

SECTION 2 (To be completed by applicants who have passed APC)				For office use only
<p>Date (or year) of passing APC:</p> <p>Certificate Number:</p> <p>Your name on the Certificate: <i>(if different from your current name - i.e. Maiden name, etc)</i></p> <p>You must have completed at least one year of post APC professional experience.</p> <p>Please give details of at least one year of your post APC professional experience here:</p>				
Post	Organisation	From	To	
<p>Note: FTE applies here for part time work (as in Section 1)</p>				

SECTION 3 (To be completed by applicants who have passed Part Two of APD)
<p>Date (or year) of passing Part Two of APD:</p> <p>Certificate Number:</p> <p>Your name on the Certificate: <i>(if different from your current name - i.e. Maiden name, etc)</i></p>

SECTION 4 (To be completed by ALL applicants)

Applications must be accompanied by one of the following (please indicate which): -

CPD compliant records for the immediately preceding 3 years (one of which can be the current year) []

State years for which records (or Certificates of compliance) are attached:

or

CPD records showing 60 hours of CPD activity within the last three years (can include this year) []
at least 30 hours of which are in the core category.

Note: All CPD records submitted must be accompanied by supporting evidence, or CIEH Certificates of Compliance (see Note 6).

SECTION 5 - Additional information

Provide any further information which you feel is appropriate and/or pertinent to your application.

Include here the details of your workings for FTE claim(s) if appropriate.

SECTION 6 (To be completed by ALL applicants)

Declaration by applicant:

I certify that the above information is correct and that all activities cited by me (both within the application and the submitted CPD records) were undertaken by me. I confirm that I have read the Chartered Status Regulations and understand the requirements regarding the maintenance of Chartered status.

Signed:

Dated:

SECTION 7 (To be completed by supporting Voting Member)

Your application for Chartered Status must be supported by another Voting Member of the Chartered Institute.

Declaration by supporting Voting member:

I have reviewed the application made by and believe, to the best of my knowledge, that the details are correct (does not apply to CPD records). In supporting the application, I believe that the applicant is a fit and proper person to be awarded Chartered status.

Name:

Membership number:

Signed:

Dated:

NOTES TO APPLICATION

- 1) 'Voting' membership is what used to be termed 'Corporate' membership. To be a Voting member you would normally either have been a member on 1st January 1990 and been in continuous membership since then, or you will have, initially, been a Graduate member (after 1990) and become a Voting member after passing your APC. There are some exceptions to this.
- 2) Members who originally qualified in Scotland or overseas can use their membership of REHIS or the equivalent overseas professional body if this was immediately prior to taking up CIEH membership (Student or Graduate or Voting - see sections 20 and 21 of the Chartered Status Regulations for details); but such members will need at least one year of CIEH Voting membership before applying for Chartered status.
- 3) Please inform us if your name as it appears on your Certificate of Registration/Diploma is different from your current name (i.e. Maiden names, etc). EHOs qualified in Scotland should give the date of the award of their REHIS diploma (or its antecedents).
- 4) Full time work excludes career or other major breaks from work (of two months or more), including extended sick leave. Part time (or job share) work should be converted to full time equivalent (FTE) by using the formula

$$\frac{X}{5} \times \frac{3}{2} \times N^{\text{th}} \text{ months}$$

where X is the number of full days work each week.

10.00 am \Rightarrow 3.00 pm working (or similar) should first be converted to equivalent full time days per week. Provide details of your working arrangements and use of the formula within Section 5 of the application.

E.g. Part time working 9.30 am to 3.00 pm, five days per week for five years:

daily working hours 4 $\frac{1}{2}$ (taking account of lunch hour)
hours per week = 5 x 4 $\frac{1}{2}$ = 22 $\frac{1}{2}$
equivalent to three days full time per week

Insert into formula:

$$\frac{3}{5} \times \frac{3}{2} \times 60 \text{ (months)} = 54 \text{ months FTE}$$

a further 7 months work (= 6 months FTE) would be required to achieve the five year FTE qualified professional experience

Note: FTE claimed cannot be more than actual months worked.

$$\text{E.g. if working 4 days per week for 4 years, FTE} = \frac{4}{5} \times \frac{3}{2} \times 48 = 55 \text{ months}$$

As FTE cannot be more than actual work time, 48 months only can be claimed.

- 5) At least 5 years of full time or FTE post-qualification experience is required. However, the requirement for five years of qualified professional experience may, on application, be reduced by one year to four years where a member completed, prior to qualification, at least two years of postgraduate practice either as a technical officer working in an environmental health discipline or as a fully qualified professional in a related field. Individuals wishing to make use of this relaxation must contact that Chartered Institute's Education and Professional Standards Unit before making an application.
- 6) Certificates of (CPD) Compliance are issued to members who submit their annual CPD records for checking - either following a request by the CIEH or voluntarily, if the submission demonstrates compliance with the CPD scheme requirements for the year concerned. Such a certificate is adequate proof of complying with the CPD scheme requirements for the year concerned.

Successful applicants will receive a certificate and may call themselves "Chartered Environmental Health Practitioner".

Additional copies of this application form and the Chartered Status Regulations are available on the Chartered Institute's web site: <http://www.cieh.org> or on request from the Education & Professional Standards Unit.

Applications should be sent to:

Education and Professional Standards Unit
The Chartered Institute of Environmental Health
Chadwick Court
15 Hatfields
London
SE1 8DJ