

Membership Regulations

Expressions used in these Regulations shall have the same meaning as in the Byelaws of the Chartered Institute of Environmental Health (CIEH) unless otherwise provided and references to "Regulation(s)" and "Paragraph(s)" are references to those contained within this document.

Membership Regulations

Introduction

1. These Regulations are made as provided for under Byelaw 3 (Part 2 - Members) for the purposes of dealing with the processes relating to applications for membership of the Chartered Institute of Environmental Health for the first time and by former members of the CIEH who wish to apply for re-admission to membership.
2. Byelaw 3 (Admissions to Membership) provides as follows:

"The requirements for application for and admission or re-admission to membership shall be set out in Regulations provided that a person may not be admitted to a category of Voting Member unless that person holds at the time of application a current Certificate of Registration issued by the EHRB or meets this requirement by equivalent means satisfactory to the Council. The decision of the Council in relation to an application for admission or re-admission shall be final."

Definitions

3. In these Regulations the following meanings shall apply:
 - 3.1 "The operative date" shall mean 1 January 1990.
 - 3.2 "APC" shall mean the CIEH's Assessment of Professional Competence.
 - 3.3 "APD" shall mean the CIEH's Assessment of Professional Development.
 - 3.4 "EHRB" shall mean the Environmental Health Registration Board, and its predecessors.
 - 3.5 "CPD" shall mean Continuing Professional Development.

Admission to membership

4. An application for admission to membership shall be in writing and signed by the Applicant who thereby shall undertake, if admitted, to be bound by the Charter, Byelaws and Regulations.
5. Each applicant shall be sponsored by two Voting Members, and shall deposit with his application his first annual subscription which shall be returned to him with his application if not approved.
6. All applications shall be submitted to Council or to such committees or sub-committees as may have delegated authority from Council to deal with the same.

Allocation of members to regions

7. Every member shall be eligible to be allocated to a region in accordance with Regulations.

Resignation of members

8. A member may tender his resignation by notice to the CIEH and on its acceptance he shall cease to be a member. Any member whose notice of resignation has not been

received by 31 December shall remain liable for any fees or subscription in respect of that year notwithstanding his resignation.

Lapsing of membership

9. Members who have not paid their subscription in full by 1 April in any year (except in 2007, when subscriptions should be paid by 1 July) will have their membership lapsed (except in the case of members who are paying their subscription by direct debit). Members lapsed in this fashion may reinstate their membership by paying their subscription in full within two months of being notified of their membership being lapsed.

Membership grades

10. Part 2.1 of the Byelaws states

“There shall be two classes of membership, namely Voting and Non-Voting Members, divided into categories as follows:

2.1.1 Categories of Voting Members

- (1) Fellows;*
- (2) Ordinary Members.*

2.1.2 Categories of Non-Voting Members

- (1) Graduate Members*
- (2) Accredited Associate Members*
- (3) such further categories of non-voting members as may be specified in Regulations.*

11. Further categories of non-voting members shall include:

- 11.1 Associate members;
- 11.2 Affiliated organisations;
- 11.3 Student members

Requirements of membership and entry standards

12. In this Part, references to accredited degrees and qualifications are to degrees or qualifications that have been accredited by the CIEH. The CIEH reserves the right to grant or refuse accreditation and to withdraw accreditation if such courses do not fulfil its criteria. Decisions on accreditation shall be made by Council or by committee, sub-committee or other group in accordance with Part 9 of the Byelaws (Delegation).

13. Fellows shall be Ordinary members:

- 13.1 Of at least ten years' standing who, in the opinion of Council, have given distinctive service to the CIEH or have shown evidence of special knowledge or

