ADMINISTRATIVE POLICIES

Canadian Institute of Public Health Inspectors
Board of Certification

Updated to October 2025

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Document Number: BOC Policy 1

Title: Accreditation Requirements for Canadian Environmental Public Health Programs

Approving Body: Board of Certification of the Canadian Institute of Public Health Inspectors

Effective Date: 31-OCT-2019 **Last Revised Date:** 14-OCT-2025

1.1 Purpose

This policy prescribes the requirements for Environmental Public Health programs at post-secondary institutions that seek to obtain and/or maintain accreditation by the Board of Certification.

1.2 Scope

This policy applies to EPH programs at post-secondary institutions within Canada and the BOC.

1.3 Definitions

Accreditation review means a review conducted by the accreditation review committee subject to Sections 32a - c of *The Board of Certification Regulations.*

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

BOC accredited programs means those environmental public health programs recognized by the BOC of CIPHI as granting degrees that are acceptable to the BOC subject to Sections 30a, 32a – c of the *Board of Certification Regulations*.

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

EPH means environmental public health.

1.4 Canadian Accreditation Requirements

(a) EPH programs that seek to obtain or maintain BOC accreditation must adhere to the requirements prescribed by BOC Policy 1, BOC Policy 2, Appendix A: CIPHI Board of Certification Instructional Objectives, Appendix B: Criteria for the Orderly Review of CIPHI Board of Certification Accredited Programs and Appendix D: Professional Advisory Committee Terms of Reference.

(b) EPH programs that seek to obtain or maintain BOC accreditation are required to undergo an accreditation review.

(c) EPH programs that require BOC approval or review must pay the fee as prescribed in BOC Policy 6.

(d) Approved BOC accredited programs are subject to a review every five years, or more often in cases where prior approval has been granted for a period of less than five years, or if the BOC deems an earlier review to be necessary.

(e) EPH programs that seek BOC accreditation must demonstrate verbally and in writing how it meets:

i. Appendix B: Criteria for the Orderly Review of CIPHI Board of Certification Accredited Programs, and

ii. BOC Policy 2, including the program-level, module-level, and course/lesson-level requirements of the instructional objectives outlined in Appendix A.

1.5 Authority to Grant, Suspend or Cancel Accreditation

(a) An accreditation review committee must be made up of three current members of the BOC who are not presently residing or employed in the province/territory where the EPH program is located. In the event the BOC is unable to get three current members together to form a review committee the BOC may call on a past BOC member who are not presently residing or employed in the province/territory where the EPH program is located within a three year period of the member leaving the BOC.

(b) The BOC should conduct its accreditation approval or review in accordance with the standards set out by the Association of Accreditation Agencies in Canada (Appendix C).

(c) The BOC must make a decision to grant, suspend or cancel the accreditation of an EPH program within six months after the completion of the review. The decision must be made by majority vote of the BOC, in consultation with the accreditation review committee (when available). The EPH program must be notified in writing of any BOC decision. Where the decision is made to grant accreditation, the notification must set out the time limit of the accreditation.

(d) The BOC may suspend or cancel accreditation of an EPH program at any time where in the opinion of the BOC the EPH program does not meet the requirements of BOC Policy 1 or BOC Policy 2. The decision to suspend or cancel accreditation must be made by majority vote of the BOC, in consultation with the accreditation review committee (when available). The EPH program must be notified in writing of the decision.

(e) The BOC may include conditions of approval within their written decision. Every BOC accredited program is required to comply with these conditions within a time limit set by the BOC. Failure to comply within the prescribed time limit may result in a suspension or cancellation of accreditation by the BOC.

(f) The BOC has the authority to modify BOC Policy 1 and BOC Policy 2. Nothing in any BOC policy or previous accreditation the BOC has granted shall prevent the BOC from altering this or any policy, appendices, guidelines and associated documents.

1.6 Reference & Related Documents

The Board of Certification Regulations
Appendix A: CIPHI Board of Certification Instructional Objectives, 2018
Appendix B: Criteria for the Orderly Review of CIPHI Board of Certification Accredited Programs.
Appendix C: Association of Accrediting Agencies of Canada: Guidelines for Good Practice, May 2015
Appendix D: Professional Advisory Committee Terms of Reference

1.7 Version History

Date	Version
October 28, 2019	**1.0**
April 1, 2021	**1.1 Minor Revisions** • Updated reference to Policy 11 to Policy 6 due to amalgamation of financial policies. • Revised the definitions and added BOC to the scope.
October 14, 2025	**1.2 Minor Revisions** • Updated the definitions of "Accreditation review" of "BOC Accredited programs" to reflect the language in the BOC Regulations dated April 2025

Document Number: BOC Policy 2

Title: Curriculum Requirements of Board of Certification Accredited Programs

Approving Body: Board of Certification of the Canadian Institute of Public Health Inspectors

Effective Date: 31-OCT-2019 **Last Revised Date:** 14-OCT-2025

2.1 Purpose

This policy prescribes the curriculum requirements for Board of Certification accredited programs and defines the entry-level knowledge required to begin the BOC practicum and examination process.

This policy also defines the entry-level scope of practice for CPHI(C) holders in Canada.

2.2 Scope

This policy applies to BOC accredited programs and its graduates.

2.3 Definitions

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

BOC accredited programs means those environmental public health programs recognized by the BOC of CIPHI as granting degrees that are acceptable to the BOC subject to Sections 30a, 32a – 32c of the *BOC Regulations.*

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

EPH means environmental public health.

Practicum means the minimum 12 week period where the EPH student gains practical experience in EPH prior to obtaining the CPHI(C).

2.4 Curriculum Requirements of BOC Accredited Programs

(a) A BOC accredited program must use Appendix A: CIPHI Board of Certification Instructional Objectives to instruct and measure the student's achievement of the program-level, module level, and course/lesson level requirements.

(b) A BOC accredited program must require a minimum grade of 60% in all courses related to the BOC Instructional Objectives.

(c) A BOC accredited program must include the Code of Ethics and Standards of Practice of the Canadian Institute of Public Health Inspectors (CIPHI) into the course curriculum.

2.5 Reference & Related Documents

The Board of Certification Regulations
Appendix A: CIPHI Board of Certification Instructional Objectives, 2018
CIPHI Code of Ethics
CIPHI Standards of Practice

2.6 Version History

Date	Version
October 23, 2019	**1.0**
April 1, 2021	**1.1 Minor revision** • Revised the definitions
October 14, 2025	**1.2 Minor revision** • Updated the definition of "BOC Accredited programs" to reflect the language in the BOC Regulations dated April 2025

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Document Number: BOC Policy 3

Title: Practicum Requirements for Candidates of CPHI(C)

Approving Body: Board of Certification of the Canadian Institute of Public Health Inspectors

Effective Date: 01-FEB-2020 **Last Revised Date:** 21-SEP-2025

3.1 Purpose

The purpose of this policy is to set the minimum requirements for practicums that will satisfy the requirements of the Board of Certification of the Canadian Institute of Public Health Inspectors.

3.2 Scope

The policy applies to candidates for CPHI(C) and practicum training agencies.

3.3 Definitions

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

BOC Accredited Programs mean those environmental public health programs recognized by the BOC of CIPHI as granting degrees that are acceptable to the BOC, subject to *BOC Regulations* 30.

Candidate means a current student or graduate of a BOC-accredited program who intends to pursue a CPHI(C), or a person who is eligible under BOC Policy 7 or 8.

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

CIPHI Office means the administrative service company contracted by CIPHI's Board of Directors.

EPH means environmental public health.

Learning Module Goals mean those outlined in the *CIPHI Board of Certification Instructional Objectives, 2018*.

Practicum means a minimum period of 12 calendar weeks where a minimum of 420 hours of supervised work directly related to the topic areas of the practicum evaluation. Travel time is not to be included in the 420 hours.

Practicum Coordinator means a person who may or may not be a regular CIPHI member, who establishes the delivery of a practicum program in an agency that has the mandate to do so.

Practicum Mentor means a regular member of CIPHI who provides the planning, orientation, training, and evaluation of the candidate and may be referred to as the practicum supervisor.

Practicum Training Agency means an employer, department or other regulatory or non-regulatory governmental organization which has a mandate to operate within the scope of the environmental public health profession and includes the Canadian Armed Forces.

Written Report means a report on an inspection or investigation within the scope of the EPH profession, which is conducted independently by the candidate, under the direct observation of a Practicum Coordinator or a Practicum Mentor.

3.4 Practicum Requirements

(a) The practicum may commence during or following the successful completion of a BOC-accredited program, or when eligible under BOC Policy 7 or 8.

(b) Every candidate shall complete a practicum at a practicum training agency.

(c) The practicum shall be completed 50 calendar days prior to the oral exam.

(d) The candidate shall complete their 420 hours when directed to do so by the practicum training agency.

(e) The 420 hours shall be directly related to the Learning Module Goals.

(f) The practicum coordinator(s) shall arrange the training hours to be as close as practicable to include

i. 160 hours of food safety

ii. 60 hours of fixed premises inspection (non-food)

iii. 60 hours of communicable disease control

iv. 60 hours of water quality

v. 60 hours of non-communicable disease control

(g) The candidate shall seek experience in as many topic areas of EPH as possible during their practicum. A candidate is free to seek practicum experiences from multiple agencies.

(h) The practicum coordinator shall perform all of the tasks as outlined in the latest version of the *CIPHI BOC Practicum Guideline for Training Agency & Trainee.*

(i) The practicum mentor shall perform all of the tasks as outlined in the latest version of the *CIPHI BOC Practicum Guideline for Training Agency & Trainee.*

(j) The *Candidate Practicum Evaluation (Mid-term & Final)* shall be submitted by the candidate to the CIPHI Office no later than 50 calendar days prior to the exam.

