



Chartered  
Institute of  
Environmental  
Health

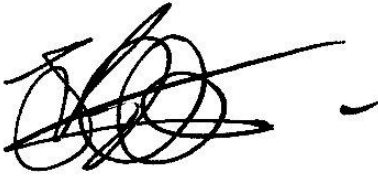
# Everything you need to know about rejoining the CIEH

## Returning to Membership

The Chartered Institute of Environmental Health (CIEH) is always happy to hear from former members who are interested in regaining their membership.

We have recently introduced new facilities which make the process of rejoining even more straightforward. This booklet should tell you everything you need to know about accessing Graduate or Voting Membership, and becoming a Chartered Environmental Health Practitioner.

Returning to membership has never been so flexible and we will be happy to advise you on our readmission procedures. I will look forward to hearing from you and welcoming you back into the CIEH.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Jon Buttolph  
Membership Manager

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020 7827 5819

<http://www.cieh.org/members/readmission.htm>

## How can I rejoin the CIEH?

There are four elements to regaining your membership. You will need to:

- a) Provide us with some CPD records (see below for more information)
- b) Confirm what grade you can access (see flowchart on page 4)
- c) Complete an application form. This can be downloaded from our website at: <http://www.cieh.org/library/Members/Grades/memappform.pdf>
- d) Pay the current year's subscription. You may also have to pay any fees you owed in the year your membership ended (this will be no more than one year's fees).

## What is CPD?

CPD stands for Continuing Professional Development. It has been defined as "the means by which members of professional associations maintain, improve and develop the personal qualities required in their professional lives".

The competence of members is vital to the development and credibility of the environmental health profession. Professional members of the Chartered Institute have a personal responsibility to maintain their competence to the collective benefit of all members, their employers and to the general public.

CPD has been mandatory for all members (except student and associate members, and people who have moved to retired membership) since 1996, but the number of hours varies. The standard requirement for members is 20 hours a year. For members with Chartered status the requirement is 30 hours and for Accredited Associate members it is 10 hours.

Members are required to keep their records for 3 years.