- ability in relation to the work of environmental health practice (as specified in the Fellowship by Election Regulations); or
- 13.2 Of at least five years' standing who have submitted a thesis accepted and approved in accordance with the Fellowship by Thesis Regulations.
14. Ordinary members shall hold
- 14.1 A Certificate of Registration issued by the CIEH or EHRB to persons holding a Degree in Environmental Health or Science accredited by the CIEH or other qualification approved by Council for the time being; or
- 14.2 The Diploma in Environmental Health issued by the CIEH or EHRB (or their antecedents); or
- 14.3 A Certificate of Registration issued by the CIEH or EHRB to persons holding an honours degree or higher award in a subject approved by Council; or
- 14.4 A CIEH-controlled assessment of at least academic level 5; or
- 14.5 A relevant qualification of at least academic level 5 and the successful completion of the Membership Assessment at the required standard.
- 14.6 And, in addition to 14.1, 14.2, or 14.3 above in the case of those admitted on or after the operative date:
- 14.6.1 A Certificate of Professional Competence issued by the CIEH. For the purpose of these Regulations a Certificate of Professional Competence shall mean a certificate to be awarded upon completion of not less than two years professional practice and satisfactory assessment through case study and interview by a panel approved by Council; or
- 14.6.2 Passed Part One of APD; or
- 14.6.3 Passed the Membership Assessment at the required standard.
- 14.7 Except that where the Certificate of Registration was issued following successful completion of the CIEH's professional examinations and practical training assessment, the requirement in 14.6 above shall not apply.
15. The following applicants for Voting membership will be exempted from the requirement, specified in Regulation 14.6:
- 15.1 Persons holding the Diploma in Environmental Health issued by the CIEH (or its antecedents) or a Certificate of Registration issued by the CIEH or EHRB on its behalf, who have been working other than in England, Wales or Northern Ireland, provided that:
- 15.1.1 They were otherwise eligible for Voting membership prior to the operative date; and
- 15.1.2 Since the operative date they have been in continuous membership of the equivalent body (or registered with the appropriate authority) recognised by Council for this purpose, in the country in which they have been working.
- 15.2 Persons qualified as Environmental Health Officers in Scotland, provided that:
- 15.2.1 (1) They qualified before 30 June 1964; and

- (2) On the operative date they held qualifications making them eligible for the Certificate of Registration issued by the CIEH or EHRB on its behalf; and
- 15.2.2 Since the operative date they have been and remain at the time of application a Voting member of the Royal Environmental Health Institute of Scotland ("REHIS").
- 15.3 Such further persons, being persons who since the operative date have been and remain at the time of application members of REHIS, whom the Council shall in its absolute discretion admit in exceptional circumstances.
16. Graduate members shall hold
 - 16.1 a BSc or MSc accredited by EHRB; or
 - 16.2 a qualification set out in Regulation 14.1 or 14.2 above or such other qualification as approved by Council for the time being for this purpose; or
 - 16.3 be living and working overseas; and hold a qualification agreed by Council which is of at least diploma or degree level and is similar to current or previous pathways to qualification for UK-based Environmental Health Practitioners
17. Accredited Associate members shall be persons having either:
 - 17.1 A qualification (or qualifications) issued by the CIEH or EHRB as determined by Council; or
 - 17.2 Other relevant qualification(s) as approved by Council and have passed the CIEH's Membership Assessment at the required standard; or
 - 17.3 a relevant qualification(s) as approved by the Council; where that qualification has been awarded overseas and the individual concerned is living and working outside of the United Kingdom.
18. Associate members shall be persons who have an interest in the practice, work and/or promotion of environmental health.
19. Affiliated organisations shall be such undertakings, whose objects relate to the promotion of environmental health, as may be approved by Council for this purpose.
20. Student members shall be persons who are studying for an accredited degree in environmental health or science or such other professional or technical qualification as may be approved by Council for this purpose.
21. Students who have completed an accredited environmental health degree, but have not yet completed practical training (or experiential learning) may retain the status of Student member whilst undertaking their practical training (or experiential learning). However, such members are not eligible for Student membership once a Certificate of Registration has been awarded to them.
22. Members who qualify for a grade of membership, but who apply to access it more than 12 months later, shall have their applications treated as readmissions to membership.

Retired membership and Life Ordinary membership

23. The following grades of Retired membership shall be available:
 - 23.1 Retired Fellowship
 - 23.2 Retired Ordinary membership
 - 23.3 Retired Graduate membership
 - 23.4 Retired Accredited Associate membership
 - 23.5 Retired Associate membership
24. Retired membership shall be available to members in the appropriate grades who are over the age of 50, are no longer employed or in receipt of earned income (and have no intention of being employed or in receipt of earned income in the future) and who make an annual declaration to this effect. Such annual declarations will not be required from members over the age of 65. Retired membership is granted on the condition that such members inform the CIEH in the event of subsequently taking up employment or accessing earned income.
25. Applications for Retired membership from individuals under the age of 50 will be considered by a Membership Panel on an individual basis.
26. Life Ordinary members and Life Fellows shall be Retired Ordinary members or Retired Fellows, as appropriate, and shall be appointed by Council if, in the opinion of Council, they have rendered distinguished service to the CIEH.