(k) The BOC shall refuse to recognize a practicum that does not meet all the requirements of this policy.

(l) The decision to refuse examination to a candidate shall be made by majority vote of the BOC members.

3.5 Practicum Training Agency

(a) The practicum training agency shall assign a practicum coordinator to the candidate.

(b) The practicum training agency shall provide one or more practicum mentors to the candidate.

(c) The practicum training agency shall provide experience in all learning module goals within its mandate that are occurring during the practicum period.

(d) Where a practicum period includes multiple agencies, a practicum coordinator and mentor shall be provided by each agency.

(e) The practicum training agency shall provide a completed *Candidate Practicum Evaluation (Mid-term & Final)* to the candidate at approximately the 6-week point of the practicum, and at the conclusion of the practicum, no later than 50 calendar days prior to the BOC exam.

3.6 Practicum in Canadian Armed Forces

(a) In order to be recognized by the BOC, the practicum for Canadian Armed Forces candidates shall be taken:

i. after official recognition by the BOC, in accordance with Policy 7, and

ii. under the supervision of a holder of the CPHI(C) who has supervisory responsibilities.

3.7 Documentation

(a) Every candidate shall provide the following signed forms to the CIPHI office.

i. Examination Application - Form A

ii. Method of Payment - Form B

iii. Candidate Practicum Evaluation (Mid-term & Final) - Form C

iv. Certificate of Practicum - Form D

v. Documentation of Written Inspection Report - Form E

(b) Where the candidate completes their required practicum with more than one agency, separate Forms C & D shall be submitted for the period of time spent in each agency.

(c) All forms and the written reports must be received by the CIPHI office at least fifty (50) calendar days before the oral examination date.

(d) Candidates shall submit the official school transcript to the CIPHI office no later than twenty-one (21) calendar days prior to the oral examination date.

3.8 Practicum Reports

(a) Every candidate shall submit to the CIPHI office two (2) written reports.

(b) The written reports shall be:

i. Certified by the individual supervising the candidate during the inspection or investigation as representing work performed by the candidate in accordance with this policy.

ii. Reviewed by the individual supervising the candidate during the inspection or investigation for accuracy, appropriateness, confidentiality and to verify that the reports were based on work completed independently by the candidate.

iii. Prepared and submitted in accordance with the latest version of the *CIPHI BOC Practicum Guideline for Training Agency & Trainees*.

3.9 Reference & Related Documents

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

CIPHI Board of Certification Instructional Objectives, 2018

Practicum Guideline for Training Agency & Trainees

3.10 Version History

Date	Version
February 1, 2020	**1.0**
June 18, 2020	**1.1 Minor Revisions** • Updated document numbering to align with the other BOC policies. • Added to definition of candidate: eligibility under Policy 7 or 8. • Removed 12 month requirement from Sec 3.4(a) and added eligibility from Policy 7 and 8.

	• Amended section 3.4(j) and 3.5(e), by replacing the requirement to send in the evaluation within seven (7) calendar days at the conclusion of the practicum to 21 days before the exam.
February 18, 2021	**1.1 Minor Revisions** • Updated document submission date to 50 calendar days prior to the oral examination date. • Updated official school transcript submission date to 21 calendar days prior to the oral examination date.
April 1, 2021	**1.2 Minor Revisions** • Revised definitions • Corrected 3.4 (j) to 50 days • Updated CAF Prevention Medicine Course to 00371-01
September 21, 2025	**1.3 Minor Revisions** • Updated BOC Regulation reference to section 30 from section 14(1)(a) • Added 'calendar' to any reference to submission dates to be consistent • Minor grammar updates • Updated CAF practicum requirements

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Document Number: BOC Policy 4

Title: Examination for the Certification in Public Health Inspection Canada CPHI(C)

Approving Body: Board of Certification of the Canadian Institute of Public Health Inspectors

Effective Date: 01-FEB-2020 **Last Revised Date:** 04-JUL-2025

4.1 Purpose

This policy prescribes the minimum requirements and the assessment needed for an individual to be awarded the Certificate in Public Health Inspection (Canada), hereinafter referred to as the CPHI(C). The CPHI(C) is the credential needed to enter the discipline of environmental public health in Canada.

4.2 Scope

This policy applies to candidates for CPHI(C), practicum mentors, the National Executive Council (NEP), the Board of Certification (BOC), all CIPHI branch exam coordinators, examiners and the CIPHI Office.

4.3 Definitions

Allied public health professional 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.

Application Form means Application Form A found in Appendix H.

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

BOC means the Board of Certification of CIPHI.

BOC accredited programs means those environmental public health programs recognized by the BOC of CIPHI as granting degrees that are acceptable to the BOC subject to Sections 30a, 32a – 32c of the *BOC Regulations.*

BOC Chair means the individual elected by the BOC of CIPHI from amongst its appointed members.

BOC Guideline for Exam Coordinators and Examiners means the document found in Appendix G.

BOC Guideline for Practicum Training Agencies and Trainees means the document found in Appendix F.

Branch means a provincial/territorial branch of CIPHI.

Candidate means a current student or graduate of a BOC accredited program who intends to pursue a CPHI(C), or a person who is eligible under BOC Policy 7 or 8.

CIPHI means the Canadian Institute of Public Health Inspectors.

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

CIPHI Office means the administrative service company contracted by CIPHI's Board.

CoPE means the Council of Professional Experience of CIPHI.

EHFC means the Environmental Health Foundation of Canada of CIPHI.

EPH means environmental public health.

EPH practice areas means the twelve major topic areas found in the *CIPHI Board of Certification Instructional Objectives, 2018* found in Appendix A.

Exam Coordinator means a regular CIPHI member appointed by the BOC for a term of three (3) years, and a maximum of two terms, who may be a member of the BOC, but shall neither be an instructor or faculty of an BOC accredited EPH program nor be responsible for practicum training of candidates.

Exam Panel for Oral Segment means a group of three (3) CIPHI members selected by an exam coordinator. An exam panel shall have a minimum of two (2) CIPHI members be, the third member of the panel may be either a CIPHI member or an allied public health professional.

Examiner means an individual, selected by the exam coordinator, who has completed the BOC examiner training and is

a) a regular CIPHI member for a minimum of five (5) years,
b) a retired CIPHI member who maintains their professional development hours, or
c) an allied public health professional.

Form E means the Documentation of Written Inspection Report.

National Exam Panel means a group of a minimum of six (6) CIPHI regular members, who create, revise, and select the twelve (12) scenario questions used for each oral segment of the certification exam. The NEP members shall be made up of one (1) member from the BOC along with up to eight (8) additional members selected by the current NEP members from each of the branches: BC, AB, SK, MB, ON, and QC/NB, NS-PEI, NL.

National Exam Panel Member means a current regular member of CIPHI who participates in the Core Competencies Program; who practices in the public health field for the duration of their NEP appointment; who has previous experience as an examiner or exam coordinator; and who has a minimum of five (5) years related experience in the field of public health.

Oral Segment means the 12 scenarios verbally administered twice annually by the BOC in each branch where an exam is requested.

Perceived Conflict of Interest means the definition found in National Operating Policy #13, and occurs where it could be reasonably perceived, or give the appearance, that private interests conflict with board duties even though an actual conflict does not exist.

Potential Conflict of Interest means the definition found in National Operating Policy #13, and arises where certain interests or obligations, whether personal or involving a third-party, could conflict with official duties in the future and become a "real conflict of interest."

Practicum means a minimum period of 12 calendar weeks where a minimum of 420 hours of supervised work directly related to the topic areas of the practicum evaluation is successfully completed.

Real Conflict of Interest means the definition found in National Operating Policy #13 and involves the existence of a direct conflict between official duties and/or board responsibilities and a competing interest or obligation, whether personal or involving a third-party.

Report of Oral Exam Panel means the document found in Appendix 21 of the Guideline for Exam Coordinators and Examiners.

Written Segment means the two (2) practicum reports about an inspection or investigation in the field of EPH, completed during a practicum solely by a candidate, under the direct in-person supervision of a regular member of CIPHI.

4.4 General Requirements for Awarding CPHI(C)

(a) To be awarded the CPHI(C) a candidate **must** obtain the following:

i. A baccalaureate degree from a BOC-accredited EPH program, or approved eligibility under BOC Policy 7 or 8.

ii. Complete a practicum and evaluation, scoring <u>all "Yes"</u> in the Professionalism section, <u>and</u> an average rating of <u>at least 3.00</u> in the Communications section and each Learning Area where hours have been reported (No rounding of rating) as found in *Candidate Practicum Evaluation (Mid-Term & Final)* Form C in BOC Policy Appendix E.

iii. A minimum score of 70% in the Oral Segment of the BOC exam. The final oral exam mark will be rounded to the next whole number.

iv. A minimum score of 60% in each of two (2) practicum reports, where each report is on a different practice area of EPH, and;

(aa) Candidates who receive a failing grade in one report but a combined average of 60% are considered to have failed only one report,

(bb) Candidates who receive a combined average below 60% are considered to have failed two reports.

(b) The BOC shall conduct a review of the marks assigned for each candidate, and of any comments provided by members of the exam panel for both the oral and written segments and provide a final decision on the mark for each candidate following the review.

(c) Following the BOC's review decision, the CIPHI office will inform each candidate no later than eight (8) weeks after the BOC exam date:

i. whether the candidate is awarded the CPHI(C);

ii. whether and when the candidate may repeat the BOC Exam, in whole or in part, if the candidate is not awarded the CPHI(C); and

iii. that the candidate has the right to appeal the decision.

(d) The BOC may refuse certification to any candidate who has been found not to meet any section of Policy 4, subject to a majority vote of the BOC members.

4.5 BOC Exam - Oral Segment Locations

(a) The BOC shall decide the region(s) or province(s) where the BOC exam – Oral Segment will be held.

