDH’s required to maintain regular membership in CIPHI

The decision of the Appeal Review Panel is final and not subject to further appeal.

**Application for Appeal of a Professional Development Hours Audit**

**An Appeal must be filed within 30 calendar days of notification of the Member of the audit fail.**

Date:

Dear Sir or Madame,

I would like to submit an Appeal of the Audit of my Professional Development Hours.

Section 1: Appellant Contact Information

Name	
Certificate Number	
Date of Certification (Month / Year)	
Mailing Address	
Phone Number	
Email Address	

Section 2: Statement of Appeal and Supporting Documentation

<p style="text-align: center;"><b>INSTRUCTIONS</b></p> <p>There are only 2 acceptable grounds for appeal which are listed in the column to the right.</p> <p>Indicate which ground your Appeal is based on.</p> <p>You <b>MUST</b> provide a clear explanation as to the circumstances that lead to you choosing this ground for appeal or your appeal will not be reviewed.</p> <p><b>NOTE:</b> If an appeal is allowed solely due to a process error on the part of CIPHI the appeal fee will be refunded to the appellant.</p>	<p style="text-align: center;"><b>GROUNDS FOR APPEAL</b></p> <ul style="list-style-type: none"> <li data-bbox="690 373 1442 688"> <input type="checkbox"/> Due to extenuating circumstances, I was unable to submit PDHs before the annual deadline but can provide evidence for PDHs that have been acquired within the year subject to Audit.                     <p style="margin-left: 20px;"><b>“Extenuating circumstances”</b> are considered an event outside of the member’s control and of such magnitude that the member could not reasonably be expected to log in to the MSC and enter their PDHs by the annual deadline</p> </li> <li data-bbox="690 758 1442 1108"> <input type="checkbox"/> There were significant irregularities in the PDH audit process that adversely affected the audit outcome.                     <p style="margin-left: 20px;"><b>“Process irregularity”</b> refers to an irregularity in a process that is controlled by CIPHI such as a deviation by the auditor (or other CIPHI administrative or governing body) from the stated policy format or a malfunction in the member service center database. An error made by the appellant in entering information into the MSC does not fall under the definition of a process irregularity.</p> </li> </ul>
<p><b>Explanation</b></p> <p>Please provide a clear explanation as to the circumstances that lead to you choosing this ground for appeal.</p>	

<p><b>Supporting documentation (optional)</b></p> <p>If supporting documentation is submitted with the appeal, please list it here.</p>	<p>List of supporting document submitted:</p>
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Please check only one:

I obtained my Certificate in Public Health Inspection (Canada) **after** January 1, 2017.

I obtained my Certificate in Public Health Inspection (Canada) **before** January 1, 2017.

Contact Information

I agree that the contact information provided here is correct, and agree to be contacted through either email, phone, or registered letter, as appropriate.

**To submit an appeal, please forward the completed form by mail to:**

**CIPHI Office  
#720 – 999 West Broadway  
Vancouver, BC V5Z 1K5**

Or by e-mail to: office@ciphi.ca

Name: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Appeal Number: <year-number>

- Appeal is complete and will be forwarded to the ARC.
- Appeal will not proceed: \_\_\_\_\_

## APPENDIX 4 BOC EXAM RESULT APPEAL

### GUIDING PRINCIPLES

Appeals are an important means of determining that the examination process was carried out under the appropriate conditions and help address significant irregularities in the conduct of the examination process and any procedural unfairness that may have significantly affected a candidate.

The following principles apply:

- Appeals based on the content of any exam segment will not be accepted for review.
- Examiners are appointed as authorities on content. Their judgement relative to the correctness of a candidate's responses in any exam segment is not open to challenge or appeal, otherwise the appeal would become a content-oriented discussion between experts.
- 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. This does not constitute grounds for appeal.
- When a practicum report is failed due to content it is referred to a second examiner for review. If the second review results in a failing grade, then the report is considered to have failed. If the second examiner finds the result to be a pass, a third review is undertaken by a new examiner. This final grade will determine the outcome of the review. This process ensures that a report has been subjected to scrutiny by a panel of qualified examiners before a failing grade is assigned. Therefore, the examiners judgement relative to the correctness of the grade assigned is not open to challenge or appeal,
- When a practicum report is flagged for plagiarism by the plagiarism software, each member of the BOC Plagiarism committee will review the report individually. The final decision of whether the report was deemed to be plagiarized will then be made based on the majority vote of the committee members. This process ensures a plagiarism report is subject to scrutiny by a qualified panel and therefore, the decision is not open to challenge or appeal.
- 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. Appeal reviews of a process irregularity that confirm the irregularity did not affect the performance of the candidate should be dismissed.
- In cases when a repeat examination is granted, the result of the examination component subjected to the appeal review is to be considered null and must not be counted in determining the candidate's eligibility for Certification.