Membership Panel

27. Applications which in any way fall outside of the Byelaws or these Regulations will be referred to a Membership Panel who may determine the application or, alternatively, refer the matter to the appropriate sub-committee, committee or Council.

Re-admission to membership

28. Applicants for re-admission to membership will be in good financial standing with the CIEH before an application for re-admission to membership will be considered.
29. Lapsed members, on re-admission to membership, may pay the full annual subscription fees for the period of their lapse. This will provide for continuous membership as from the date of membership prior to the lapse in membership. (This facility will not be available in cases where membership has lapsed with outstanding disciplinary issues, or where a request for the submission of CPD records is outstanding).
30. Except as otherwise detailed in these regulations, applications for re-admission shall be dealt with as an application for admission.

Former members requesting to be re-admitted to Graduate or Accredited Associate membership

31. Former members who subsequently apply for Graduate or Accredited Associate membership of the CIEH shall, except as may be agreed otherwise by a Membership Panel, be required, on seeking re-admission to the CIEH, to submit CPD records

showing compliance with the CPD Regulations for the previous three years (or the total number of hours required for those three years undertaken during that period).

Former members requesting to be re-admitted to Voting membership

32. Former Voting members shall, except as may be agreed otherwise by a Membership Panel, be required, on seeking re-admission to Voting membership, to submit CPD records showing compliance with the CPD Regulations for the previous three years (or the total number of hours required for those three years undertaken during that period).

33. Where the former member had:

- 33.1 Previously been a Voting member on the operative date; or
- 33.2 Accessed Voting membership on qualification via the transitional arrangements detailed in Regulation 15 or Appendix 2; or
- 33.3 Previously been a Corporate member (prior to 1990), but was not a Voting member on the operative date;

and has not passed either the APC or Part One of the APD, they will normally be required to either:

- 33.4 Pass Part One of the APD; or
- 33.5 Pass the Membership Assessment at the required level
- 33.6 Demonstrate their professional development by meeting the criteria set out in Appendix 3.

34. Where the former member had:

- 34.1 Previously been a Voting member on the operative date; or
- 34.2 Accessed Voting membership on qualification via the transitional arrangements detailed in Regulation 15 or Appendix 2;

and they feel there are exceptional circumstances regarding their lapse, or their request for readmission, they may ask for their case to be considered by a Membership Panel. The Membership Panel's considerations will include (but shall not be limited to) the following:

- 34.3 The circumstances of the membership lapsing,
- 34.4 The duration of membership before it was allowed to lapse,
- 34.5 Whether the member concerned has been undertaking relevant environmental health work in the intervening period.
- 34.6 Whether the membership lapsed because of severe personal circumstances directly affecting the member concerned.
- 34.7 Whether the membership was lapsed because of an error by the CIEH
- 34.8 Whether the membership was lapsed because of an error by a third party.

35. Where the former member had previously been a Corporate member (prior to 1990), but was not a Voting member on the operative date and they feel there are exceptional circumstances regarding their lapse, or their request for readmission, their case may be considered as in Regulation 34, except that if the Membership Panel is minded to readmit the former member to Voting membership without passing Part One

of APD, this will only occur when supported by the Membership Committee and agreed by Council.

Applications with outstanding CPD issues

36. Applicants for re-admission to membership who had either resigned or allowed their membership to lapse after being requested to submit their CPD records and before demonstrating to the satisfaction of the CIEH that they had met the requirements of the CPD scheme for the period in question will not be re-admitted to membership until either:
 - 36.1 The outstanding CPD records, with full documentation, demonstrating compliance with the scheme to the satisfaction of the CIEH for the year(s) in question are provided.
 - Or:
 - 36.2 CPD records and certification which demonstrate compliance with the CPD Regulations to the satisfaction of the CIEH for the three immediately preceding years (or 60 hours compliant records from a shorter immediately preceding period) are provided. (One of these years may be the year in which the application is made.)
37. In addition, a written undertaking must be provided by such applicants confirming their intention to comply with the CIEH's CPD Regulations in future years.
38. It will be a condition of re-admittance that the member shall submit CPD records and certification, which demonstrate compliance with the CPD Regulations to the satisfaction of the CIEH for the current and subsequent two years before the following 1 March of each year. (Where the applicant has submitted the current year's CPD records as one of the two years required for re-admission, the condition will be in respect of the next subsequent three years.)

