

POLICY

National Operating Policy # 22

Subject: Suspension and Reinstatement of CPHI(C) Credential

Approved: February 15, 2019, by the Board

Revised: February 2023

Revised: June 2025

Objective and Rationale

This *Suspension and Reinstatement of Certificate Public Health Inspection (Canada) (“CPHI(C)”) Credential Policy (“Policy”)* **only** 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 2.05 and 2.06 and any written policies of CIPHI.

AUTHORITY TO GRANT THE CERTIFICATE PUBLIC HEALTH INSPECTION (CANADA)

The CPHI(C) is a certificate of qualification and is devised to meet the needs of the profession of public health inspection and employers of public health inspectors.

The CPHI(C) will be granted by CIPHI through the Board of Certification (“BOC”). It will be granted to those persons who comply with the By-Laws of CIPHI, the requirements of the *“Regulations Respecting the CPHI(C) and Governing the Board of Certification of Public Health Inspectors”* and the applicable National Operating Policies (“NOPs”) established by the Board of Directors (the “Board”) and the BOC.

POWERS TO SUSPEND AND REINSTATE CERTIFICATES

By-Law #7 Section 2 gives the BOC the right and power to suspend a CPHI(C) issued after January 1st. 2017 to those persons who have not met the mandatory membership requirements of CIPHI. Mandatory membership requirements are provided for in Article 13 of the BOC Regulations. Article 13 also gives the BOC the right and power to reinstate a CPHI(C) to those persons the Board deems have met membership requirements.

Failed to Make Application for Membership

1. On-going Regular Membership in CIPHI is mandatory commencing the calendar year following the year CPHI(C) was issued (e.g., CPHI(C) issued in April or October 2018 – regular membership commences January 2019)
2. The CIPHI Office will crosscheck the membership status of all CPHI(C) holders subject to mandatory membership (anyone issued a CPHI(C) after January 1, 2017) on April 1st of each membership year.
3. The CIPHI Office will generate a list of all CPHI(C) holders subject to mandatory membership who neglected to submit an application membership for the year and forward to the BOC and Board.
4. The Chair of the BOC will confirm with the CIPHI Office the CPHI(C) holders whose CPHI(C) should be suspended.
5. Upon confirmation from the BOC Chair, the CIPHI Office will generate and courier the CPHI(C) holders affected, a letter notifying them of their CPHI(C) suspension. (See Attachment # 2)
6. The suspended CPHI(C) holder may appeal the suspension of their CPHI(C) on the basis that that they in fact do hold a valid membership in CIPHI and can produce evidence to support this. The appeal should be sent in writing to the CIPHI Office.
7. A CPHI(C) will remain under suspension until such time fulfillment of this membership requirement is met and they have been notified their CPHI(C) has been reinstated.
8. When the CIPHI Office updates the public Membership Directory (handled quarterly), the Office will crosscheck and reinstate the CPHI(C) of suspended members that have renewed for the current year since the last directory update.
9. When a suspended CPHI(C) holder renews their membership and wishes to have their CPHI(C) reinstated immediately it is their responsibility to make this request in writing to the CIPHI Office.
10. Upon confirmation of membership renewal, the office will prepare a letter of reinstatement, copy the BOC Chair and provide this letter to the suspended CPHI(C) holder, confirming their CPHI(C) reinstatement . (See Attachment #4).
11. The suspended CPHI(C) holder receiving their reinstatement will then be added to the public membership list on the CIPHI.ca website.

Membership Terminated

1. The CIPHI Office provides the Board with the names of CPHI(C) holders subject to mandatory membership whose membership has been terminated or who have been expelled or suspended from holding a membership in CIPHI.
2. Upon approval of these names by the Board the CIPHI Office will determine if the CPHI(C) holder is subject to mandatory membership (anyone issued a CPHI(C) after January 1, 2017)
3. The CIPHI Office will provide the BOC with the names of CPHI(C) holders whose CPHI(C)s are subject to suspension.
4. The BOC will review the list and confirm with the CIPHI Office the CPHI(C) holders whose CPHI(C) should be suspended.
5. Upon confirmation from BOC the CIPHI Office will generate and courier the CPHI(C) holders, a letter notifying them of their CPHI(C) suspension. (See Attachment #3)
6. A suspended CPHI(C) holder may appeal the suspension of their CPHI(C) on the basis that they have not been terminated, expelled, or suspended from holding membership in CIPHI and can produce evidence to support this. The appeal should be sent in writing to the CIPHI Office
7. A CPHI(C) will remain under suspension until their membership termination has been lifted, they have renewed their membership and they have been notified their CPHI(C) has been reinstated.
8. When the CIPHI Office updates the public Membership Directory (handled quarterly), the Office will crosscheck and reinstate the CPHI(C) of suspended members that have renewed for the current year since the last directory update.
9. When a suspended CPHI(C) holder renews their membership and wishes to have their CPHI(C) reinstated immediately it is their responsibility to make this request in writing to the CIPHI Office.
10. Upon confirmation of membership renewal, the office will prepare a letter of reinstatement, copy the BOC Chair and provide this letter to the suspended CPHI(C) holder, confirming their CPHI(C) reinstatement . (See Attachment #4).
11. The suspended CPHI(C) holder receiving their reinstatement will then be added to the public membership list on the CIPHI.ca website.