## GROUND FOR APPEAL OF EXAM RESULTS

There is 1 acceptable ground for appeal:

- **The Appellant believes there has been a process irregularity.** *“Process irregularity” refers to an irregularity in a process that is controlled by CIPHI such as a deviation by the BOC examiners (or other CIPHI administrative or governing body) from the stated policy format .*

## OUTCOMES AVAILABLE TO THE APPEAL REVIEW PANEL (ARP)

The ARP has the following options to choose from to conclude the BOC appeal process:

- Determine no process irregularity has occurred and **dismiss** the Appeal. No further action required by the BOC.
- Determine a process irregularity did occur, but NOT of such a magnitude that it could materially affect the candidate's outcome of the examination and **dismiss** the Appeal. No further action required by the BOC.
- Determine a process irregularity occurred that was of sufficient magnitude to materially affect the candidate's outcome of the examination and **allow** the Appeal.

When an Appeal is **allowed** the ARP may recommend:

- When an oral exam or ICEE appeal is **allowed** the ARP shall instruct the BOC to allow the appellant to sit a repeat exam at a reasonable date as determined by the BOC. The fee for a repeat exam will be waived.
- When a practicum report appeal is **allowed** the ARP shall instruct the BOC to regrade the report as per normal procedure using new examiners. No fee will be charged.

The decision of the Appeal Review Panel is final and not subject to further appeal.

**Application for Appeal of BOC Examination Results**

**An Appeal must be filed within 30 calendar days of notification of the Student Member of the examination fail.**

Date:

Dear Sir or Madame,

I would like to submit an Appeal of the results of my BOC:

- Certification Exam
- International Candidate Equivalency Exam

**Section 1: Appellant Contact Information**

Name	
Date of Examination (Month / Year)	
Mailing Address	
Phone Number	
Email Address	

Section 2: Statement of Appeal and Supporting Documentation

<p style="text-align: center;"><b>INSTRUCTIONS</b></p> <p>There is only 1 acceptable ground for appeal which is listed in the column to the right.</p> <p>Indicate this is the ground your appeal is based on.</p> <p>You <b>MUST</b> provide a clear explanation as to the circumstances that lead to you choosing this ground for appeal or your appeal will not be reviewed.</p> <p><b>NOTE:</b> If an appeal is allowed solely due to a process error on the part of CIPHI the appeal fee will be refunded to the appellant.</p>	<p style="text-align: center;"><b>GROUND FOR APPEAL</b></p> <p><input type="checkbox"/> There was a process irregularity in the examination process that was significant enough to adversely affect my performance in the exam.</p> <p><i>“Process irregularity” refers to an irregularity in a process that is controlled by CIPHI such as a deviation by the BOC examiners (or other CIPHI administrative or governing body) from the stated policy format</i></p>
<p><b>Explanation</b></p> <p>Please provide a clear explanation in this section as to the circumstances that lead to you choosing this ground for appeal.</p>	
<p><b>Supporting documentation (optional)</b></p> <p>If supporting documentation is submitted with the appeal, please list it here.</p>	<p>List of supporting document submitted:</p>

Contact Information

I agree that the contact information provided here is correct, and agree to be contacted through either email, phone, or registered letter, as appropriate.

**To submit an appeal, please forward the completed form by mail to:**

**CIPHI Office  
#720 – 999 West Broadway  
Vancouver, BC V5Z 1K5**

Or by e-mail to: office@ciphi.ca

Name: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Appeal Number: <year-number>

Appeal is complete and will be forwarded to the ARC.

