

**Regulations for the Board of Certification
of the Canadian Institute of Public Health Inspectors**

Preamble

Historical Background

In 1935, the Canadian Public Health Association established qualifications for Sanitary Inspectors relating to secondary school education and technical training and conducted examinations for certification. The Certificate in Sanitary Inspection (Canada) was awarded to persons who qualified. In 1963 there was a change in designation for Sanitary Inspector to Public Health Inspector. The Certificate in Public Health Inspection (Canada) [CPHI(C)] is recognized by Government departments and other agencies throughout Canada as evidence of technical competence.

From the beginning, the certification program has been supported by federal, provincial, and local health authorities throughout Canada.

On July 1, 1979, the Canadian Public Health Association transferred its responsibilities connected with the certification program to the Canadian Institute of Public Health Inspectors.

In September 2024 the CIPHI membership voted in favour of a revisions to By-Law #1. This included recognizing the Board of Certification as a Standing Committee established to carry out the responsibilities for the certification program, The Board of Certification reports to the Board of the Canadian Institute of Public Health Inspectors. The BOC includes representatives of federal, provincial, territorial and local health authorities.

Responsibilities of the Board of Certification of Public Health Inspectors:

The Board of Certification (“the BOC”) is responsible for establishing standards of training both academic and practical for persons entering the field of public health inspection.

In the administration of these responsibilities, the BOC grants approval to post secondary educational institutions which may offer academic instruction leading to certification. The BOC establishes standards for the curricula to be offered in such institutions, also known as the Board of Certification’s Instructional Objectives.

The BOC sets standards for field training.

The BOC also establishes standards for acceptance of qualifications received outside of Canada.

The BOC is also responsible for the examination of candidates for certification who have completed academic preparation and field training.

The BOC is also responsible for granting the Certificate in Public Health Inspection (Canada) to those persons who have completed training and successfully passed the examination. The Certificate is highly prized by those who hold it as an entry to positions in public health inspection anywhere in Canada. The BOC is very cognizant of its responsibility to maintain the high level of recognition of the Certificate in Public Health Inspection (Canada).

Relationship and Accountability, Board of Certification, and Canadian Institute of Public Health Inspectors:

The Board of Certification has been established under CIPHI By-Law #7 and has the right and power to issue the Certificate in Public Health Inspection (Canada) to those persons the BOC deems have met all the requirements as provided in these Regulations. While it is operationally independent from the CIPHI Board, it is accountable in accordance with CIPHI By-Law #7 to the Board.

The Board of Certification must be accountable, transparent, and fair to its many stakeholders, including the CIPHI membership, accredited post secondary academic institutions, practicum training agencies, and employers of CPHI(C) holders.

Table of Contents

Contents

Historical Background	2
Definitions	4
BOC Membership	4
Member Appointments	5
Officer Appointments and Elections	6
Board of Certification Meetings	7
Board of Certification Examinations	7
The Certificate in Public Health Inspection (Canada) (CPHI(C))	8
Board of Certification Administrative Policies	9
Annual Report for the Annual General Meeting	10
Interpretation of the Regulations	10
Amendment of the Regulations	11

Regulations

Definitions

(1) In these regulations:

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 Environmental Public Health.

Board means Directors of the Canadian Institute of Public Health Inspectors.

Board of Certification or “BOC” means the Board of Certification of the Canadian Institute of Public Health Inspectors.

BOC Senior means the member of the BOC who has seniority in length of membership. If two or more members have equal seniority in length of membership, whose surname is first alphabetically claims the position. They shall fulfill their role in this Regulation and provide knowledge transfer to support the BOC leadership.

Branch means those corporations or associations that represent environmental public health professionals at the provincial and/or territorial level, which are party to a valid and subsisting Affiliation Agreement.

CIPHI means the Canadian Institute of Public Health Inspectors.

CIPHI Office means the administrative service company contracted by CIPHI’s Board, which has no voting rights in any BOC-related matters.

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

Member means a member of the Board of Certification of the Canadian Institute of Public Health Inspectors.