Applicants who have previously been removed from membership following disciplinary proceedings.

39. Where an applicant had previously had their membership withdrawn following disciplinary proceedings, (or where they had resigned or allowed their membership to lapse following the instigation of disciplinary proceedings), the application will be held in abeyance until considered by a Membership Panel.
40. In all cases where an Order to Terminate Membership has been made (or a "minded to" Order), this Order will be sent to the applicant with a copy of the procedure concerning re-admission to membership, inviting them to state, in writing, on what grounds they consider themselves to be suitable for re-admission.
41. Possible grounds for re-admission will be dependent on the circumstances surrounding the membership being removed in the first instance or the reasons for the "minded to" Order being made.
42. The Membership Panel shall determine the application and shall take into consideration such matters as it deems appropriate, including;
 - 42.1 The findings of the Disciplinary Committee which resulted in the previous termination of membership (or "minded to" Order).

- 42.2 Any submission by the applicant concerning the decision of the Disciplinary Committee which made the order (or "minded to" Order) to terminate their membership of the CIEH.
 - 42.3 Evidence provided by the applicant to demonstrate their good character during the period since removal from membership that is pertinent to the findings of the Disciplinary Committee.
 - 42.4 Any submission from the applicant regarding their future conduct.
 - 42.5 Where the Order to Terminate Membership (or "minded to" Order) was in relation to CPD, details of the applicant's CPD activity over the previous two years.
43. Where an applicant submits new evidence relating to the case to the satisfaction of the Membership Panel, the Panel can, in addition to determining the application for re-admission, refer the matter to a Disciplinary Committee for a review; alternatively the Membership Panel can hold the application for re-admittance to membership in abeyance until the outcome of the review of the case by the Disciplinary Committee.
44. The applicant will be given 28 days notice of, and the opportunity to be present, or be represented at, the meeting of the Membership Panel at which their case for re-admission will be heard in order to present their case for re-admission.
45. Where the Membership Panel determines to re-admit the applicant to membership, the Panel, in its absolute discretion, will determine the category of membership. In all cases, except where the applicant resigned in good financial standing and without any outstanding issues with the CIEH, re-admittance will include a probationary period of at least one year and the Membership Panel may impose such conditions on the satisfactory completion of the probationary period as it so determines.
46. Conditions imposed by a Membership Panel may include:
- 46.1 Where membership was terminated because of a violation of section 7 of the Code of Professional Conduct, then the applicant will normally be required to submit CPD records and certification, which demonstrate compliance with the CPD Regulations to the satisfaction of the Chartered Institute, for the three immediately subsequent years, before the following 1 March of the following year.
 - 46.2 If membership was terminated as the result of any other violations of the Code of Professional Conduct, then the conditions of re-admission to be decided by the Membership Panel.
 - 46.3 Such other conditions as the Membership Panel so determine as appropriate in the circumstances.
47. If a Membership Panel is not satisfied that a probationer's behaviour is in keeping with the Code of Professional Conduct of the CIEH or that the probationer has not met the conditions imposed on re-admission, it may extend the probationary period with or without such other conditions as it deems appropriate or withdraw membership, or take such other action as it deems is appropriate in the circumstances, including waiving the conditions imposed or that remain to be met.

Commencement and amendment of Regulations

48. These Regulations shall take effect on the 1 January 2007 and may only be amended, varied or rescinded by Council.

ADOPTED as a CIEH Regulation by the CIEH in General Meeting on 16 June 2001. Amended by the CIEH in General Meeting on 10 July 2004. Adopted by Council as a Regulation on 8 December 2005 and amended on 7 December 2006, 6 December 2007, 17 April 2008, 12 December 2008, 10 December 2009 and 27 April 2010.

