

## POLICY

### National Operating Policy # 25

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

*Approved: February 15, 2019 by the Board*

*Revised: January 2023*

*Revised: June 2025*

#### *Objective and Rationale*

Canadian Institute of Public Health Inspectors (“CIPHI”) By-Law #1 Section 2.05 (e) allows for the termination of membership in accordance with Section 2.06 (a)(iii) “Failing to maintain eligibility criteria of one or more sub-categories of membership as set out in Section 2.02

This Termination and Reinstatement of Membership – Maintaining Professional Development Hours Policy (“Policy”) applies specifically to a person whose membership qualification described in By-Law Section 2.02 (d)(i) requires their participation in the Continuing Professional Competency (“CPC”) Program of CIPHI. The CPC Program establishes and oversees the requirement for members to submit annual Professional Development Hours (“PDHs”).

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

#### **Implementation**

CIPHI has a responsibility to enforce membership requirements and therefore has implemented a progressive compliance policy (PCC) for members who fail to complete the professional development hours required to meet the CPC Program requirements.

The first membership year affected by the progressive compliance cycle was 2019.

The Progressive Compliance Cycle (PCC) is a 2-step process and is designed to allow for a member to achieve compliance with PDH requirements without it affecting their membership status.

Members who are placed on Step 2 of the cycle will have their membership terminated in accordance with this policy ( National Operating Policy #25.)

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

### **Definitions**

“Failed PDH Year” - The membership year in which a member has failed to enter sufficient numbers of acceptable Professional Development Hours (PDHs) and as a result has not achieved compliance with the Continuing Competencies Program.

“Audit Year” – The year in which the PDH submissions of the previous membership year are audited.

### *Specific Operations*

#### **Notice of Termination of Membership**

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

1. CoPE will advise the CIPHI Office that the member has failed to comply with the requirements of the CPC Program and provide the PDHs that the member failed to achieve on the last audit.
2. The CIPHI Office will confirm who is to be placed at Step 2.
3. The CIPHI Office places the respective members on Step 2 of the Progressive Compliance Cycle upon notifying the members of their audit result.
4. A block is immediately put on the membership renewal function of their MSC account by the CIPHI Office.
5. Persons who hold a valid CIPHI membership for the year in which they are placed at Step 2 may remain a member until Dec 31<sup>st</sup> of the current membership year. Access to MSC for entering PDH’s remains until January 31<sup>st</sup> of the following year. All access to MSC account is blocked on March 31<sup>st</sup> if membership has not been reinstated and renewed.
6. The Board will notify Step 2 placements of the termination of membership and include the professional development hours required for re-instatement of membership based on last audit results, how to apply for reinstatement and the right to appeal.

#### **Reinstatement of Membership**

1. A former member (“applicant”) may apply for reinstatement of their membership eligibility by completing the number of PDHs that the applicant failed to achieve on their last audit.
2. Member may apply for a Reinstatement of Membership PDH Submission at any time following the failed audit year.
3. Applications for reinstatement must be submitted to the CIPHI office in a manner and format established by CoPE and in accordance with CoPE Audit Policy and Procedure Manual

4. Any eligible PDHs completed since December 31<sup>st</sup> of the failed PDH year may be submitted for reinstatement but none of them can be counted toward the PDH's required for the year the membership is reinstated in.
5. The office will forward all reinstatement PDH's to CoPE for mandatory audit.
6. The Board will reinstate membership if the reinstatement PDHs are approved by CoPE.
7. The applicant may appeal audit results only on the grounds of process failure as per **NOP # 28 - Appeal Review Process**.
8. Once membership has been reinstated full access to MSC account will be restored and member will be placed back at Step 1 as per the Progressive Compliance Cycle.
9. The Board will notify applicant of its final decision regarding re-instatement of membership.
10. The Board's decision shall be final and binding on the applicant, without any further right of appeal.

#### *Accountability*

The Board of Directors and Council of Professional Experience are responsible for the application of this Policy

#### *Supporting Documents*

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

#### *Attachments / Appendices*

Attachment # 1: Flowchart for Termination of CIPHI Membership Related to Maintaining Professional Development Hours: [page 4](#)

#### *Document Change History*

Revised: January 2023  
Revised: June 2025

**Attachment # 1 - Flowchart for Termination and Reinstatement of CIPHI Membership Related to Maintaining Professional Development Hours**