National Examination Panel means a group of CIPHI regular members, who create, revise, and select scenario questions used for each certification exam.

BOC Membership

(1) The BOC may have a maximum of 12 members at any one time.

(2) BOC membership should include:

- a. BOC Chair
- b. Vice Chair or Past Chair;
- c. One member appointed from the Canadian Armed Forces (Preventive Medicine Technicians); and
- d. One member appointed from each Branch of CIPHI, to act as Branch Representatives, which are persons employed by:

- i. Municipal and Regional Health Authorities
 - ii. Provincial Government
 - iii. Federal Government,
 - iv. Territorial Government or
 - v. Other employer of CPHI(C) holders
- (3) All members must hold a valid CIPHI membership and abide by the CIPHI National Bylaws and all approved National Operating Policies.
- (4) All members must hold a valid CPHI(C), except, one member who may be an allied public health professional.
- (5) BOC members that hold a valid CIPHI membership and a valid CPHI(C) may hold any officer position in the BOC.
- (6) At least one member should be proficient in both oral and written English and French.

Member Appointments

- (7) The Board must approve all new member appointments or any second term re-appointments.
 - a. The withholding of approval of appointment by the Board will not invalidate any action taken by the Board of Certification during the interim period when the affected member was in office.
- (8) Members are appointed for a term of three (3) years. A term commences on January 1st of the first calendar year and ends on December 31st of the third calendar year. Members may serve for maximum of two (2) consecutive terms.
 - a. In the event a new member cannot be recruited after a member has served two (2) consecutive terms, then that member may continue to serve on the BOC for a maximum of one (1) additional year, subject to the approval of their Branch and the Board.
 - b. If a new member cannot be recruited into a vacant position by January 1st, then once a new member is appointed, the new member's term shall commence on January 1st of the following calendar year.
 - c. If a member resigns before the end of their term, then a new member may replace them for the remainder of the calendar year. The new member's term appointment shall commence on January 1st of the following calendar year.
- (9) The BOC in consultation with the Board may request the resignation of a member if a member fails to fulfill the assigned BOC duties, abide by the CIPHI National Bylaws and National Operational Policies, or whose conduct is considered detrimental to the goals and objectives of the BOC.

- (10) Any past BOC member is eligible to return as a member following a minimum three (3) year hiatus from the BOC, subject to the approval of their Branch and the Board.

Officer Appointments and Elections

- (11) Officers refer to:
- a. BOC Chair
 - b. Vice Chair
 - c. Past Chair
- (12) The BOC shall elect a Vice Chair from its members.
- (13) The Vice Chair should hold office on January 1st following the year of the election for at least one (1) year. It is intended that the outgoing Vice Chair shall assume as the Chair after their term as Vice Chair has expired.
- (14) The BOC Chair should hold office for at least two (2) years prior to assuming the BOC Past Chair position.
- a. If the Vice Chair position is vacant and unable to be fulfilled, the BOC Chair may serve a second term.
 - b. The BOC Chair may serve a maximum of two (2) consecutive terms.
- (15) The BOC Chair should assume the office of Past Chair after completion of their term(s). The term of the Past Chair should be one (1) year.
- (16) If the BOC Chair resigns or is unable to carry out the duties of the position, then one of the following succession plans shall apply:
- a. if the Past Chair is present, they shall assume the position of the BOC Chair for the remainder of the term.
 - i. the election of the Vice Chair shall be initiated immediately and be conducted in accordance with the BOC Administrative Policies.
 - ii. The newly elected Vice Chair will hold office, as required under Section 13 of the BOC Regulations.
 - iii. Once the Vice Chair assumes the BOC Chair position, then the BOC Chair shall resume the office of Past Chair for one (1) year.
 - b. if the Vice Chair is present, then they shall assume the position of BOC Chair for the remainder of the current term, before assuming the office of BOC Chair.
 - i. the election of Vice Chair shall be initiated immediately and conducted in accordance with the BOC Administrative Policies.
 - ii. the newly elected Vice Chair will hold office of the Vice Chair until the BOC Chair finishes their term.
 - c. if both the Past Chair and Vice Chair positions are vacant, then a BOC member shall be appointed as BOC Chair to finish the remainder of the term by the Board Senior in consultation with the President of CIPHI.