Accountability

The Board of Directors and Board of Certification are responsible for the application of this policy.

Supporting Documents

NOP # 23 – Professional Development Hours – Progressive Compliance Cycle
NOP # 25 – Termination and Reinstatement of Membership - Maintaining Professional Development Hours

Attachments / Appendices

Attachment # 1: Flowchart Maintaining a Certificate in Public Health Inspection (Canada):
[page 5](#)

Attachment # 2: Letter of Certificate Suspension due to Non-Renewal of Membership:
[page 6](#)

Attachment # 3: Letter of Certificate Suspension due to Membership Termination:
[page 7](#)

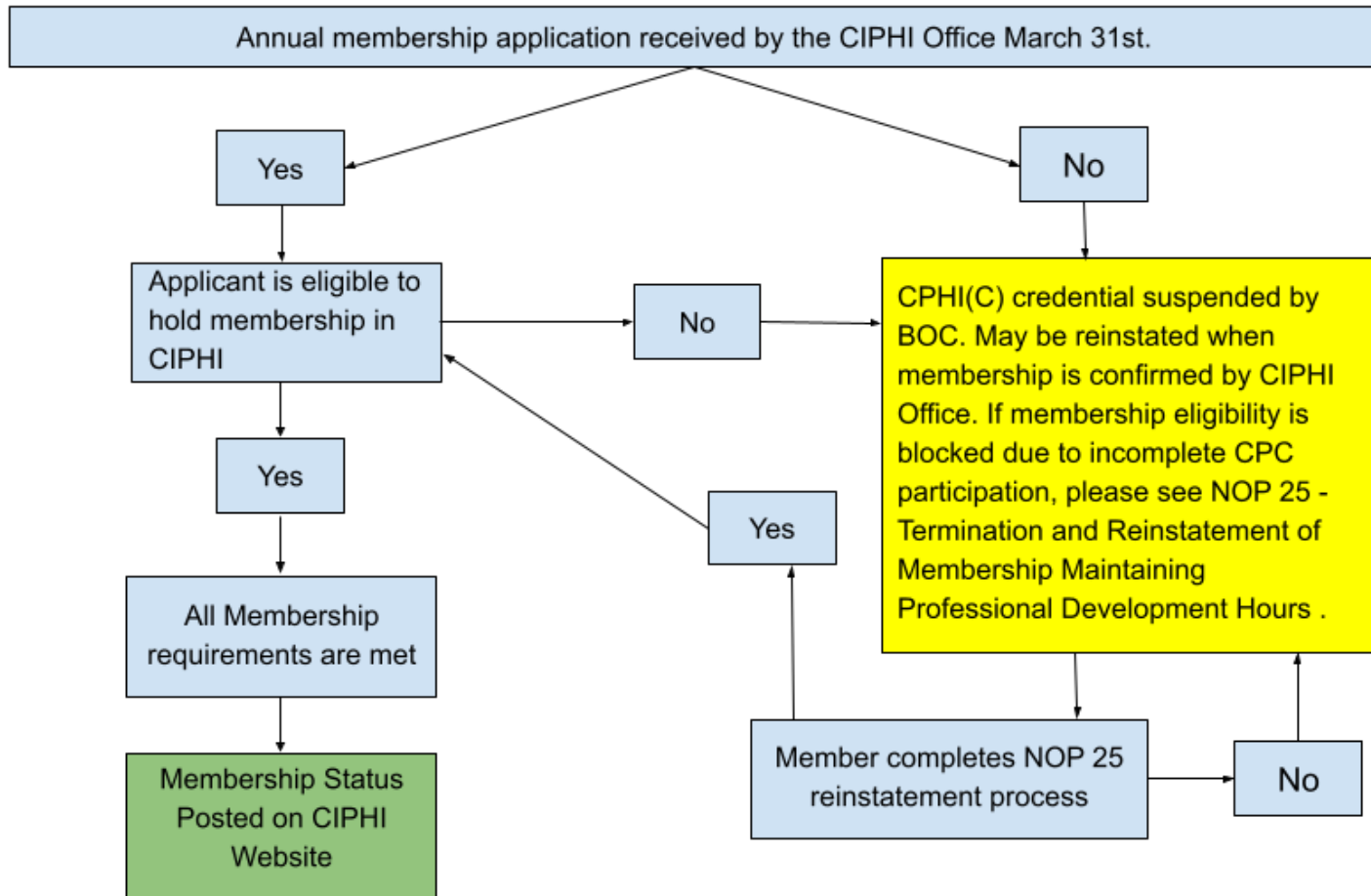
Attachment # 4: Certificate Reinstatement Letter:
[page 8](#)