(b) The BOC may decide to divide a branch into more than one region for the feasibility purpose of administering the Oral Segment of the BOC Exam. The BOC shall then appoint an exam coordinator for each region to administer the BOC Exam.

(c) Exam coordinator(s) may request for two or more branches to be combined into one region for the purpose of convening the Oral Segment of the BOC Exam. This request shall be put to the BOC Chair and be subject to the approval by the Board.

(d) Where a region consisting of two or more branches is established pursuant to section 4.5 (c), the exam coordinator located in the branch where the BOC exam – oral segments are to take place shall assume the duties and responsibilities of exam coordinator for all the branches in the region.

(e) The exam coordinator shall select a suitable location(s) for holding the BOC exam - Oral Segments.

4.6 BOC Exam – Oral Segment Dates

(a) On the fourth Tuesday in April in each year,

(b) On the fourth Tuesday in October in each year, and

(c) Where deemed necessary by the exam coordinator, they may request to the BOC to have the exam extended past one day.

(d) Where circumstances warrant, the BOC may cancel or postpone a scheduled exam, provided the BOC gives the candidates sufficient notice and an explanation for the cancellation or postponement.

(e) Where circumstances warrant, the BOC may approve the holding of a special exam for any candidate or candidates at such location, in such an administrative format, and on such date as directed by the BOC.

(f) The decision whether to cancel, postpone, convene a special exam, extend a BOC exam and the eligibility to take such a BOC exam – oral segment rests entirely with the BOC.

4.7 Eligibility for BOC Exams

(a) To be eligible to take the BOC exam, a candidate must have successfully completed a practicum at least 50 days before and no more than 5 years prior to the oral exam date to which the candidate is applying.

(b) Every person who wishes to take the BOC exam Oral and/or Written Segment shall:

i. submit all forms (Forms, A, B, C, and D) 50 days prior to a BOC exam date for the oral segment;

ii. pay the exam fee subject to BOC Policy 6;

iii. provide documentary proof of successful completion of a BOC-accredited EPH program, such as transcript of marks, or proof of approved eligibility under BOC Policy 7 or 8;

iv. provide proof of current student membership in the Canadian Institute of Public Health Inspectors; and

v. submit a completed Form E with each practicum report.

(c) The application, the fee and associated required documentation shall be submitted to the CIPHI office at least 50 days prior to the BOC exam. The transcript of marks may be submitted up to 21 days prior to the BOC exam.

(d) A candidate who fails the Oral and/or Written Segment is not eligible to repeat the BOC Exam until the candidate satisfies all the requirements within a time period acceptable to the BOC.

(e) A candidate who fails the Oral and/or Written Segment will be informed by the BOC of any additional eligibility requirements to repeat the oral and/or written segment beyond those listed in Policy 4.

(f) Each candidate is permitted to attempt the Oral Segment of the BOC exam a maximum of four (4) times.

(g) Each candidate is permitted to attempt the Written Segment of the BOC exam a maximum of four (4) times.

(h) Notwithstanding anything contained in this policy, the final decision as to whether an applicant may take the BOC exam rests with the BOC.

4.8 Withdrawals

(a) If a candidate wants to withdraw from the BOC exam, they shall notify the CIPHI Office in writing and include the reason for withdrawal.

(b) Candidates shall be permitted to withdraw from the BOC exam as follows:

a. Notice to withdraw is received by the CIPHI Office up to and including 30 days before the exam date: withdrawal from the Oral and Written Segments of the BOC exam is allowed.

b. Notice to withdraw is received by the CIPHI Office 29 days or fewer prior to the exam date: withdrawal from the Oral Segment of the BOC exam is allowed, withdrawal from the Written Segment of the BOC exam is not allowed.

(c) Candidates shall receive any applicable refunds in accordance with BOC Policy #6.

4.9 BOC Exam – Oral Segment Requirements

(a) The BOC exam – Oral Segment is intended to test the candidate's practical knowledge in the practice of environmental public health.

(b) The National Exam Panel is responsible for creating and selecting the Oral Segment questions.

(c) The Oral Segment shall consist of twelve (12) scenario-type questions that encompass the EPH practice areas.

(d) All Oral Segment candidates are required to present government issued photo identification to the exam coordinator.

(e) Each candidate shall be allotted seventy-five (75) minutes for exams in English and ninety (90) minutes for exams in French.

(f) The Oral Segment shall be conducted by an exam panel selected by the exam coordinator.

(g) Except for the exam coordinator who may attend subject to section(s) 4.15(r) and/or 4.15(s), no person other than the candidate and members of the exam panel shall be present during the Oral Segment of any candidate.

(h) For the purpose of arriving at a final score for the Oral Segment, the marks assigned by the members of the exam panel shall be arrived at by consensus.

(i) The chairperson of the exam panel and the exam coordinator are both responsible for ensuring that each candidate taking the oral segment is properly identified.

4.10 BOC Exam – Written Segment Requirements

(a) Each practicum report shall deal with a different area of practice in environmental public health.

(b) Rabies and animal bite investigation reports are not permitted.

(c) Practicum reports on research activities are not permitted.

(d) Practicum reports shall be written in accordance with the *BOC Guideline for Practicum Training Agencies and Trainees* and the BOC Candidate Information Package.

(e) A check sheet type of field inspection report is not acceptable.

(f) All practicum reports shall be reviewed subject to the *BOC Practicum Guideline for Training Agency & Trainees* and certified by a regular member of CIPHI who was physically present during the inspection, as representing an inspection performed by the candidate using Form E.

4.11 Examiner Requirements for Marking Practicum Reports

(a) Practicum reports shall be assigned a mark by an examiner(s) selected by the exam coordinator.

(b) One mark shall be assigned for the Written Segment of the BOC exam. The Written Segment mark shall be determined by taking the average of the two practicum reports expressed as a percentage.

(c) Examiners shall access and submit the marked practicum reports through the virtual storage platform prescribed by the BOC.

(d) Examiners shall mark the practicum report and upload it to the virtual storage platform prescribed by the BOC and notify the exam coordinator of the result.

(e) Practicum report marks shall be rounded to the next whole number.

(f) A practicum report which is marked at 59% or less shall be marked by a second examiner:

i. if both examiners fail the practicum report, the average grade shall be taken, or;

ii. if one examiner fails a practicum report, and a second examiner passes a practicum report, a third examiner shall mark the practicum report. In this case the final practicum report grade shall be based on either of the two (2) average passed or the two (2) average failed marks.

4.12 Repeating BOC Exam – Written or Oral Segment

(a) A candidate who fails the Oral or Written Segment is entitled to retake the failed segment during the regular time set for exams. Note that this is at the discretion of the BOC.

(b) Any submission of a practicum report following a failed mark cannot be a rewrite of the original practicum report.

(c) Candidates who have failed the Oral or Written Segment of the BOC exam are permitted to retake the failed portion within five (5) years of the successful completion of a practicum.

(d) A candidate who has not obtained their CPHI(C) within five (5) years following the successful completion of their initial practicum, must secure themselves an additional 12 week practicum, and then apply to the BOC to complete the exam.

4.13 Duties of the Board of Certification

(a) Where, in the opinion of the BOC Chair when circumstances require, the BOC Chair may assume or appoint some other person to carry out any or all of the duties and responsibilities of the CIPHI Office in respect to an exam.

(b) The BOC shall appoint a regular CIPHI member as an exam coordinator in each province where an exam is scheduled.

(c) The BOC reserves the right to remove the appointment of the exam coordinator if the exam coordinator fails to carry their required duties.

4.14 Duties of the CIPHI Office

The CIPHI Office shall:

(a) Receive all application forms for BOC exams.

(b) Check all forms submitted by the candidate for compliance with BOC policies.

(c) Deposit all exam fees in accordance with such instructions as may be issued by the National Executive Council.

(d) Notify every applicant whether their application form for a BOC exam has been accepted.

(e) Forward the practicum statistic summary to the National BOC for review and approval no later than four (4) weeks prior to the BOC exam date for the oral segment.

(f) Notify the National Executive Council, of any refunds of exam fees which may be applicable.

(g) Provide each exam coordinator a list of the names and addresses of the accepted applicants for exam as early as possible, located in their region.

(h) Where the candidate's submissions meet all BOC policies, the following shall be forwarded to each exam coordinator by five (5) weeks prior to the exam date:

i. application form;

ii. each practicum report provided by all candidates via the virtual storage platform prescribed by the BOC; and

iii. any other documents related to the Oral Segment.

(i) Following the oral segment and on receipt of the necessary information and graded practicum reports from the exam coordinators, assemble the material on the exam for the consideration of the BOC three (3) to five (5) weeks after the BOC exam – Oral Segment is held.

(j) On direction from the BOC, notify every candidate who took the BOC exam of the BOC's decision in respect to the candidate's exam outcome no later than eight (8) weeks following the Oral Segment of the BOC exam.

(k) Issue a Certificate in Public Health Inspection (Canada) to each successful candidate as soon as practical following the BOC's decision.

(l) Maintain the list of the names of certified individuals (at the time of certification), their certification number, the date of certification, and the branch they certified in.

(m) If a candidate failed the exam, hold candidate BOC exam materials until such time as the candidate is no longer eligible to sit the exam.

4.15 Duties of the Exam Coordinator

The exam coordinator shall:

(a) Be responsible for the administration of BOC exams held within their branch.

(b) Adhere to the *BOC Guidelines for Exam Coordinators and Examiners* and all applicable BOC policies.

(c) Receive correspondence regarding the Oral and Written Segments of the BOC exam from the CIPHI Office.

(d) Where circumstances warrant, appoint one or more deputy exam coordinator(s) to perform all or part of his/her responsibilities, as per the exam coordinator's discretion.

(e) Make logistical arrangements for the BOC exam – Oral Segment.