- i. the election of the Vice Chair shall then be initiated immediately and conducted in accordance with the BOC Administrative Policies.

Board of Certification Meetings

- (17) BOC members may meet in person twice a year to conduct its business.
- (18) Additional in-person or virtual meetings may be called at the discretion of the BOC Chair.
- (19) Quorum shall consist of a minimum of 50% of the members of the BOC.
- (20) BOC meetings shall be presided over by the BOC Chair or their delegate.
- (21) Expenses incurred under Sections 17 or 18 by members appointed under Section 5 will be cost shared as stated in the BOC Administrative Policies.

Board of Certification Examinations

- (22) The BOC shall appoint a BOC member who holds CPHI(C) to be the Chair of the National Exam Panel.
- (23) The BOC should appoint a CIPHI member who holds CPHI(C) in each branch to be a member of the National Exam Panel.
- (24) The National Exam Panel shall create examination scenarios and questions for examinations in accordance with the BOC Administrative Policies respecting matters connected with the examination for the CPHI(C).
- (25) The BOC shall appoint one or more CIPHI member(s) who holds CPHI(C) to be Exam Coordinator(s) in each province where an examination is scheduled. The Exam Coordinator, in accordance with the BOC Administrative Policies respecting matters connected with the Examination for the CPHI(C), shall:
 - a. arrange examinations to be conducted in a suitable center in their province,
 - b. appoint the members of the examination panel or panels,
 - c. make the arrangements to conduct examinations, and
 - d. ensure the integrity of the examination process is protected.
- (26) Examinations for the CPHI(C) shall be conducted by examination panels, in accordance with the BOC Administrative Policies.

The Certificate in Public Health Inspection (Canada) (CPHI(C))

- (27) The Certificate in Public Health Inspection (Canada) is a certificate of qualification and is devised to meet the needs of:
- a. the profession of public health inspection, and
 - b. employers of public health inspectors including:
 - i. the Government of Canada,
 - ii. the Governments of the Provinces and Territories,
 - iii. Municipal Governments, and
 - iv. other public and private employers, for persons qualified for employment in the field of public health inspection.
- (28) The CPHI(C) will be granted by the CIPHI through the BOC to those persons who comply with the requirements of these Regulations and the applicable administrative policies established by the BOC.
- (29) The maintenance and use of all CPHI(C) granted after January 1st, 2017, is subject to mandatory regular membership in the corporation as stipulated in By-Law #7 Section 2 (a).
- a. A CPHI(C) is subject to mandatory membership and may be suspended by the CIPHI through the BOC, if the person to whom it was granted does not hold a regular membership in the corporation.
 - b. A CPHI(C) membership may be reinstated by CIPHI through the BOC, if the person complies with the requirements of this regulation and the applicable administrative policies established by the Board of Certification and the CIPHI.
 - c. When a certificate is suspended, the person to whom that certificate was issued shall not:
 - i. use the title “Certified Public Health Inspector (Canada)”,
 - ii. use the designation CPHI(C), or
 - iii. represent themselves as a CPHI(C)until such time the suspension is lifted, and the certificate is reinstated.
- (30) In addition to the applicable administrative policies, the requirements for granting the CPHI(C) include:
- a. completion of an academic program at the post-secondary level acceptable to the Board of Certification,
 - b. completion of a field training program acceptable to the Board of Certification, and

- c. Membership in the Canadian Institute of Public Health Inspectors (effective January 1st, 2016).
- (31) The Certificate in Sanitary Inspection (Canada), which was the predecessor of the CPHI(C) is deemed to be the equivalent of the CPHI(C). A holder of the Certificate in Sanitary Inspection (Canada) shall be deemed to hold the CPHI(C) for any purpose under these regulations.