Document Change History

Revised - February 2023

Revised – June 2025

Attachment # 1 - Flowchart for Membership Requirements for Persons Issued a Certificate Public Health Inspection (Canada) After January 1st, 2017



Attachment # 2
Letter of Certificate Suspension due to Non-Renewal of Membership



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

[Date of Letter Issuance]

Dear «First_Name» «Last_Name»:

RE: Suspension of Certificate in Public Health Inspection (Canada) # «Certificate_»

This letter is to advise you that the Canadian Institute of Public Health Inspectors office has no record of receiving your membership renewal for 20__.

Therefore, in accordance with the Board of Certification *Regulation Respecting the Certificate in Public Health Inspection (Canada) Section (13)(2)* certificate # «Certificate_» has been suspended.

Certificate in Public Health Inspection (Canada) # «Certificate_» was issued after January 1st, 2017 and is therefore subject to mandatory membership. The on-going maintenance and use of this certificate requires that you hold a regular membership in CIPHI by March 31st. This information was previously provided to you when you received confirmation of certification.

When a certificate is suspended, the person issued that certificate cannot use the title "Certified Public Health Inspector (Canada)", use the designation CPHI(C), or represent themselves as a CPHI(C) until such time the suspension is lifted, and the certificate is reinstated.

If you wish to renew your membership for 20__ you may do so via your Member Service Centre account where you will be directed to the membership renewal screen. You may also send a membership renewal form directly to the CIPHI Office via email, fax or mail.

Your credential will be eligible for reinstatement by the Board of Certification following confirmation from the office that you hold a regular membership in CIPHI.

Upon completing your membership renewal, it is your responsibility to notify the office that your renewal has been completed, and request to have your certificate reinstated.

If you have renewed your membership for 20__ and feel this letter was sent to you in error, or if you have any other questions, please contact the office at office@ciphi.ca or 1-888-245-8180.

Yours truly

Tony Thepsouvanh
Chair
CIPHI Board of Certification

Cc National President

#720 – 999 West Broadway • Vancouver BC V5Z 1K5 • Phone: (888)245-8180 • Fax: (604)738-4080

www.ciphi.ca office@ciphi.ca

Attachment # 3
Letter of Certificate Suspension due to Membership Termination



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

[Date of Letter Issuance]

Dear «First_Name» «Last_Name»:

RE: Suspension of Certificate in Public Health Inspection (Canada) # «Certificate_»

This letter is to advise you that the Board of Certification has received notice that your membership has been terminated, per the previously issued letter you received on [DATE].

Therefore, in accordance with the Board of Certification *Regulation Respecting the Certificate in Public Health Inspection (Canada) Section (13)(2)* certificate # «Certificate_» has been suspended.

Certificate in Public Health Inspection (Canada) # «Certificate_» was issued after January 1st, 2017 and is therefore subject to mandatory membership. The on-going maintenance and use of this certificate requires that you hold a regular membership in CIPHI by March 31st. This information was previously provided to you when you received confirmation of certification.

When a certificate is suspended, the person issued that certificate cannot use the title "Certified Public Health Inspector (Canada)", use the designation CPHI(C), or represent themselves as a CPHI(C) until such time the suspension is lifted, and the certificate is reinstated.

Your credential will be eligible for reinstatement by the Board of Certification following confirmation from the office that you hold a regular membership in CIPHI and have fulfilled the requirements set out in the letter previously issued to you by the NEC.

If you have any questions, please contact the office at office@ciphi.ca or 1-888-245-8180.

Yours truly

Tony Thepsouvanh
Chair
CIPHI Board of Certification

Cc National President

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**Attachment # 4
Certificate Reinstatement Letter**



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

[Date of Letter Issuance]

Dear «First_Name» «Last_Name»:

RE: Reinstatement of Certificate in Public Health Inspection (Canada) #«Certificate_»

The Board of Certification has been advised that your membership renewal for 2018 was received by the Canadian Institute of Public Health Inspectors and you now hold regular member status.

This satisfies the requirement of mandatory membership that your Certificate Public Health Inspection (Canada) #«Certificate_» is subject to.

Therefore, in accordance with the Board of Certification *Regulation Respecting the Certificate in Public Health Inspection (Canada) Section (13)(2)* certificate #«Certificate_», which was suspended on «Suspended_Letter_Sent_On», is now reinstated.

This reinstatement remains in effect provided you maintain ongoing membership in CIPHI. This requires you to submit a membership application each calendar year by the due date and complete the number of professional development hours (PDHs) required by the Continuing Professional Competencies (CPC) Program.

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

Yours truly

Tony Thepsouvanh
Chair
CIPHI Board of Certification

Cc National President

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