(f) Notify the CIPHI Office of the location or locations where the BOC exam - oral segment will be held, and the names, addresses and disciplines of the members of each exam panel.

(g) Notify each accepted candidate of the location, date, and time where the candidate will be examined.

(h) Where circumstances warrant, accommodate requests by a candidate to take the exam in a province other than the one stated in their original application form, subject to the discretion and mutual agreement of the exam coordinators in both provinces.

(i) Advertise at least once per calendar year to their branch membership an opportunity to volunteer as a BOC examiner, when candidate requests for an exam are or are expected to be received.

(j) Select the examiners, and back-up examiners in accordance with the provisions contained in:

i. Regulations Respecting the Certification in Public Health Inspection (Canada) and Governing the BOC of Public Health Inspectors;

ii. BOC Policy 4; and

iii. BOC Guideline for Exam Coordinators and Examiners.

(k) Select the examiners to include a combination of new and experienced examiners.

(l) Confirm that examiners can access the practicum reports as far as possible in advance of the date of the Oral Segment. Where an examiner is unable to access the practicum reports, the exam coordinator is to select another examiner.

(m) Receive final marks for all practicum reports from examiners prior to the date of the BOC exam – Oral Segment.

4.16 Duties of the Exam Coordinator – Oral Segment

(a) The Exam Coordinator shall:

a. Select a chairperson for each exam panel.

b. Ensure all relevant information and BOC policies are provided to each examiner.

c. Furnish to each exam panel member the materials necessary for the conduct of the oral segment including:

i. supporting materials as listed in the BOC Guideline for Exam Coordinators and Examiners, and

ii. any other appropriate materials.

d. Report any deviations from BOC policies to the BOC Chair as soon as possible.

e. Ensure that all exam materials, including all documents used in the marking of the Oral Segment, and all other relevant materials, are forwarded to the CIPHI Office within 48 hours following the oral segment.

(b) The exam coordinator may be a member of an exam panel where an event occurs within 48 hours of the Oral Segment that makes an examiner unavailable, and where the exam coordinator is unable to find a replacement.

(c) Where an exam coordinator or deputy exam coordinator is not a member of an exam panel, he or she may attend the sittings of any exam panel convened under his/her jurisdiction and may advise the members of such panel on any matters affecting the conduct of the exam.

4.17 Duties of Exam Panel in the Oral Segment

(a) Members of the exam panel shall take turns asking questions for each scenario.

(b) The exam panel shall assign a mark for each scenario based on the candidate's performance in answering the questions and such marks will be entered on the *Report of Oral Exam Panel* respecting the candidate concerned.

(c) The chairperson shall report a final score for the oral exam expressed as a percentage on the *Report of Oral Exam Panel* for each candidate.

(d) When a candidate receives a failing grade in the Oral Segment of the BOC exam, the exam panel shall complete an *Oral Exam Feedback Form*, and using its KEY, include specific feedback for each scenario that received a failing grade.

(e) At the conclusion of the Oral Segment the chairperson of the exam panel shall turn over to the exam coordinator the following for all candidates:

i. a completed *Report of Oral Exam Panel*;

ii. a completed *Oral Exam Feedback Form* for all candidates who received a failing grade;

iii. any other documentation on all the candidates examined by the exam panel, or the exam process (e.g. *Examiner Feedback Form to Board of Certification*, *Examination Question Feedback Form*); and

iv. all other materials provided for conducting of the Oral Segments, and all notes taken by the candidate during the exam.

4.18 Examiner Exclusions

(a) Examiners who become aware of a real, potential, or perceived conflict of interest with a candidate to whom they have been assigned to examine shall immediately notify the Exam Coordinator.

(b) Examiners who have sat on a panel which previously examined and failed a candidate, and/or who have previously marked and failed a candidate's report shall not re-examine that same candidate.

(c) The following shall not be an examiner:

i. Faculty members and instructors at BOC-accredited Environmental Public Health educational programs who have had direct or indirect responsibility in the delivery of educational materials to a candidate shall not be an examiner of that candidate.

ii. Persons employed in a location of an agency where a candidate received practicum training shall not be an examiner of that candidate.

iii. Persons who have had direct or indirect responsibility in the practicum training of a candidate shall not be an examiner of that candidate.

iv. Members of the BOC and Board.

v. Any other individual who is familiar with a candidate such that a real conflict of interest exists shall not be an examiner of that candidate.

(d) The final decision regarding the eligibility of a person to be an examiner lies with the Exam Coordinator.

4.19 Petitions and Complaints

(a) Any candidate who desires to submit a petition or complaint regarding the conduct of an Oral Segment may do so.

(b) Any petition or complaint regarding an Oral Segment:

i. shall be submitted to the CIPHI Office in writing, and

ii. must be postmarked within 48 hours of the completion of the Oral Segment.

(c) The BOC shall consider petitions or complaints submitted in accordance with section 4.19(a) within thirty days (30) of the receipt by the CIPHI Office of the petition or complaint.

(d) The decision of the BOC in respect to any petition or complaint shall be final, and it is not subject to an appeal.

4.20 Release of Information on Exams

(a) No information respecting marks, rating, success, or failure of any candidate in any exam or in any segment of any BOC exam shall be released to any person who is not directly connected with the exam of such candidate except under the direction of the BOC.

(b) Candidate's requests for the return of exam materials shall be denied.

(c) Under no circumstances shall any Board member, exam coordinator or examiner 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 exam or any segment thereof, except:

i. Information necessary to the conduct of exams, the marking of BOC exams, the BOC exam results, and as authorized by BOC Policy 4.

4.21 Deletion and/or Disposal of Practicum Reports and Other Exam Materials

(a) Materials connected with any BOC exam shall be the property of the BOC and subject to deletion and/or disposal in accordance with the National Operating Policy.

(b) A list of all candidate documents being deleted and/or destroyed is to be maintained by the office for a period of seven (7) years. This list shall include the exam date, the candidate's name, oral and written examiners for the candidate, and the date the documents were deleted and/or destroyed.

4.22 Suspected Fraud or Plagiarism

(a) When an exam coordinator suspects or is advised that a practicum report is or may be fraudulent or plagiarized, they are to report it to the BOC Chair immediately with the name of the candidate, the name of the report and a written explanation of why the document is suspected as being either fraudulent or plagiarized.

(b) For each exam period, the BOC will review the plagiarism software results once all reports have been uploaded. More specifically, for all reports with an overall match of 30% or more, those with a 5% match to a single source will be reviewed.

(c) When a report is suspected to have been plagiarized as stated in subsections (a) or (b), the BOC Chair and the Past Chair or Vice Chair, as well as one or more additional BOC members will form a panel to undertake an additional review, and will then notify the BOC of their final decision.

(d) Where the decision is that the BOC has found the report to be fraudulent or plagiarized, the candidate will be notified in writing (at the same time as the exam results are sent out to candidates) of the following:

i. they were unsuccessful in their recent BOC exam (both reports, and the oral exam will be failed).

ii. the BOC has found strong evidence of plagiarism or fraudulence in their report (report name will be given).

iii. they forfeit all segments of the exam and may only re-apply in one year (must skip one exam seating).

iv. should they wish to re-apply they must submit two (2) new practicum reports which cannot be rewrites of the previous reports submitted, and;

v. should they wish to appeal the decision of the BOC, they may do so in writing in accordance with the CIPHI National Operational Policy #28.

(e) Where the BOC has deemed a candidate to have submitted a fraudulent or plagiarized report as a second offence for their eligible exam seating, the candidate will be notified in writing (at the same time as the exam results are sent out to candidates) of the following:

i. The BOC has found strong evidence of plagiarism or fraudulence in their report (report name will be given), and

ii. They forfeit all portions of the exam and will not be allowed to sit the exam at any point in the future, and

iii. should they wish to appeal the decision of the BOC, they may do so in accordance with the CIPHI National Operational Policy #28.

4.23 Appeal to the BOC Results

(a) Refer to the CIPHI National Operational Policy #28 – *National Appeal Review Process* for details.

4.24 Formal Reviews Requirements

(g) Formal reviews of examination results are conducted only based on alleged significant irregularities in the examination process only where the process irregularities are considered serious enough by the BOC to affect materially the candidate's performance.

(h) Formal reviews of examination results shall not be conducted based on alleged errors in content.

4.25 Initiating a Formal Review

(a) Formal reviews may be initiated by the Exam Coordinator or the BOC.

(b) If the Exam Coordinator becomes aware of any irregularity, he/she will initiate the formal review on behalf of one or more candidates.

(c) The BOC Chair shall conduct the formal review within 15 days of receiving the request.

(d) No fee shall be required from the candidate(s) involved.

(e) The Exam Coordinator may initiate a formal review at any time, even beyond the deadline stated for candidates.

(f) Whenever possible and desirable, the candidate(s) potentially affected by such a review should be notified by the BOC Chair at the most opportune time.

(g) Under exceptional circumstances where an obvious and manifest error in the procedure has occurred, the BOC Chair will make the appropriate recommendations to the Exam Coordinator and /or candidate(s).