Board of Certification Administrative Policies

- (32) The Board of Certification may establish administrative policies respecting:
- a. the approval of courses of instruction or programs at the post-secondary level offered by educational institutions as meeting the academic requirements leading to the CPHI(C),
 - b. the acceptability of degrees, diplomas, or other academic qualifications as evidence of training towards the CPHI(C),
 - c. the syllabus of instruction for institutions offering an academic program leading to the CPHI(C),
 - d. the practicum training program for candidates for the CPHI(C),
 - e. all matters connected with the examinations for the CPHI(C),
 - f. the acceptability of foreign certificates of qualification, as evidence of training towards the CPHI(C),
 - g. the acceptability of qualifications attained in the Canadian Armed Forces, as evidence of training towards the CPHI(C),
 - h. the duties and responsibilities of the BOC,
 - i. the conduct of meetings of the BOC,
 - j. the term of office of BOC members,
 - k. the roles of BOC members,
 - l. the duties of examination coordinators,
 - m. the membership and duties of the national examination panel,
 - n. the establishment of ad hoc advisory committees, and
 - o. any other matter, which fall within the purview of the BOC which are not covered or not adequately covered by these regulations,

- (33) The Board of Certification may also establish administrative policies respecting:
- a. the fees candidates are charged to sit the examination for the CPHI(C),
 - b. the fees charged for materials supplied by the BOC,
 - c. the suspension and reinstatement of a Certificate Public Health Inspection (Canada) issued after January 1st, 2017, and
 - d. the election and appointment process of Officers in the BOC.
- (34) Every administrative policy established under the authority of Section 32, shall come into effect immediately upon being passed by the BOC, unless otherwise stated in the administrative policy.
- (35) Any administrative policy established under Section 33, shall not come into effect until approved by the Board.
- (36) Any portion of any administrative policy established by the BOC, which is contrary to any portion of these Regulations shall have no force of effect.

Annual Report for the Annual General Meeting

- (37) The BOC shall provide an annual report at each Annual General Meeting of CIPHI.
- (38) The annual report required by Section 37 shall include the following information with respect to the period under review:
- a. the number of persons who failed the examinations for the CPHI(C),
 - b. a list of all changes in the membership of the Board of Certification,
 - c. a list of all amendments to these regulations, and
 - d. any other statistics and information deemed to be significant in matters coming under the purview of the BOC.
- (39) Copies of the last annual report shall be made available upon request to any government department or agency; or to any organization or person; wishing to obtain a copy upon payment of such fee, as may be in accordance with Section 33.

Interpretation of the Regulations

- (40) The interpretation of the meaning and intent with respect to any part of these Regulations, or any administrative policy established under these Regulations, and decisions related thereto, are the responsibility of the BOC.

Amendment of the Regulations

- (41) Amendments to these Regulations may be made at any BOC meeting provided that all members have voted on the proposed amendments and that the proposed amendments have received the support of at least a two-thirds majority of BOC members.
- (42) The BOC should review, and revise where necessary, all administrative policies and the Regulation at least once every two years.
- (43) Notice of amendment shall constitute a recommendation to the Board. This Regulation shall not be considered amended until receiving approval from the Board.

Dates of Amendments

Regulations approved by Board of Certification, February 3rd, 1981

Reviewed and accepted by Executive Council, April 26, 1981

Regulations approved by Board of Certification, October 26, 2001

Reviewed and accepted by Executive Council, April 12, 2002

Regulation approved by Board of Certification May 2, 2009

Regulation revised and approved by Board of Certification, June 24, 2011

Reviewed and accepted by Executive Council, July 2011

Revised May 2015

Reviewed and accepted by Executive Council, June 19, 2015

Revised and approved by Board of Certification, November 2015

Reviewed and accepted by Executive Council, November 2015

Reviewed and accepted by National Executive Council, February 2018

Reviewed and approved by Board of Certification, April 2022

Reviewed and approved by National Executive Council, February 2023

Reviewed and approved by Board of Certification, August 2024

Reviewed and approved by National Executive Council, August 16, 2024

Reviewed and approved by Board of Certification, February 25, 2025

Reviewed and approved by CIPHI Board of Directors, April 25, 2025