Appendix 1: The Membership Panel

Composition of Membership Panel

1. A Membership Panel will consist of three members (excluding any member who was a member of the Disciplinary Committee that made the Order to terminate membership, or "minded to" Order to terminate membership).
2. The Chairman of the Membership Panel will be a member of the Education & Professional Standards Board or Membership Committee of the CIEH.

Deliberations of Membership Panel

3. Having taken into account the information before it and considered all information provided by the member concerned, a Membership Panel shall take such action as it deems appropriate in the circumstances including (but not exclusively) any of the following:
 - 3.1 Admission or readmission to membership at an appropriate grade
 - 3.2 Accept any undertaking offered by the member concerned
 - 3.3 Request the member to make an undertaking in respect of their future conduct or actions
 - 3.4 Impose a probationary period on such terms and conditions as the panel determine, including, if appropriate, submission of future CPD records.
 - 3.5 Take no further action
 - 3.6 Confirm a decision made by the secretariat
4. An appeal against the decision of a Membership Panel in respect of matters relating to these Regulations shall be considered by the Membership Committee.

Appendix 2

Transitional arrangements for access to Voting membership on or around the operative date

1. The following applicants for Voting membership were exempted from the requirement to pass APC:
2. Any Student member of the CIEH who commenced the CIEH's diploma course or a recognised degree course before 1 January 1988 provided that:
 - 2.1 They had been in continuous Student membership from 31 December 1989 onwards; and
 - 2.2 They applied for admission as a Voting member within six months of the date on which the relevant diploma or degree was awarded.
3. Persons who commenced the Strathclyde University degree course in environmental health prior to 1 January 1988, provided that:
 - 3.1 On the operative date they are Student members of REHIS; and
 - 3.2 On the date they are awarded their REHIS Diploma they are eligible for the Certificate of Registration issued by the CIEH or by the Environmental Health Officers Registration Board on its behalf; and
 - 3.3 They remain in continuous membership of REHIS from the operative date until being admitted to Voting membership of the CIEH.

Appendix 3

Criteria for former Voting members requesting re-admission under Regulation 33.5

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

N ^o	Criteria	Points available for category
1	Relevant recognised additional qualifications	1 point for short courses, 3 points for courses of 1 year or more duration
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 the 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"> • a CIEH examiner • an APC assessor • an APD assessor • an EHRB examiner • a CHGL examiner 	0.5 points – to a maximum of 2 points

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

Guidance on the points system

Relevant recognised additional qualifications

1. Postgraduate Diplomas, MScs and higher academic awards fall into this category. The award must be relevant to the carrying out of environmental health work or the management of such services.
2. Acceptable examples would include Postgraduate Diplomas/MScs in the areas of health & safety, food technology, regeneration, Public health, management, integrated pollution control, sustainability. A Diploma in Management Studies, IOA Acoustics Diploma or a Law Degree would also be acceptable. NVQ Level 4 (such as in Health & Safety) would also fall into this category.
3. The question considered by the CIEH would be "does this qualification significantly add to the ability of the member to undertake environmental health work better or to better manage such services" - whether in the public or private sectors.
4. Examples of unacceptable qualifications would be a Ph.D. in Astrophysics, a MSc in Art & Design or a Postgraduate Diploma in Radiology.
5. Short courses of at least one week of full time study leading to a relevant recognised qualification can attract one point in this category. Such qualifications must include some form of formal assessment. Qualification as a lead assessor may fall into this area.
6. In addition, qualifications which were obtained prior to qualification as an EHO but which, nevertheless, provide significant additional knowledge about an area of environmental health work can also count for points in this category.
7. The CIEH accepts that there will, inevitably, be qualifications which fall into a grey area. In such cases applicants are advised to explain, within their application, the relevance of such qualifications to **their own work** and show how it has met the criteria of **significantly** assisting you to undertake **your** environmental health related work. Applicants seeking credit for such qualifications should discuss these with the secretariat at headquarters.
8. It is possible that the same qualification may be acceptable for one applicant but not for another because of the context of their work or the particular environmental health related work which they undertake. For example a degree or MSc in a European language may be accepted in respect of an applicant working within a department of Council of the EC whilst it would not be accepted for an applicant whose work is wholly within the UK with no significant foreign contacts.
9. Three points are available for a course of at least one year of full or part time (at least one day per week – in term time) study. One point for short courses of at least one week of full time study (as described above). A maximum of 4 points can come from this category.