4.26 Reference & Related Documents

The Board of Certification Regulation
BOC Policy 6
Appendix A: *CIPHI Board of Certification Instructional Objectives, 2018*
Appendix E: *Candidate Practicum Evaluation (Mid-term & Final) Form C*
Appendix F: *Practicum Guideline for Training Agency & Trainees*
Appendix G: *BOC Guideline for Exam Coordinators and Examiners*
Appendix H: *Application Form – Form A*
Appendix I: *Documentation of Written Inspection Report – Form E*

4.27 Version History

Date	Version
February 1, 2020	**1.0**
June 18, 2020	**2.0 Major Revisions** • Updated formatting to align with other BOC policy • Added the word “assessment” to • Updated definition of candidate to include eligibility under BOC Policy 7 and 8. • Added to section 4.4 (a)(i): or approved eligibility under BOC Policy 7 or 8. • Revise section 4.4(a) to clarify exam locations are set by the requests of exam coordinators. • Update Section 4.7 (d) to include eligibility under BOC Policy 7 or 8. • Addition to Section 4.7: The application, the fee and associated required documentation shall be submitted to the office at least 50 days prior to the exam, except transcript of marks may be submitted up to 30 days prior to the exam, and Form C and Form D may be submitted

	to the office up to 21 days prior to the exam. • Addition to section 4.6: Where circumstances warrant, the BOC may cancel or postpone a scheduled exam, provided the BOC gives the candidates sufficient notice and an explanation for the cancellation or postponement. • Revised section 4.8 (g) to include government issued photo identification. • Clarified 4.9 (b) exam report is Exam Panel Report • Replaced in section 4.10 (c) BOC Guideline for Exam Coordinators and Examiners with BOC Candidate Information Package. • Added the word "marked" to section 4.11 (c) for written reports. • Add the word "or" to 4.14 (l)(i) • Clarified wording for section 4.20 (e) that it applies to the second offence of plagiarism
January 8, 2021	**3.0 Major Revisions** • Removed: The requirement to retake practicums after failure of oral or written segments. • Add: Retakes of the failed segment are permitted for no more than five (5) years following the successful completion of a practicum. • If the candidate has not successfully obtained their CPHI(C) in the five (5) years following successful completion of their initial practicum, the candidate must secure themselves an additional 12 week practicum, and then redo both papers as well as the oral segment of the examination.
February 18, 2021	**4.0 Major Revisions** • Add in section 4.4(a): Complete a practicum and evaluation, scoring <u>all "Yes"</u> in the Professionalism section, <u>AND</u> an average rating of <u>at least 3.00</u> in the Communications section and each Learning Area (No rounding of rating) as found in *Candidate Practicum Evaluation (Mid-Term & Final)* Form C in BOC Policy Appendix E. • Change submission requirements in section 4.7(a) and (b)

	• Add section 4.10 (b) to state that reports on rabies and animal bites investigations are not permitted. • Add in section 4.14(e): Forward the practicum statistic summary to the National BOC for review and approval no later than 4 weeks prior to the BOC exam date for the oral segment. • Add "and update" in Section 4.14(g) • Remove "one copy" in Section 4.14(h)
April 1, 2021	**4.1 Minor Revisions** • Minor corrections in wording
June 7, 2022	**5.0 Major Revisions** • Change NOP#6 to NOP#28 on the BOC appeal process in Section 4.21. • Add Section 4.22 Formal Review Requirements, formally stated in the Repealed BOC Policy #9 – *Formal Reviews and Appeals of Board of Certification Examinations.* • Add Section 4.23 Initiating a Formal Review, formally stated in the Repealed BOC Policy #9 – *Formal Reviews and Appeals of Board of Certification Examinations.* • Change section numbers to *4.24 – Reference & Relating Documents* and *4.25 – Version History*.
November 15, 2024	**6.0 Major Revisions** • Add definitions of real, potential, and perceived conflict of interest • Change exam dates in Section 4.6(a)&(b) • Change Title in Section 4.7 • Add Section 4.8 and change section number subsequently • Change titles in Section 4.15, 4.16 • Change details in Section 4.18 • Correct Section number on Section 4.18 and change section number subsequently
February 8, 2025	**6.1 Minor Revisions** • Revise sections 4.18 (c) i & iii to provide clarity on who cannot sit as an examiner in a BOC Oral Exam.
July 4, 2025	**6.2 Minor Revisions** • Update the definitions of "Board" and "BOC Accredited programs" to reflect the language in the BOC Regulations dated April 2025

	• Change any sections which mention “National Executive Council” or “NEC” to “Board” • Correct CPHI(C) definition

Document Number: BOC Policy 5

Title: Issuance and Replacement of Certificate in Public Health Inspection (Canada)

Approving Body: Board of Certification of the Canadian Institute of Public Health Inspectors

Effective Date: 01-FEB-2021 **Last Revised Date:** 21-SEP-2025

5.1 Purpose

The purpose of this policy is to set the requirements for the issuance and replacement of the Certificate in Public Health Inspection (Canada) issued by the Board of Certification of the Canadian Institute of Public Health Inspectors.

5.2 Scope

The policy applies to all holders of the Certificate in Public Health Inspection (Canada).

5.3 Definitions

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

BOC Chair means the individual elected by the BOC of CIPHI from amongst its appointed members.

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

CIPHI Office means the administrative service company contracted by CIPHI's Board of Directors.

5.4 Issuance of the Certificate in Public Health Inspection (Canada)

(a) The CPHI(C) is awarded to a person who fulfills the BOC requirements pursuant to the relevant BOC Policies.

(b) A person who has been awarded the CPHI(C) is entitled to use the initials CPHI(C) only if they comply with the current National CIPHI By-Laws.

(c) A Certificate and wallet-sized card will be issued in English or French in accordance with the request of the person to whom it is issued.

(d) Every Certificate and wallet-sized card issued by the BOC shall:

i. bear the name of the person to whom it is awarded,

ii. bear the date on which it is awarded or issued,

iii. be numbered in sequential order of issuance, and

iv. be signed by the BOC Chair and the National President of CIPHI (wallet-sized cards are signed only by the BOC Chair).

(e) The CIPHI Office shall maintain a registry of CPHI(C)s which have been issued, and such a registry shall contain the name of the person to whom the certificate is issued, the date of award or issuance, and the certificate number.

5.5 Replacement of the Certificate in Public Health Inspection (Canada)

(a) Any person who has been awarded a CPHI(C) prior to January 1, 2017 may request a replacement of the Certificate and/or the wallet-sized card.

(b) Any person who has been awarded a CPHI(C) after January 1, 2017 may request a replacement of the Certificate and/or the wallet-sized card, if they meet the following criteria:

i. They hold a valid membership with CIPHI, and

ii. They are in compliance with the CIPHI By-Laws and National Operating Policies.

(c) All requests for a replacement under Section 5.5 (a) shall be sent to the CIPHI Office using the Certificate Replacement Application Form found in Appendix J, as well as the following:

i. One signature from a current CIPHI member of the person's residing branch,

ii. One signature from the BOC representative of the person's residing branch,

iii. The required fee set by BOC found in Appendix K, and

iv. Government-issued document(s), if the reason for the replacement is due to a name change.

(d) The CIPHI Office will ensure that all requirements in Sections 5.5 (b) and 5.5 (c) are met before re-issuing the Certificate and/or wallet-sized card.

(e) Replacement Certificates are signed by the current sitting CIPHI National President and the BOC Chair (wallet-sized cards are signed only by the BOC Chair).

5.6 Reference & Related Documents

Appendix J – Certificate Replacement Application Form
Appendix K – BOC Price Chart

5.7 Version History

Date	Version
February 1, 2021	**1.0**

April 1, 2021	**1.1 Minor Revisions** • Minor formatting corrections
	1.2 Minor Revisions • Added definition of the BOC Chair • Minor formatting corrections
September 21, 2025	**1.3 Minor Revisions** • 'National Executive Council' changed to 'Board of Directors' • Minor formatting corrections

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS
ESTABLISHED 1913
INCORPORATED
1934

Document Number: BOC Policy 6

Title: Financial Management

Approving Body: Board of Certification of the Canadian Institute of Public Health Inspectors

Effective Date: 01-FEB-2020 **Last Revised Date:** 21-SEP-2025

6.1 Purpose

This policy prescribes all financial activities associated with the operation of the BOC.

6.2 Scope

This policy applies to candidates for CPHI(C), the Board of Certification, and the CIPHI Office.

6.3 Definitions

Appeal means the circumstances outlined in CIPHI National Operating Policy #6.

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

BOC accredited programs means those environmental public health programs recognized by the BOC of CIPHI as granting degrees that are acceptable to the BOC subject to section 14(1)(a) of the *BOC Regulations.*

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

Candidate means a current student or graduate of a BOC-accredited program who intends to pursue a CPHI(C), or a person who is eligible under BOC Policy 7 or 8.

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

CIPHI Office means the administrative service company contracted by CIPHI's Board of Directors.

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.

Examiner means an individual, selected by the exam coordinator, who has completed the BOC examiner training and been a regular CIPHI member for a minimum of five (5) years, or is a retired CIPHI member who maintains their professional development hours, or is an allied public health professional.

Foreign-trained individuals means the candidate exclusively defined in Policy 8.

Oral segment means the 12 scenarios verbally administered twice annually by the BOC in each branch where an exam is requested.

Written segment means the two (2) written reports about an inspection or investigation in the field of EPH, completed during a practicum solely by a candidate, under the direct supervision of a regular member of CIPHI.

6.4 Accreditation Review Fees

(a) The BOC shall set fees for the accreditation reviews for the purpose of accreditation outlined in Policy 1 found in Appendix K:

i. the fee for a new accreditation review, or

ii. the fee for a renewal accreditation review,

iii. fifty (50) per cent of the fee must be submitted with the accreditation review application prior to receiving any feedback from the BOC, and

iv. the remaining fifty (50) per cent plus expenses must be submitted following the site visit and prior to the BOC's final decision.

6.5 Application Fee for Eligibility Assessment of a Foreign-Trained Candidate and Equivalency Exam Fee

(a) The fee for the application is set by the BOC found in Appendix K.

(b) The fee for the application shall be payable upon submission of the application and is non-refundable.

(c) The fee for the equivalency exam shall be:

i. set by the BOC at its regular meeting and found in Appendix K,

ii. paid by each candidate,

iii. made payable to the 'Canadian Institute of Public Health Inspectors',

iv. sent to the CIPHI Office accompanied by the Form J - Payment Method Form (Appendix M), and

v. made at least thirty (30) days prior to the date of the exam.