Appeal will not proceed: \_\_\_\_\_

## **APPENDIX 5 SUSPENSION OF CIPHI CREDENTIAL APPEAL**

### **GUIDING PRINCIPLES**

National Operating Policy #22 Suspension and Reinstatement of Certificate Public Health Inspection (Canada) Credential applies to persons who were granted a CPHI(C) issued after January 1, 2017, and who fail to hold a regular membership in the Canadian Institute of Public Health Inspectors (“CIPHI”) due to one of the following reasons:

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

CIPHI recognizes the impact the suspension of the credential may have on an individual’s personal and professional lives. Therefore, it is important that there is an appeal process available to suspended members.

This policy does not allow for the termination of a membership to be appealed. A member wishing to appeal a decision of CIPHI to terminate or suspend their membership must do so in accordance with By-law #1 Section 4.03 (iv).

### **GROUND FOR APPEAL**

The suspended CPHI(C) holder may only appeal the suspension of their CPHI(C) for the following reasons:

- they do hold a valid membership in CIPHI
- they have not had their membership terminated in accordance with By-Law #1 Section 4.02 and 4.03.

### **OUTCOMES AVAILABLE TO THE APPEAL REVIEW PANEL (ARP)**

If an appeal is dismissed by the Appeal Review Panel, no further action is warranted.

If an appeal is allowed the ARP may recommend the NEC advise the BOC that the Appellant holds a valid membership and request that the BOC revoke the suspension on the credential.

The decision of the Appeal Panel Review is final and not subject to further appeal.

**Application for Appeal of Suspension of CPHI(C) Credential**

**An Appeal must be filed within 30 calendar days of notification of the credential suspension.**

Date:

Dear Sir or Madame,

I would like to submit an Appeal of the Suspension of my CPHI (C) Credential

Section 1: Appellant Contact Information

Name	
Certificate Number	
Date of Certification (Month / Year)	
Mailing Address	
Phone Number	
Email Address	

Section 2: Statement of Appeal and Supporting Documentation

<p style="text-align: center;"><b>INSTRUCTIONS</b></p> <p>There are 2 acceptable grounds for appeal which is listed in the column to the right.</p> <p>Indicate the ground for which your Appeal is based on.</p> <p>You <b>MUST</b> provide a clear explanation as to the circumstances that lead to you choosing this ground for appeal or your appeal will not be reviewed.</p> <p><b>NOTE:</b> If an appeal is allowed solely due to a process error on the part of CIPHI the appeal fee will be refunded to the appellant</p>	<p style="text-align: center;"><b>GROUND FOR APPEAL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I meet the mandatory membership criteria and hold a valid regular membership in CIPHI</li> <li><input type="checkbox"/> My membership has not been terminated or suspended under By-Law #1</li> </ul>
<p><b>Explanation</b></p> <p>Please provide a clear explanation in this section as to the circumstances that lead to you choosing this ground for appeal.</p>	
<p><b>Supporting documentation (optional)</b></p> <p>If supporting documentation is submitted with the appeal, please list it here.</p>	<p>List of supporting document submitted:</p>

Please check only one:

- I obtained my Certificate in Public Health Inspection (Canada) **after** January 1, 2017.
- I obtained my Certificate in Public Health Inspection (Canada) **before** January 1, 2017.

Contact Information

I agree that the contact information provided here is correct, and agree to be contacted through either email, phone, or registered letter, as appropriate.

***To submit an appeal, please forward the completed form by mail to:***

***CIPHI Office  
#720 – 999 West Broadway  
Vancouver, BC V5Z 1K5***

Or by e-mail to: office@ciphi.ca

Name: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Appeal Number: <year-number>

- Appeal is complete and will be forwarded to the ARC.
- Appeal will not proceed: \_\_\_\_\_

## APPENDIX 6 CIPHI EXECUTIVE MEMBER TERMINATION APPEAL

### GUIDING PRINCIPLES

National Operating Policy #26 Code of Conduct applies to the executive members of all national boards established by the Canadian Institute of Public Health Inspectors (CIPHI)

The objective of NOP #26 is to support the *CIPHI Executive Member Code of Conduct* (the “Code”) and provide operational guidelines for responding to real or perceived code violations.

Code of Conduct violation investigations may result in disciplinary action being taken against the member in the form of termination of the appointment of the executive member to the board and/or any associated working group or committee they were assigned to.