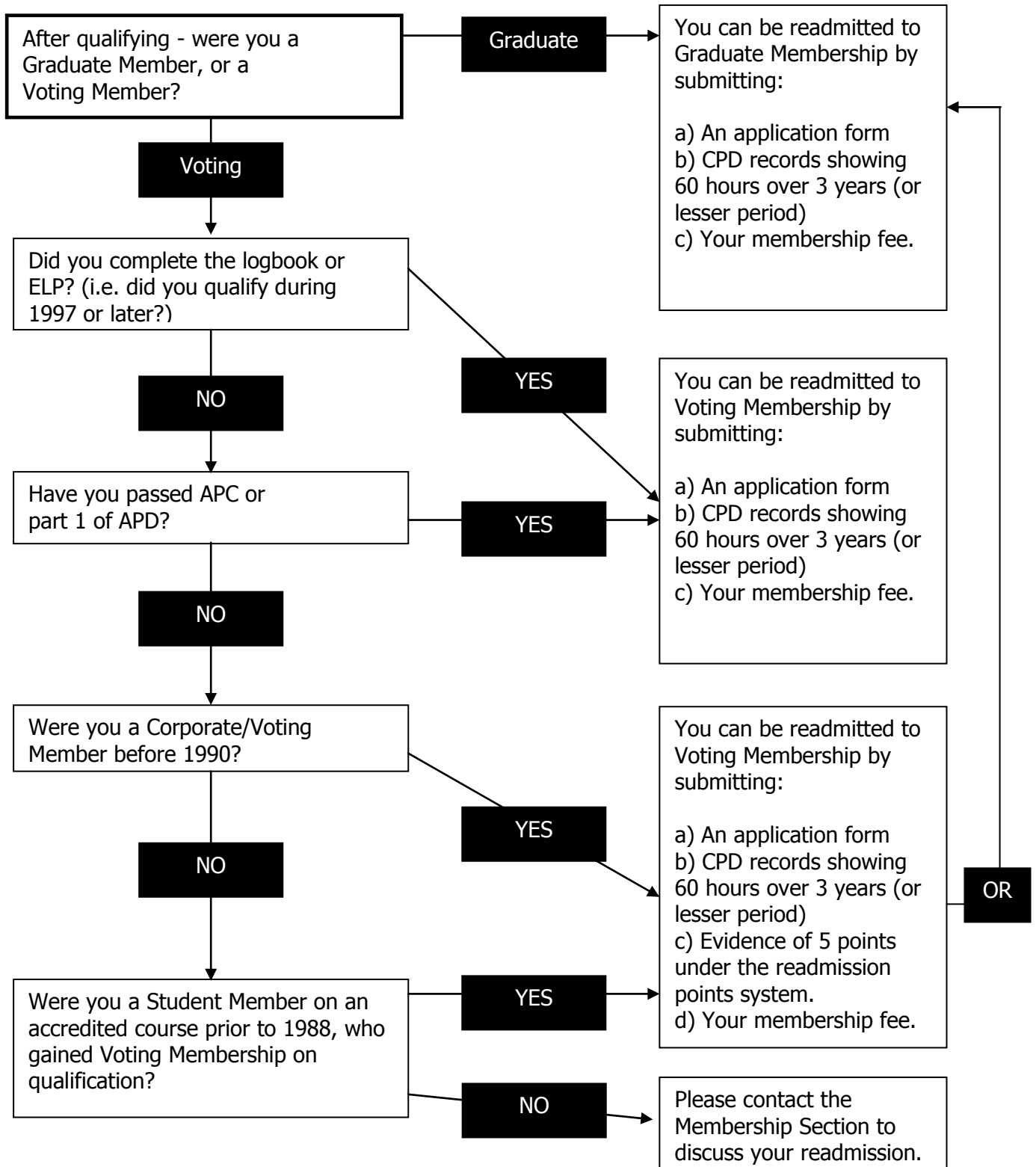
In the CIEH scheme, Core CPD is defined as "structured training relating to environmental health".

There is more information about CPD on our website:  
[http://www.cieh.org/professional\\_development/CPD.html](http://www.cieh.org/professional_development/CPD.html)

## How much CPD should I provide with my application for membership?

Former members seeking to rejoin are asked to provide the equivalent of 3 years' CPD records. This equates to 60 hours of CPD undertaken during a 3 year period for Graduate or Voting Members. You do not have to provide exactly 20 hours per year, and the 60 hours can have been completed in less time than 3 years.

# Which membership grade can I access?



## I don't think I have 60 hours of CPD – what should I do?

Please contact the Membership Section on 020 7827 5819 or [membership@cieh.org](mailto:membership@cieh.org) to discuss your records and the best way forward. Many members have completed more CPD than they think they have. There are a variety of options for members who have not completed CPD because of exceptional circumstances.

## Why does it matter when I qualified?

Access to Voting Membership of all Chartered bodies is subject to various conditions imposed by Privy Council. Over time, the ways in which people have been able to access Voting Membership have changed.

The flowchart on page 4 should explain which grade of membership you may access, and how.

If you do not know when you qualified, or have any questions about the flowchart, please contact the Membership Section.

## What is the "points system"?

The points system has been introduced as a way for members who qualified before the introduction of APC to demonstrate their professional development. It is composed of 11 categories from which points can be drawn.

Categories include working at the level of a team leader, gaining post-graduate qualifications, leading a significant investigation or incident and many others.

Your 5 points must come from at least two categories. You can claim points for activities undertaken at any point in your career.

Details of the points system are included on page 7.

## If I rejoin as a Graduate Member, what is my route to Voting Membership?

If you are eligible for the points system, but do not currently have 5 points, you may access Voting Membership when you have achieved the extra points.