(d) The fee for the equivalency exam plus applicable provincial taxes shall be payable on each occasion that a person takes the equivalency exam.

(e) A person who takes any part of the equivalency exam shall be deemed to have taken the equivalency exam and shall not be entitled to any reduction or rebate in the fee.

(f) A person who fails the equivalency exam shall not be entitled to any reduction or rebate in the fee for the equivalency exam.

(g) If a candidate is adjudged to have successfully completed the equivalency exam, they shall be entitled to proceed to the next step of making an application for the BOC examination for the CPHI(C). All fees for the next step apply as it would to any BOC exam candidate.

(h) Notwithstanding anything contained in this policy, the payment of the fee for the equivalency exam shall not entitle any person to take the exam unless such person:

i. has submitted an application in accordance with this policy, and

ii. is eligible and approved to take the equivalency exam.

6.6 Oral Segment and Written Segment Fees for the Certificate in Public Health Inspection (Canada)

(a) The fees shall be set by the BOC found in Appendix K,

(b) The fee(s) for the oral segment and/or written segment plus applicable provincial taxes shall be:

i. paid by each candidate, and

iii. made payable to the 'Canadian Institute of Public Health Inspectors' through the CIPHI Office, and at least fifty (50) days prior to the date of Examination.

(c) The fees for the oral segment and/or the written segment shall be payable on each occasion that a candidate takes the BOC exam oral and/or written segment.

(d) A person who fails the oral or written segment shall not be entitled to any reduction or rebate in the fee for the oral and/or written segment by reason of not being granted the CPHI(C).

(f) Where a candidate takes the exam in a province other than the one stated in the candidate's original application, the candidate shall be subject to an additional fee equivalent to the costs incurred by the BOC resulting from the change.

6.7 Minimum Requirements to Take Examination

(a) Notwithstanding anything contained in this policy, the payment of the fee for oral segment or written segment shall not entitle any person to take an oral or written segment unless such person:

i. is qualified to be a candidate,

ii. has submitted an application in accordance with the BOC Regulations.

6.8 Refunds

(a) The fee for the oral segment, and/or written segment shall be refunded in part, where notice of cancellation is received in writing by the CIPHI Office:

i. up to and including 50 days before the exam dates, in the amount of 90% of the original exam fee;

ii. less than 50 days and more than 29 days before the exam date, in the amount of 70% of the original exam fee;

(b) The fee for an oral segment and/or written segment shall not be refunded if notice of cancellation is received in writing by the CIPHI office 29 days or less prior to the exam date.

(c) A $100 administrative fee plus applicable provincial taxes shall be applied to any incomplete or incorrect exam application before the remaining balance will be refunded.

6.9 Extenuating Circumstances

(a) Where extenuating circumstances warrant, the BOC may waive Section 6.8 provided that:

i. requests for withdrawal are received in writing by the CIPHI Office, with supporting documentation; and

ii. the applicant shall be allowed to participate in the following exam session with an administrative fee of $100 plus applicable provincial taxes.

6.10 Fee for Issuance and Re-issuance of Certificate in Public Health Inspection (Canada)

(a) If a candidate is judged to have successfully completed their oral and written segments, they shall be entitled to a CPHI(C) on a form prescribed by the BOC without payment of any additional fee.

(b) The responsibility of the BOC in respect to section 6.10(a) shall be deemed to have been complied with upon proof of mailing of the CPHI(C) to the address provided by the candidate on their application for examination or as later amended in writing by the candidate.

(c) The fee for the re-issuance of CPHI(C) plus applicable provincial taxes that fits the requirements outlined in section 5.5 in Policy 5 shall be:

i. set by the BOC and found in Appendix K,

ii. paid by the applicant, and

iii. made payable to the Canadian Institute of Public Health Inspectors.

6.11 BOC Record Search Fees

(a) The search fee for supply of information from the BOC's records shall be based on the time required to obtain and supply the information.

(b) The charge for a search in accordance with subsection (a) shall be $50.00 plus applicable provincial taxes per hour for each person involved for the time required, provided that the minimum charge shall be $50.00 plus applicable provincial taxes found in Appendix K.

(c) Where it appears in the interest of:

i. the profession of Public Health Inspection,

ii. the BOC, or

iii. the Canadian Institute of Public Health Inspectors,

to provide any information in the BOC's records, the BOC or the Board of Directors may waive or direct a refund of any portion of or all of any fee or charge authorized by this Policy.

6.12 Expenses Incurred in Examinations

(a) Every examination coordinator and every examiner may submit a statement of travel and other expenses incurred in the performance of duties connected with the examination of candidates for the CPHI(C) to the CIPHI Office individually.

(b) All claims for expenses shall be on the forms provided by the CIPHI and shall be at the rates stated in the CIPHI National Operating Policy #8.

(c) Any claims for expenses incurred in the performance of duties connected with the examination of candidates may be audited by the members in the BOC.

6.13 Expenses Incurred by the BOC and its Members

(a) Face-to-face meetings held by the BOC may occur two times per year and expenses shall be covered as per the cost sharing formula stated in the CIPHI National Operating Policy #8.

(b) Teleconference or videoconference expenses for BOC business shall be covered for BOC members by using BOC teleconference accounts available through the CIPHI Office.

(c) BOC members shall participate by teleconference, webinar, or any electronic means deemed suitable. Costs and expenses associated with travel to attend meetings in-person, except the face-to-face meetings authorized by the BOC or Board of Directors, are not covered by the BOC.

(d) Any expenses incurred by the member for attending other meetings that the BOC expects attendance in-person by the member shall be covered by the BOC. Where the task is being delegated to another person on behalf of the BOC member, the BOC shall cover expenses for that person in accordance with the CIPHI National Operating Policy #8.

6.14 Cost Recovery for Activities or Services Requested by Health Agencies, BOC Accredited Programs or Other Organizations

(a) The health agency, BOC-accredited programs or organization requesting the presentation shall cover the cost of the BOC member should it choose, or the member may participate via teleconference, webinar, or any electronic means deemed suitable.

(b) Branch annual meetings, special meetings, executive meetings, or other Branch-initiated requests where BOC branch representative participation is requested or expected:

i. Expenses incurred to attend these meetings shall be covered by the Branch, or the member may participate via teleconference, webinar, or any electronic means deemed suitable.

6.15 Reference and Related Documents

Appendix K – BOC Price Chart
Appendix O - Form J - Payment Method Form
CIPHI National Operating Policy #6
CIPHI National Operating Policy #8

6.16 Version History

Date	Version
February 1, 2020	**1.0**
June 18, 2020	**1.1 Minor Revisions** • Updated definition of candidate to include eligibility under BOC Policy 7 and 8.
April 1, 2021	**2.0 Major Revisions** • Amalgamation of BOC Policy 6, 11, 12 and 15.
December 1, 2022	**2.1 Minor Revisions** • Removed the pricing under Section 6.4. • Added ”any applicable provincial taxes” under Sections 6.8 & 6.9.
September 21, 2025	**2.2 Minor Revisions** • Removed Section 6.10 • Changed section numbers from 6.11 to 6.17

	• Removed NEC in Definitions • Added “Board of Directors” in the Definitions • Changed “NEC” in the policy to “Board of Directors”

Document Number: BOC Policy 7

Title: Recognition of Public Health Inspection Training in the Canadian Armed Forces

Approving Body: Board of Certification of the Canadian Institute of Public Health Inspectors

Effective Date: 02-MAR-2021 **Last Revised Date:** 21-SEP-2025

7.1 Purpose

This policy prescribes the minimum training requirements for an individual employed by Canadian Armed Forces before they can apply for the Certificate in Public Health Inspection (Canada).

7.2 Scope

The policy applies to candidates who are trained and employed by Canadian Armed Forces.

7.3 Definitions

BOC means the Board of Certification of CIPHI.

CAF means Canadian Armed Forces.

CIPHI Office means the administrative service company contracted by CIPHI's Board of Directors.

Examination means the BOC examination for the Certification in Public Health Inspection (Canada).

Practicum means a minimum period of 12 calendar weeks where a minimum of 420 hours of supervised work directly related to the topic areas of the practicum evaluation.

7.4 CAF Candidate Requirements for BOC Examination

(a) Environmental public health training will be recognized towards eligibility for the examination as stated in Policy 4.

(b) In order to be granted recognition of environmental public health training received in CAF, a person must present to the BOC Office:

i. documents from CAF certifying that they have:

(aa) achieved Preventive Medicine Technician Qualification Level 5A,

(bb) been currently employed for a period of not less than five (5) years in the field of environmental public health in the CAF, and

(cc) approval to commence BOC certification from National Defence Head Quarters (N.D.H.Q.).

ii. documents required in section 7.4(b)ii must be signed by the Surgeon General of the CAF or their representative.

(c) In order to be eligible for an examination, a person, who fulfills the requirements in section 7.4(b), must also:

i. complete the practicum as required in Policy 3.

ii. submit the required documents as required in Policy 4.

(d) Any person who has received environmental public health training in the CAF and who wishes to establish eligibility for an examination must obtain recognition from the BOC of their CAF training before commencing a practicum in accordance with Policy 3.

7.5 Appeal

In any case of dispute concerning recognition of environmental public health training received in the CAF, the decision of the BOC shall be final.