The Appeal Review Panel is not expected to judge or overturn a decision of the National Executive Council to terminate a member. The ARP role is to determine if there was reasonable evidence submitted to substantiate the code of conduct complaint and whether a review of the evidence was done in accordance with policy. If the policy was applied in a fair and unbiased manner, then it is reasonable to assume the interests of the appellant were protected.

Deviations from the stated policy format may be unavoidable and irregularities may occur which do not result in any unfairness or significantly affect the Appellant. Appeal reviews of a process irregularity that confirm the irregularity did not affect the outcome of the code of conduct complaint review should be dismissed.

### GROUND FOR APPEAL

An executive member may appeal their termination on one or more of the following grounds:

- there was insufficient evidence on which to establish a cause for disciplinary action stipulated in NOP26 Section 1.4
- that the disciplinary action was based on conduct outside the scope of NOP26 (section 1.4)
- there were significant irregularities in the review process that resulted in termination

### OUTCOMES AVAILABLE TO THE APPEAL REVIEW PANEL (ARP)

If an Appeal is dismissed by the Appeal Review Panel, no further action is warranted.

If an Appeal is allowed the ARP may recommend:

- a second and final review of the Code of Conduct complaint be conducted by different executive members or their delegates.

The decision of the Appeal Panel Review is final and not subject to further Appeal.

**Application for Appeal of a CIPHI Executive Member Termination**

**An Appeal must be filed within 30 calendar days of notification of the Executive Member of the termination.**

Date:

Dear Sir or Madame,

I would like to submit an Appeal of my CIPHI Executive Member termination.

Section 1: Appellant Contact Information

Name	
Certificate Number	
Date of Certification (Month / Year)	
Mailing Address	
Phone Number	
Email Address	

Section 2: Statement of Appeal and Supporting Documentation

<p style="text-align: center;"><b>INSTRUCTIONS</b></p> <p>There are only 3 acceptable grounds for appeal which are listed in the column to the right.</p> <p>Indicate which ground your appeal is based on.</p> <p>You <b>MUST</b> provide a clear explanation as to the circumstances that lead to you choosing this ground for appeal or your appeal will not be reviewed.</p> <p><b>NOTE:</b> If an appeal is allowed solely due to a process error on the part of CIPHI the appeal fee will be refunded to the appellant.</p>	<p style="text-align: center;"><b>GROUNDS FOR APPEAL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I was subjected to disciplinary action for conduct that was outside the scope of policy #26 (section 1.4)</li> <li><input type="checkbox"/> There was insufficient evidence on which to establish a cause for disciplinary action stipulated in NOP # 26 (section 1.4)</li> <li><input type="checkbox"/> There were significant irregularities in Code of Conduct review process that adversely affected the outcome of the review.</li> </ul>
<p><b>Explanation</b></p> <p>Please provide a clear explanation in this section as to the circumstances that lead to you choosing this ground for appeal.</p>	
<p><b>Supporting documentation (optional)</b></p> <p>If supporting documentation is submitted with the appeal, please list it here.</p>	<p>List of supporting document submitted:</p>

Contact Information

I agree that the contact information provided here is correct, and agree to be contacted through either email, phone, or registered letter, as appropriate.

**To submit an appeal, please forward the completed form by mail to:**

**CIPHI Office  
#720 – 999 West Broadway  
Vancouver, BC V5Z 1K5**

Or by e-mail to: office@ciphi.ca

Name: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Appeal Number: <year-number>

- Appeal is complete and will be forwarded to the ARC.
- Appeal will not proceed: \_\_\_\_\_

## **APPENDIX 7 CIPHI EXECUTIVE CONFLICT OF INTEREST APPEAL**

### **GUIDING PRINCIPLES**

National Operating Policy #13 Conflict of Interest applies to the executive members of all national boards established by the Canadian Institute of Public Health Inspectors (CIPHI)

All executive members must disclose all interests and relationships which are actually or potentially in conflict with the interests of CIPHI

Executive members, upon their appointment, must agree to adhere to NOP13. Failure to follow this policy may result in the executive member being subject to corrective action including removal of their appointment to the board.

