

# Continuing Professional Development Regulations

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

# Introduction

1 In these Regulations:

'Continuing Professional Development' (CPD) means the systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner's working life;

'Core Equivalent activities' are, for the purposes of these regulations, those activities within the Core category and/or those activities within the Supplementary category, guidance to which is set out in Annex 1;

Activities in the Core category are rated hour for hour as Core Equivalent hours; and

Activities in the Supplementary category are rated as an hour being equivalent to 0.5 Core Equivalent hours.

2 Where any record, information, explanation, undertaking or similar is required to be provided by any Member for the purposes of these Regulations, the date by which it is to be provided will be specified in the letter to the Member, being not less than 28 days from the date of posting the letter. The Member will be required to comply with the request by causing the record, information, explanation, undertaking or similar, to be delivered in writing to the Chartered Institute by the date stated.

3 Where the Charter or Byelaws prescribe a certain period of notice to be given in writing, the notice shall be exclusive of the day on which it is served, or deemed to be served, but inclusive of the day stated in the notice for the record, information, explanation, undertaking or similar to be provided by the member.

## Requirements of the Scheme

4 All Voting Members (including Fellows), Accredited Associate Members and Graduate Members other than those who are designated as Retired Members as described in the Membership Regulations shall comply with these Regulations.

5 In respect of the year in which membership commences, the CPD requirements shall be calculated to the nearest whole hour, on a pro-rata basis related to the number of whole calendar months of membership remaining for that year.

6 If the CPD requirement changes during a year, due to a change in membership, or employment in respect of retired members, the CPD requirement shall be the sum of the hours attributable to each part and calculated on a pro-rata basis to the nearest hour.

7 7.1 Every Member (except Accredited Associate Members and Members entitled to be described as Chartered Environmental Health Practitioners) to which these Regulations apply shall complete and record in each calendar year:

7.1.1 10 hours of activities within the Core category (or a total of 30 hours recorded in the year in question and in the two years immediately preceding the year in question), and

7.1.2 a further 10 hours of Core Equivalent activities (or a total of 30 hours recorded in the year in question and in the two years immediately preceding the year in question).

7.2 Accredited associate members to which these regulations apply shall complete and record in each calendar year:

7.2.1 5 hours of activities in the Core category (or a total of 15 hours recorded in the year in question and in the two years immediately preceding the year in question), and

7.2.2 a further 5 hours of Core Equivalent activities (or a total of 15 hours recorded in the year in question and in the two years immediately preceding the year in question).

7.3 Members entitled to be described as Chartered Environmental Health Practitioners to which these Regulations apply shall complete and record in each calendar year:-

7.3.1 15 hours of activities within the Core category (or a total of 45 hours recorded in the year in question and in the two years immediately preceding the year in question), and

7.3.2 a further 15 hours of Core Equivalent activities (or a total of 45 hours recorded in the year in question and in the two years immediately preceding the year in question).

7.4 Any member who is required to undertake CPD but is able to anticipate exceptional personal circumstances which may preclude whole or partial compliance with these regulations may apply in writing to the Chief Executive seeking a temporary dispensation. Such requests for a dispensation will be considered by a CPD Compliance Panel.

7.5 For members who remain in voting membership, but who are ineligible to become retired members (due to the fact that they remain in employment) the following provision will apply. Such members may make an annual declaration stating that none of their work relates in any way to environmental health (i.e. that they do not utilise any of their environmental health knowledge or skills in the course of their current work) and as a result of the declaration a member will be exempt from the CPD requirements in that calendar year. In the declaration the member must also undertake to notify any changes immediately to the CIEH. In the event of commencement of work which relies on environmental health knowledge or skills directly or indirectly, the CPD requirement becomes reinstated forthwith according to the provisions set out in 6 above.

8 The time attributable to any activity shall be computed as follows:

8.1 for formal events, such as meetings, conferences, seminars and workshops, from the formal opening of any session to the formal closing of any session, except that:-

8.1.1 where a member attends for only a part of an activity only the time attended shall be counted; and

8.1.2 where an activity contains both Core and Supplementary activities, the time spent on each shall be recorded separately.