7.6 Version History

Date	Version
March 2, 2021	**1.0**
April 8, 2022	**1.1 Minor Revisions** • Remove wording in the definition of "Practicum" – "Travel Time is not included in the 420 hours."
September 21, 2025	**2.0 Major Revisions** • Changed NEC to Board of Directors in the Definition • Changed "Public Health Inspection Training" to "Environmental public health training" in the entire policy • Removed Subsection 7.4(b)(i) as it is not current • Changed Subsection 7.4(b)(ii) to 7.4(b)(i) • Changed course name from "CAF Qualification Level 6A" to "Preventive Medicine Technician Qualification Level 5A" in Section 7.4(b)(i)(aa) • Changed to "been currently employed for a period of not less than five (5) years in the field of environmental public health in the CAF" in Section 7.4(b)(i)(bb) • Removed Subsection 7.4(e)

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:** 02-FEB-2023

8.1 Purpose

This policy prescribes the process and requirements for foreign-trained environmental public health professionals who have not successfully completed a BOC accredited program and 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 three (3) years, and a maximum of two (2) 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 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

(i) 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,
- educational experience that prepares the candidate to practice as a certified EHO / PHI in their country,
- certification as an EHO / PHI from an association or organization that 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 (https://ciphi.ca/wp-content/uploads/2022/03/CIPHI-Discipline-Specific-Competencies.pdf, and
- proficiency in written and spoken English and/or French.

(j) Candidates must be familiar with the CIPHI Code of Ethics (https://ciphi.ca/wp-content/uploads/2021/09/CIPHI-Code-of-Ethics.pdf) and Standards of Practice (http://www.ciphi.ca/pdf/practice.pdf).

8.5 Application for Eligibility to Challenge the Equivalency Exam

a) Every application for recognition shall be submitted on Form H – International Candidate Application Form (found in Appendix L) and accompanied with the following:

i. The application fee as set by the BOC in Policy 6.

ii. Documented proof of qualifications, including the transcript of marks obtained outside of Canada, such as an academic degree in the discipline of environmental public health.

iii. Transcript of marks.

iv. Proof of past or current certification as a PHI / EHO from an association or organization affiliated with International Federation of Environmental Health.

v. Resume outlining professional experience.

vi. 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 consists of 100 multiple choice questions, covering a cross-section of the latest BOC Instructional Objectives and five (5) main learning areas: communicable disease, non-communicable disease, fixed premises (non-food), food, and water.

(f) The candidate will have up to four (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 on 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 and Outcomes

a) Candidates must achieve a minimum overall score of 75% to be successful on the equivalency exam.

b) Candidates who pass the equivalency exam will receive a letter from the CIPHI Office indicating that they may proceed to apply for a minimum twelve (12) week practicum in accordance with the requirements in BOC Policy 3.

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 only apply to retake the equivalency exam once. The candidate may reapply by submitting a newly completed Form J accompanied with the associated examination fee.

e) In the event of a second failure, the candidate will be informed that they were unsuccessful in their exam and will be encouraged to apply to one of the BOC accredited programs to pursue the CPHI(C) designation as they are no longer eligible to challenge the equivalency exam.

8.9 Release of Information on Examinations

a) Information respecting marks, rating, success, or failure of any candidate in the equivalency exam shall only be released to members of the BOC for the purposes of improving examination quality and administering the examination.

b) Requests not meeting the purposes of Section (8)(9)(a), or a request from any person aside from a current BOC member, shall follow CIPHI National Operating Policy #2.

c) Candidate's requests for the return of exam materials shall be denied.

d) Under no circumstances shall any Examination Coordinator provide 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 to any candidate or to any person who is not directly connected with the exam of candidates.

e) This shall not be construed as an attempt to prevent the transmission of information necessary to conduct the exam or to mark the exam.

8.10 Exam Security

(a) Candidates must be supervised during the entire examination period by an Exam Coordinator or by a designated exam proctor.

(b) Electronic devices, including cell phones, are not permitted in the examination room at the time of the equivalency exam. If an electronic device is brought into

the examination room, it must be shut off for the duration of the examination, and not visible to the candidates for the entire examination period.

(c) The candidate must leave all notes and materials used during the equivalency exam in the room upon completion of the exam. All notes used by the candidate must be destroyed by the Exam Coordinator upon completion of the exam.

(d) Upon completion of the exam, the equivalency exam will be scanned and sent electronically to the CIPHI Office with the exam results. 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) Refer to the CIPHI National Operational Policy #28 – *National Appeal Review Process* for details.

8.12 Formal Reviews Requirements

(a) Formal reviews of examination results are conducted only on the basis of alleged significant irregularities in the examination process, and only where the process irregularities are considered serious enough to materially affect the candidate's performance.

(b) Formal reviews of examination results will not be conducted on the basis of alleged errors in content.

8.13 Initiating a Formal Review

(h) Formal reviews may be initiated by the Exam Coordinator or the BOC.

(i) An Exam Coordinator who becomes aware of any irregularity, shall initiate the formal review on behalf of one or more candidates.

(j) The BOC Chair shall conduct the formal review within 15 days of receiving the request.

(k) No fee shall be charged to the candidate(s) involved.

(l) The Exam Coordinator may initiate a formal review at any time, even beyond the deadline stated for candidates.

(m) Every effort shall be made by the BOC Chair to notify the candidate(s) affected by a review.

(n) Under exceptional circumstances where a substantial error in the procedure has occurred, the BOC Chair will make the appropriate recommendations to the Exam Coordinator and/or candidate(s).

8. 14 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

8. 15 Version History

Date	Version
July 29, 2020	1.0
January 12, 2021	1.1 • 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 • 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.
June 7, 2022	1.3 Major Revisions • Change NOP#6 to NOP#28 on the BOC appeal process in Section 8.11. • Add Section 8.12 Initiating a Formal Review, formally stated in the Repealed BOC Policy #9 – *Formal Reviews and Appeals of Board of Certification Examinations.*

	• Add Section 8.13 Initiating a Formal Review, formally stated in the Repealed BOC Policy #9 – *Formal Reviews and Appeals of Board of Certification Examinations.* • Change section numbers to *8.14 – Reference & Relating Documents* and *8.15 – Version History*.
February 2, 2023	1.4 Minor Revisions • 8.9 (a)-(d) Clarified who is eligible to request info about the international candidates examination • Minor grammatical revisions throughout the policy

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Document Number: BOC Policy 9 (REPEALED – Refer to NOP#28 for details of Appeals)

Title: Formal Reviews and Appeals of Board of Certification Examinations

Approving Body: Board of Certification of the Canadian Institute of Public Health Inspectors

Effective Date: 01-APR-2021 **REPEALED on JUNE 7, 2022**

9.10 Version History

Date	Version
April 1, 2021	**1.0** Replaces archived Policy 13
June 7, 2022	**Policy #9 REPEALED** **Refer to NOP#28 for details**

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1934

Document Number: BOC Policy 10

Title: Complaints Regarding BOC Members, NEP Members, Exam Coordinators, Examiners, Exam Proctors, and BOC Volunteers

Approving Body: Board of Certification of the Canadian Institute of Public Health Inspectors

Effective Date: 02-APR-2021 **Last Revised Date:** 21-SEP-2025

10.1 Purpose

Complaints related to BOC members, NEP members, exam coordinators, examiners, exam proctors, or BOC volunteers will be reviewed to determine if individuals have contravened BOC regulation or administrative policies. The BOC will review any complaints as defined below and will investigate to determine the appropriate actions. The BOC will redirect individual complaints where it is deemed to be more appropriately addressed through the Branch's BoD Representatives.

10.2 Scope

This policy applies to BOC members, NEP members, exam coordinators, examiners, exam proctors and any volunteers appointed by the BOC.

10.3 Definitions

BOC means the Board of Certification of CIPHI.

BOC Chair means the individual elected by the BOC of CIPHI from amongst its appointed members.

BOC volunteer means the individual volunteers to conduct work for any BOC businesses, including but not limited to administering exams, reviewing schools, and conducting projects.

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

CIPHI means Canadian Institute of Public Health Inspectors.

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 as prescribed in Policy 8.

Examiner means an individual, selected by the exam coordinator, who has completed the BOC examiner training and been a regular CIPHI member for a minimum of five (5)

years, or is a retired CIPHI member who maintains their professional development hours, or is an allied public health professional.

NEP means the National Exam Panel which is a group of a minimum of six individuals:

a) one (1) BOC member appointed by the BOC, as the NEP Chair; and
b) one (1) BOC-appointed member from each of the branches of BC, AB, SK/MB, ON, NB/QC, and NS-PEI/NL, who can serve for a term of three (3) years and a maximum of two (2) terms, to create, revise, and select the twelve (12) scenario questions used for each oral segment of the certification exam.

Past Chair means the BOC Chair who completed their term as a BOC Chair in accordance with the BOC Regulations and assumes this position for one year.

Vice Chair means the BOC member who is elected in accordance with the BOC Administrative Policies and appointed in accordance with the BOC Regulations.

10.4 Reporting Complaints Related to BOC Volunteers, Examiners or Appointed Positions in BOC

(k) Complaints related to an examiner, an exam proctor or a BOC volunteer shall be received by the exam coordinator or a member of the BOC who shall then report to the BOC Chair.

(l) Complaints related to an exam coordinator or a National Exam Panel member shall be received by the BOC Chair. The Chair shall consult with the Past Chair or Vice Chair and determine follow-up action.

(m) Complaints regarding the conduct of the BOC Chair, Past Chair, Vice Chair or a BOC member shall be received and immediately reported to the Board of Directors for investigation in accordance with the procedures established under CIPHI National Operating Policy #26: Code of Conduct – CIPHI Executive Members.

10.5 Complaint Investigation Process

(a) The BOC Chair shall review the complaint stated in Section 10.4 (a) & (b), consult with the Past Chair or Vice Chair, and investigate, as needed, to provide recommendations and consult the BOC members to determine follow-up action.

(b) All complaints in Section 10.4 must be reviewed and investigated using the basic principles of administrative fairness.

(c) Complaints received in Section 10.4, that are related to the National Operating Policy #27: Code of Ethics, shall be reported in accordance with the procedures detailed in the National Operating Policy #27.