The Appeal Review Panel is not expected to judge or overturn a decision of the National Executive Council discipline a member due to conflict of interest. The ARP role is to determine if there was reasonable evidence submitted to substantiate the complaint and whether a review of the evidence was done in accordance with policy. If the policy was applied in a fair and unbiased manner, then it is reasonable to assume the interests of the appellant were protected.

On occasion, deviations from the stated policy format may be unavoidable and irregularities may occur which do not result in any unfairness or significantly affect the Appellant. Appeal reviews of a process irregularity that confirm the irregularity did not affect the outcome of the conflict of interest review should be dismissed.

### **GROUND FOR APPEAL**

An executive member may appeal the corrective action on one or more of the following grounds:

- there was insufficient evidence available to establish that a conflict of interest existed
- the alleged violation was outside the scope of NOP26 conflict of interest guidelines
- there were significant irregularities in the audit process serious enough to adversely affect the outcome of the conflict of interest review.

### **OUTCOMES AVAILABLE TO THE APPEAL REVIEW PANEL (ARP)**

If an Appeal is dismissed by the Appeal Review Panel, no further action is warranted.

If an Appeal is allowed the ARP may recommend:

- a second and final review of the conflict of interest complaint be conducted by different executive members or their delegates.

The decision of the Appeal Panel Review is final and not subject to further Appeal.

**Application for Appeal of a CIPHI Executive Member - Conflict of Interest**

**An Appeal must be filed within 30 calendar days of notification of the Executive Member of the Conflict of Interest.**

Date:

Dear Sir or Madame,

I would like to submit an Appeal of the conflict of interest allegations that have been made against me in regards to my position as an Executive Member of CIPHI.

Section 1: Appellant Contact Information

Name	
Certificate Number	
Date of Certification (Month / Year)	
Mailing Address	
Phone Number	
Email Address	

Section 2: Statement of Appeal and Supporting Documentation

<p style="text-align: center;"><b>INSTRUCTIONS</b></p> <p>There are only 3 acceptable grounds for appeal which are listed in the column to the right.</p> <p>Indicate which ground your appeal is based on.</p> <p>You <b>MUST</b> provide a clear explanation as to the circumstances that lead to you choosing this ground for appeal or your appeal will not be reviewed.</p> <p><b>NOTE:</b> If an appeal is allowed solely due to a process error on the part of CIPHI the appeal fee will be refunded to the appellant</p>	<p style="text-align: center;"><b>GROUND FOR APPEAL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> There was insufficient evidence available to establish that a conflict of interest existed</li> <li><input type="checkbox"/> the alleged violation was outside the scope of policy #26 conflict of interest guidelines</li> <li><input type="checkbox"/> There were significant irregularities in conflict-of-interest process that adversely affected the outcome of the review.</li> </ul>
<p><b>Explanation</b></p> <p>Please provide a clear explanation in this section as to the circumstances that lead to you choosing this ground for appeal.</p>	
<p><b>Supporting documentation (optional)</b></p> <p>If supporting documentation is submitted with the appeal, please list it here.</p>	<p>List of supporting document submitted:</p>

Contact Information

I agree that the contact information provided here is correct, and agree to be contacted through either email, phone, or registered letter, as appropriate.

**To submit an appeal, please forward the completed form by mail to:**

**CIPHI Office  
#720 – 999 West Broadway  
Vancouver, BC V5Z 1K5**

Or by e-mail to: office@ciphi.ca

Name: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Appeal Number: <year-number>

- Appeal is complete and will be forwarded to the ARC.
- Appeal will not proceed: \_\_\_\_\_

ATTACHMENT 1



Canadian Institute of Public Health Inspectors  
L'Institut canadien des inspecteurs en santé publique

#720 – 999 West Broadway, Vancouver BC V5Z 1K5  
Phone: 604-739-8180 Fax: 604-738-4080  
Toll Free Phone: 1-888-245-8180  
E-mail: office@ciphi.ca

**Appeal Review Application Fee**

**If paying by credit card complete the following:**

Credit Card: VISA  MasterCard  American Express

Card #: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry Date: \_\_ / \_\_ CVV: \_\_\_\_

Amount to be processed: \$75.00 + Tax = \$\_\_\_\_\_

Product Description: Appeal Review Application Fee

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

HST/GST Registration Number: 100766484

## Appeal Process Flowchart