Published research

10. To be able to claim points in this category the research must be published in a recognised refereed research journal. The research, as with other categories, must

relate to an aspect of environmental health or service delivery or service management. 1.5 points would be available for the majority of published research papers. 2.5 points would only be available exceptionally for major ground breaking research which was at the cutting edge of an environmental health issue. It would be for the applicant to argue why the published research was sufficiently exceptional to be allowed 2.5 points.

11. Published research on different subjects can be used to a maximum of 4 points.
12. It should be remembered that published research, the research for which was also used as part of a dissertation for an academic award or was subsequently used as the basis for a presented paper, can only be used once to gain credit points within one of the categories in this scheme. It would be inappropriate to gain 1.5 points in this category, three points for the academic award and one point for the presentation of a paper (i.e. 5.5 points) for, in effect, the same research.
13. Applicants using this category should include a copy of the published research paper with details of the journal published in, with their application.

Working at the level of a team leader or higher

14. The rationale behind this category is that it would be expected that an applicant whose career has progressed to a level of responsibility attached to this level of post would have developed a significant level of specialist knowledge or skills in some aspect of environmental health (or its management) which would be dependent on professional development.
15. It is the level of responsibility (for decisions, budgets, staff, delivery of objectives or programmes etc) that is at the core of this criteria, not the title of the post.
16. The level of responsibility should be readily translatable into the private sector and depends on the level of responsibility attached to the post. Working for a major food retailer, undertaking audits of stores and suppliers (which would equate to a district or senior EHO post) would not be sufficient to attract a point in this category. The ability to instigate remedial action for significant repairs/alterations or other works without the need to refer back to head office would probably provide the level of responsibility to take the post over the line and attract points from within this category.
17. Applications claiming points in this category should include a copy of the job description for the post they are citing and some evidence that they hold (or held) that post. Irrespective of the number of team leader level posts (or above) held, only 2 points are available in this category.
18. A district level EHO who has responsibility for managing (for example) the pest control team could make a claim within this category. However, the post would need to involve the management of the team (including, for example, budgetary control and resourcing issues) not merely the allocation of jobs on a day to day basis.

Leading an environmental health initiative

19. Being the officer appointed to lead or co-ordinate an environmental health initiative attracts 1 point. Major initiatives attract two points. More than one initiative can be counted, attracting 1 or 2 points each to a maximum of 4 points.

20. "Initiatives" are normally expected to be tasks which are "above and beyond" the normal duties of a post but can, in some circumstances, be part of normal expectations, for example, if a post is established to develop and implement/co-ordinate a health improvement programme or if, as part of your job, you are expected to lead on the declaration and implementation of a regeneration area. Initiatives which would probably be considered outside of "normal" duties would be dealing with a major contaminated land site, developing a "good landlord" register for student lets, establishing an HMO Registration scheme.
21. Organising promotional days or weeks such as National No Smoking day or a Food Safety week awareness campaign or events for Housing week would not normally attract points in this category.
22. A similar, later initiative would not be allowable for the award of further points in this category, for example leading a second regeneration area or dealing with another major contaminated land site.
23. "Major" initiatives attracting 2 points would be exceptional and would be "major" because of the scale of the initiative, or the co-ordination of inputs from, or actions of, a number of different agencies, or of the impact of the initiative on the environment or on the health or the wellbeing of a community or people in a larger area. As within the "published research" category, it will be for the applicant to justify the "major" label and the award of 2 points instead of 1.

Leading the investigation of a significant environmental health incident or dealing with the incident

24. Being the officer appointed to, or responsible for, leading the investigation of a significant incident or the lead officer in dealing with a significant incident at the time of the incident attracts 1 point. Major investigations or incidents can attract 2 points.
25. Significant incidents are reactive in nature and involve allocating significant resource to the task of dealing with them and/or investigating them. To claim points in this category you must have been the lead officer responsible for dealing with the incident at the time and/or for investigating the incident after the event.
26. Incidents are expected to be unusual events, not ones which occur on a regular basis.
27. Dealing with or investigating the cause of a chemical spillage or accidental leakage or accidental emission of a chemical to atmosphere which produced environmental health related problems would fall into this category. The extent of the problem (geographically, number of people affected, severity of effect etc) could enable the member to claim two points for the incident being a "major" incident.
28. The investigation of a fatality would not necessarily fall into this category. However, if it was complex in nature, involved police investigation and criminal prosecution which involved co-ordination of action of different parties, legal opinion etc., it could be.
29. To fall into this category a food poisoning investigation would have to have affected many people, probably across a wide geographical area and/or over an extended time period. The investigation would need to have required co-ordination of resources probably outside of the direct control of you as lead officer, e.g. liaison with EHOs in other local authorities. Alternatively, the outbreak could have produced fatalities or