Otherwise Voting Membership will be accessed by all Graduate Members who pass part one of APC or the new Membership Assessment.

## What is the Membership Assessment?

This is a simple assessment of your professional experience and development. It has been introduced specifically for our members who haven't passed a CIEH controlled gateway assessment who wish to become Voting Members.

There is more information about the Membership Assessment on our website:  
[http://www.cieh.org/membership/membership\\_assessment.html](http://www.cieh.org/membership/membership_assessment.html)

## What is APD?

APD is the Assessment of Professional Development, which has recently replaced APC.

It is a way for members to demonstrate their professional skills and attributes. APD is set at the level of an Environmental Health Practitioner with 5 years of experience. The assessment is in two parts.

Part one is the submission of a portfolio of evidence demonstrating the development of seven skills. The portfolio should consist of at least one case study of no more than 5000 words, which can be supported by two further case studies of up to 2000 words.

Part Two consists of a short presentation and interview.

Further information on APD is available on our website:

[http://www.cieh.org/careers\\_and\\_development/professional\\_development/](http://www.cieh.org/careers_and_development/professional_development/)

## How can I become a Chartered Environmental Health Practitioner?

Chartered Status is available to Voting Members who have:

- a) 5 years of work experience as a qualified EHP; and
  - b) 3 years of Graduate and/or Voting Membership of the CIEH immediately preceding their application; and
  - c) Either:
    - i) Passed APD parts one and two; or
    - ii) Passed APC
- and;
- d) 60 hours of compliant CPD records from within the last 3 years.

Full details of the requirements as well as guidance on applying are available on our website:

[http://www.cieh.org/careers\\_and\\_development/professional\\_development/](http://www.cieh.org/careers_and_development/professional_development/)

## Where can get further information?

If you have any queries about the CIEH or readmission you are welcome to contact our Membership Section on 020 7827 5819 or [membership@cieh.org](mailto:membership@cieh.org)

You may also like to visit our website:

<http://www.cieh.org/members>

# Readmission Points System

If you qualified before 1990 (or were on an accredited course prior to 1988) you can use the points system below as part of being readmitted to Voting Membership.

The requirement is to demonstrate professional development through achievement of at least five points from amongst the following criteria:

	Criteria	Points available for category
1.	Relevant recognised additional qualifications	1 point for short courses, 3 points for courses of one year or longer
2.	Published research	2.5 points for major ground breaking research, 1.5 points for others
3.	Working at the level of a team leader or higher	2 points - to a maximum of 2 points
4.	Leading an environmental health initiative	2 points for major initiative, 1 point for others
5.	Leading the investigation of a significant environmental health incident or dealing with the incident	2 points for major incident, 1 point for others
6.	Representing the profession (in its widest sense - not CIEH) on a regional or national body	1 point
7.	Previously having been awarded a Fellowship of the CIEH	1 point
8.	Presenting a paper at regional or national level	1 point
9.	Participating in working groups	0.5 point - to a maximum of 2 points
10.	Having previously held an elected position in the CIEH	0.5 points - to a maximum of 2 points
11.	Having previously been appointed as <ul style="list-style-type: none"> <li>• a CIEH examiner</li> <li>• an APC assessor</li> <li>• an APD assessor</li> <li>• an EHRB examiner</li> </ul>	0.5 points - to a maximum of 2 points

Points may be accrued more than once from each category to the maximum indicated in that category - or to a maximum of four points in any one category whichever is the least.

Activities you are claiming points for can have been undertaken at any point during your career (although it may be more difficult to provide evidence for work which was done some time ago).

If you have any queries about the points system and how it relates to your situation, please contact the membership team on 020 7287 5819 or [membership@cieh.org](mailto:membership@cieh.org)

Full guidance on the points system is available on our website:

[http://www.cieh.org/library/Members/readmission\\_points.pdf](http://www.cieh.org/library/Members/readmission_points.pdf)