10.6 Documentation of Complaint Investigation Process

(a) All complaints and any decisions that are made in regards to the complaint outcomes must be documented in writing.

(b) The BOC shall respond to the complainant and the individual about who the complaint was about in writing to inform them of the complaint outcomes.

10.7 Reference & Related Documents

The Board of Certification Regulations
CIPHI National Operating Policy #26: Code of Conduct – CIPHI Executive Members

10.8 Version History

Date	Version
April 2, 2021	**1.0 Minor Revision** • Replaces archived Policy 14 • Added section on documentation of complaint process
September 21, 2025	2.0 Major Revision • Changed NEC to Board of Directors in Definitions • Added definitions of a "BOC Volunteer", "Past Chair" and "Vice Chair" • Consolidated Subsection 10.4 & 10.5 into Subsection 10.4 • Added the Complaint Investigation Process under Subsection 10.5.

Document Number: BOC Policy 11

Title: Accommodation Policy

Approving Body: Board of Certification of the Canadian Institute of Public Health Inspectors

Effective Date: 01-JAN-2022 **Last Revised Date:** 21-SEP-2025

11.1 Purpose

This policy prescribes the requirements for a candidate to request accommodation related to the BOC oral examination.

11.2 Scope

This policy applies to candidates and the Board of Certification.

11.3 Definitions

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

BOC means the Board of Certification of CIPHI.

BOC Chair means the individual elected by the BOC of CIPHI from amongst its appointed members.

Candidate means a person who has successfully completed their BOC practicum.

CIPHI Office means the administrative service company contracted by CIPHI's Board of Directors.

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.

Qualified professional means a licensed medical professional, such as a physician or registered psychologist, who is qualified to deal with the Candidate's specific medical condition and is licensed to practice in a Canadian jurisdiction.

11.4 Types of Accommodations

(a) Accommodations will be granted based on the BOC's review of the recommendations provided by the qualified professional.

(b) All accommodation requests are confidential. The BOC will only release information to the accommodation review team (BOC members) and the associated provincial examination coordinator.

(c) Exams may be requested in either of Canada's official languages in accordance with Policy 4.

(d) The BOC will not consider accommodation requests for the following:
   i. examinations in other languages;
   ii. use of readers, scribes, or translators;
   iii. provision of written questions for the exam scenarios;
   iv. alternative examination dates.

11.5 Application for Exam Accommodation

(a) Candidates seeking exam accommodation(s) are required to submit the following to the CIPHI office:

   i. A signed letter from the candidate with a description of the functional limitation(s), its severity, and a specific description of the requested accommodation, and

   ii. Supporting documentation from a qualified professional confirming the need for accommodation, which includes the following:

   - the severity of the accommodation,
   - the candidates' functional limitations, and
   - the specific parameters for the required accommodation during the oral examination.

(b) A candidate must submit an application for each attempt at the oral examination.

11.6 Deadlines to Apply for Exam Accommodations

(a) All forms and documents supporting a request for exam accommodation must be received by the CIPHI Office via a separate email from the BOC exam application at least 90 days before the examination date.

11.7 BOC Decision on Accommodation Request

(a) The BOC reserves the right to deny accommodations if sufficient evidence has not been demonstrated to support the accommodation request, or if the BOC determines that the accommodation is unreasonable or practically not possible because it may have the effect of compromising the validity of the exam or its security or result in unfair advantage.

(b) The BOC decision on the accommodation request is final.

(c) The BOC must notify the candidate that the accommodation request is accepted or denied within four weeks after the application has been received by the CIPHI Office.

(d) The BOC will not process accommodation requests that are incomplete and/or missing required documentation.

(e) All documentation regarding accommodation requests will be destroyed after the exam appeal period has passed.

11.8 Reference & Related Documents

The Board of Certification Regulation
Appendix Q - Application Form
Appendix R - Acceptance Template Letter
Appendix S - Denial Template Letter

11.9 Version History

Date	Version
September 24, 2021	**1.0**
September 21, 2025	**1.1 Minor Revisions** • Updated the definitions of “Board”, “BOC Accredited programs” and “CIPHI Office” to reflect the language in the BOC Regulation dated April 2025 • Updated 11.4 (d) accommodations that will not be considered by the BOC.

Document Number: BOC Policy 12

Title: Election & Appointment of a BOC Vice Chair

Approving Body: Board of Certification of the Canadian Institute of Public Health Inspectors

Effective Date: 04-01-2023 **Last Revised Date:** 21-SEP-2025

12.1 Purpose

This policy prescribes the nomination, election and appointment process of the Board of Certification Vice Chair in accordance with Section 12 of the BOC Regulations.

12.2 Scope

This policy applies to the Board of Certification and the CIPHI Office.

12.3 Definitions

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

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

BOC Chair means the individual elected by the BOC in accordance with the BOC Regulations.

BOC Regulations means the Regulations Respecting the Certificate in Public Health Inspection (Canada) and Governing the Board of Certification of Public Health Inspectors.

CIPHI Office means the administrative service company contracted by CIPHI's Board of Directors.

Nomination Process means all the steps involved from the beginning of the nomination of a board member to the confirmation of nominees as described under Section 12.5.

Past Chair means the BOC Chair who completed their term as a BOC Chair in accordance with the BOC Regulations and assume this position for one year.

12.4 Appointment and Termination of Election Officer

(a) Before a Vice Chair is nominated, the Election Officer shall be appointed by the BOC members, as follows:
   (i) the Past Chair, or
   (ii) the BOC Chair, if the Past Chair position is vacant.

(b) If both Past Chair and BOC Chair positions are vacant, no Election Officer shall be appointed until a new BOC Chair is appointed in accordance with the BOC Regulations.

(c) The Election Officer shall not have voting rights unless there is a tie in the election.

(d) The Election Officer position shall be terminated once the BOC has motioned and accepted the elected Vice Chair.

12.5 Nomination Process for the Election of a Vice Chair

(a) Once appointed, the Election Officer shall:
   i. instruct the CIPHI Office to start the nomination process, and
   ii. inform the BOC members about the nomination process and the nomination period.

(b) The nomination period shall remain open for no more than fourteen (14) calendar days.

(c) All nominations shall be sent to the CIPHI Office. The CIPHI Office shall not accept nominations past 17:00 PST on the last day of the nomination period.

(d) The CIPHI Office shall notify each nominee of their nomination for Vice Chair. Each nominee shall have the following time period to inform the CIPHI Office of their decision:
   i. within four (4) calendar days of their nomination notification, or
   ii. before the end of the nomination period,
   whichever is shorter.

(e) The CIPHI Office shall release the following information to the Election Officer, no later than seven (7) calendar days after the end of the nomination period:
   i. The names of all accepted nominees, or
   ii. No nominees were put forward or accepted their nominations. In this event, the Election Officer shall conclude the first nomination period. A second round of the nomination period shall then be commenced 28 calendar days later. If no nominees were put forward or accepted their nominations in the second round of the nomination period, the Election Officer shall follow the process as described in Section 12.8(b).

(f) The Election Officer shall provide the names of all accepted nominees to the Board members within four (4) calendar days after being notified by the CIPHI Office.

(g) If there is only one accepted nominee, the Election Officer shall deem this individual as the elected Vice Chair. This individual will commence their term as Vice Chair in accordance with Section 8 of the BOC Regulations.

12.6 Election of a Vice Chair

(a) The CIPHI Office shall set up and prepare an electronic election platform when there is more than one accepted nominee. The CIPHI Office shall instruct the Election Officer on how ballots are to be cast.

(b) The Election Officer shall call for an election and set the election period as follows:
   i. The election period shall remain open for fourteen (14) calendar days.
   ii. The Election Officer shall inform the CIPHI Office of the closing date of the election.

(c) All votes shall be cast anonymously to the CIPHI Office or via an electronic platform administered by the CIPHI Office.

(d) BOC members, including the nominee(s), are entitled to cast one (1) vote:
   i. each BOC member can only cast one vote within the election period,
   ii. if there is a tie in the observed election, the CIPHI Office shall inform the Election Officer to cast the final vote.

(e) The CIPHI Office shall close the election at 17:00 PST, on the last day of the election period.

(f) The nominee who receives the majority of votes will be elected. The Vice Chair will commence their term in accordance with Section 8 of the BOC Regulation.

(g) The CIPHI Office shall provide the final election result to the Election Officer within four (4) calendar days of the closing date of the election.

(h) The Election Officer shall announce the final election result and the elected Vice Chair to the Board members within four (4) calendar days.

12.7 Appointment of a Vice Chair

iii. The BOC members shall pass a motion to accept the newly elected Vice Chair before it is brought to the Board for approval.

iv. Once the Board approves the appointment of the Vice Chair, the Election Officer shall:
   (i) inform the CIPHI Office to destroy all documents related to the nomination, and
   (ii) terminate election process.

12.8 Termination during the Nomination and/or Election Process

(a) A new nomination and election process shall be commenced in accordance with this Policy, if

   i. the Election Officer resigns from the BOC during the nomination or election process, a new Election Officer shall be appointed, or

ii. an accepted nominee decides to step down from the nomination or from the BOC during the nomination or election process.

(b) If a second round of the nomination period is needed and no nominees are put forward or no nominee accepts their nomination, the Election Officer shall then inform the Board that no Vice Chair is elected and conclude the election process. If the current BOC Chair holding office is in their first term, the Board shall then ask if the BOC Chair can hold the office for the second term.

12.9 Reference and Related Documents

BOC Regulations

12.10 Version History

Date	Version
April 01, 2023	**1.0**
September 21, 2025	**1.1 Minor Revisions** • Updated the definitions of “Board”, “BOC Accredited programs” and “CIPHI Office” to reflect the language in the BOC Regulation dated April 2025 • Changed “NEC” or “National Executive Council” in the policy to “Board”

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