hospitalization, e.g. the investigation of an E Coli 0157 outbreak and identifying its source.

30. Applicants claiming points in this category will need to justify their claim that the incident or its investigation was significant and similarly justify its "major" nature if claiming 2 points.

Representing the profession on a regional or national body

31. The rationale behind this is that if an applicant has been invited onto, or has applied for and been selected onto a regional or national body where the applicant's contribution is their expertise in an aspect of environmental health or its service delivery, it is expected that the applicant has acquired a significant level of specialist knowledge or expertise in the appropriate area of work to be invited, or accepted, onto that body. CIEH regional or national committees, study groups etc are **not** allowable in this category (there is a separate category for CIEH related recognition). Representing your employer on a regional body is not appropriate as that is by way of the post that you hold. Similarly, membership of a regional CEHOs group or similar is not appropriate for the award of points in this category.
32. Examples of acceptable representations include advisers to the LGA, member of HELA, an adviser to, or a representative on, an NTO, adviser to the WHO.
33. In general, to be acceptable, the representation needs to include a personal invitation, selection or election process.
34. Different representations can be used accruing one point each to a maximum of 4 points.

Having previously been awarded a Fellowship of the CIEH

35. Applicants who have previously been awarded a Fellowship of the CIEH (either by election or by submission of a thesis) can claim 1 point in this category.
36. The claiming of a point in this category does not prevent the applicant concerned from making claims in other categories for activities that contributed to the award of a fellowship; for example, an applicant who was awarded a fellowship by submission of a thesis who also used the results of the research to publish a paper could also claim points in the "published research" category.
37. Former Fellows who are readmitted to Voting membership will retain their Fellowships.

Presenting a paper at regional or national level

38. To gain a credit in this category the paper presented must, firstly, relate to an environmental health issue or service or the management of such a service or the strategic delivery of such services and, secondly, must be a significant paper.
39. Presentations at Region or Branch meetings would not normally fall into this criteria. Papers presented at Region or Branch organised workshops, seminars or weekend schools would, however, normally fall into this category.

40. To be acceptable, the paper does not necessarily need to have been presented to EHOs, for example, a paper on addressing fuel poverty through development of a community heating scheme delivered to the Association of Directors of Public Health would readily fall into this category.
41. It is expected that such papers as would fall within this category would be printed and provided to delegates attending the seminar, workshop, conference or etc.
42. Papers presented to committees, councils or other regulatory or awarding body as part of a member's normal work requirements would not fall into this category.
43. One point can be claimed for each paper presented which meets the criteria for this category up to a maximum of 4 points.
44. The same or reworked paper presented to different audiences can only be counted for the first time it is presented.
45. Applicants should include a copy of the paper(s) presented which are the bases for a claim in this category.

Participation in working groups

46. Being invited onto, or being elected onto, or selected for participation in, a working group (related to an environmental health issue) either at a local, county, regional, national or international level, within or out with the CIEH structure attracts 0.5 points. Different working groups can be used to attract 0.5 points each to a maximum of 2 points.
47. County, Branch, Region or technical groups or similar (e.g. inter-authority auditing groups) are not allowable in this category.
48. Working groups (or essentially the same thing with a different name e.g. "task group") should be "*bona fide*" groups focussed on a particular issue and be "task and finish" oriented.
49. Acceptable examples would include the CIEH Expert Advisory Panel, a working group established to develop a new training course (not "internal" training courses) or to develop an inter-authority auditing regime. Working groups established to develop new legislation, codes of practice etc or to determine or review its subsequent implementation could also be acceptable.
50. Working groups established, for example, within a local authority to co-ordinate action within a regeneration area or to develop a health strategy or undertake a health or environmental audit of the district would not be acceptable as this would be part of your normal work.

Having previously held an elected position in the CIEH

51. Half a point is available for each CIEH elected position that an applicant has held.
52. Such positions need to be elected positions not "representatives" e.g. LA representatives to a Branch committee, student representatives to a Branch committee

or a Region Management Board, Commercial & Independent representatives to Regional Management Board would not be acceptable.

53. Acceptable appointments include:

Branch/Region: Chairman
President
Secretary
P.R.O.
CPD Liaison Officer
Weekend school (Symposium) organiser
Regional Councillors
Treasurer

CIEH Council/committees:

- Election as a Council member
- Appointment to any of the 'Ordinary member' positions on the various CIEH committees/boards
- Election to Chairman of Council or one of the CIEH committees/boards
- CIEH President

54. Appointment as a representative to a Branch/Region technical committee or study group (or similar) does not count in this category.

55. Each position held, irrespective of for how long or if subsequently held again for a second (or third etc) "term" after the post being held by another person or in another Branch or Region, can only be claimed once.

Previous appointment as a CIEH examiner or APC assessor, EHORB examiner or CHGL examiner

56. A half point is available for an appointment as an examiner/assessor in each of the following categories:

57. CIEH professional examination or professional interview examiner or practical training logbook assessor - maximum ½ point

57.1 APC assessor

57.2 EHORB examiner (Higher/Ordinary Certificate in Food Premises Inspection, Health & Safety Enforcement Diploma examiner or etc) - maximum ½ point

57.3 CHGL appointed examiner or moderator for CIEH level 3 qualifications i.e. Advanced Food Hygiene, Advanced Health & Safety and Environmental Management - maximum ½ point.

58. A maximum of two points is available (i.e. 4 x ½ point in each category).

Evidence for points claimed

59. It will be for the applicant to enclose, with their application, sufficient evidence to: -

59.1 justify the claim made in respect of the activity or etc that is being cited for credit in each case, and

- 59.2 justify the award of the points being claimed for that activity within the category claimed (i.e. evidence that the activity meets the criteria for the award of the point(s) claimed in that category)
60. Points claimed in any category without supporting evidence to demonstrate both the activity **and** the meeting of the criteria **will not be accepted**.
61. There is no "expiry date" for activities which have been undertaken by applicants making a claim for that activity within any of the categories.
62. It is appreciated that it may be difficult (or, indeed, almost impossible) to obtain actual evidence of an activity undertaken some years ago (e.g. Branch Secretary in 1968 or a paper presented at the Lancaster Symposium or a weekend school in 1974). In such cases the applicant concerned should look to providing some surrogate "evidence" such as a letter or statement from a Voting member who knows that the activity took place (e.g. the Chairman of the Branch in 1968 or the Secretary who took over in 1970 or a letter or statement from the 1974 Lancaster Symposium or weekend school organiser). The Voting member corroborating the claim must explain in their statement/letter why they are in a position to be able to corroborate the claim, state their name and membership number and sign and date the statement/letter. Members making such corroborating statements are, of course, bound by the Code of Professional Conduct and would, if the claim is subsequently found to be false, be subject to the same disciplinary action as the applicant.
63. Applications which, when scrutinised, do not demonstrate the achievement of five points within the parameters of the scheme will be returned to the applicant for resubmission or the submission of further evidence to substantiate their claim. It would be advisable, therefore, for applicants, wherever possible, to submit an application which would attract more than five points if all the claims were allowed. In this way, if some of the claims are not allowed, the "extra" claims can be scrutinised and, if acceptable, could avoid the need to return the application for resubmission or the provision of further evidence. The application form provides for the claiming of such "reserve" or "extra" points which will be considered/scrutinised only if any of the cited five point claims "fail".
64. Applications which fall short of the required five points may be considered by a Membership Panel. This process is likely to take at least three months from the date of receipt of the completed application. Applicants using this facility will need to explain how they believe the work experience, achievements, academic awards etc. cited (which must fall outside of the criteria in the categories) demonstrates their professional development to the extent of the shortfall in points. Applicants using this facility are strongly advised to discuss their application with the secretariat before submitting their application. Such applications must include evidence to substantiate the claims being made, as with claims made within the categories.