8.2 for formal courses of study including distance learning courses, self-learning packages and Open University courses, the attributable time shall be as defined in the course documentation;

8.3 for supervised academic research the attributable time shall be that agreed with the supervisor for the project;

- 8.4 for paid research the attributable time shall be a maximum of 10 core hours, subject to a paper on the research being published in a peer reviewed journal. Research which is paid for, or otherwise commissioned, shall be eligible only if it can be shown to have contributed to the knowledge base of environmental health. This maximum may not be exceeded in respect of any piece of paid research by the subsequent preparation and presentation of papers as set out in 8.5 below;
  - 8.5 for the preparation of a paper relating to a professional matter and either its subsequent presentation at meetings, seminars, conferences etc. or its publication, the actual time spent is allowable as a Core activity up to a maximum of 10 hours for each such paper; and
  - 8.6 for the preparation of a personal development plan, produced in advance and including the member's development needs and updated with reflection on learning gained as a result of CPD activity, the attributable time will be one core hour per year.
- 9 Members shall be responsible for keeping accurate records, with supporting documentation, of their own CPD activities in the prescribed form giving the following information:-
- 9.1 dates of attendance;
  - 9.2 subject;
  - 9.3 category of activity; and
  - 9.4 total time allocated in accordance with these Regulations.
- 10 Members should retain their records and supporting documentation sufficient to show compliance with the requirements of the scheme in any one year, for a period of four years from the end of that year.
- 11 Upon request from the Chief Executive of the Chartered Institute, Members shall forward three (or such lesser number as required) years' CPD records, with supporting documentation.

## Procedure for non-compliance

- 12 Members who fail to comply with any part of these Regulations will be in breach of the Chartered Institute's Code of Professional Conduct unless it can be shown to the satisfaction of a CPD Compliance Panel that there are exceptional personal reasons for the failure and satisfy the Panel of the commitment to comply in the future.
- 13 Without prejudice to Regulation 12, any Member who appears not to have complied with any part of these Regulations will be required to provide in writing an explanation.
- 14 A Member, in providing a written explanation for their non-compliance, may provide, amongst other things, details of any special circumstances, which have, in their opinion, prevented them from complying with these Regulations. They may also give any undertakings in respect of how they intend to make good their lost CPD hours and/or their future compliance with these Regulations for which they are prepared to be held accountable.
- 15 The information relating to the non-compliance of any Member, and any written explanation provided, will be considered by a CPD Compliance Panel (hereinafter referred to as a Panel) which will consist of three Voting Members of the Chartered Institute drawn from a list of Members appointed by the Council for that purpose.

- 16 Having considered all the evidence laid before it, and having taken into account any special circumstances, a Panel will determine what action (if any) is to be taken in respect of a Member's failure to comply with these Regulations, including:-
- 16.1 accept the explanation and/or any undertaking given by the Member concerned; or
  - 16.2 require the Member to make such undertakings in respect of the making good of lost CPD hours and/or their future compliance with these Regulations as it determines is appropriate in the circumstances; or
  - 16.3 determine an intent to make a complaint against the Member concerned for acting contrary to the Chartered Institute's Code of Professional Conduct; or
  - 16.4 take any action, including any of the above, which it deems appropriate in the circumstances.
- 17 Where the action to be taken requires the provision of further information, or giving of an undertaking or other response from a Member, a further Panel will again consider the matter after the date specified for the receipt of the response. Such a Panel may, but need not, include any of the Members of the Panel that had previously considered the Member's non-compliance with these Regulations.
- 18 Except as allowed in Regulation 20, and when a Panel deems it appropriate, notification shall be sent to the Member concerned, giving at least 28 days notice of the date and venue at which a further Panel will meet to consider the matter. A member may attend the meeting but must give notice in writing of intent so to do, addressed to the Chief Executive and delivered to the Chartered Institute's headquarters, at least 14 days before the date of the meeting of the Panel. At the meeting the member may:-
- 18.1 refer to further information or undertakings that shall have been provided, in writing, not less than 14 days before the date of the meeting of that Panel;
  - 18.2 make any statement or to answer any questions; and
  - 18.3 give any undertakings as to their future conduct with regard to complying with these Regulations for which they are prepared to be held accountable;
- 19 A member who appears in person before the Panel may also bring a supporter to the meeting who may speak on the member's behalf, but the member must give 14 days notice of their intent to bring a supporter.
- 20 Where a panel, convened in accordance with Regulation 15, determine to make a complaint against the Member concerned for acting contrary to the Chartered Institute's Code of Professional Conduct, the complaint shall be made forthwith.

## General

- 21 A complaint against a Member for acting contrary to the Chartered Institute's Code of Professional Conduct and made by a Panel acting in accordance with these Regulations shall be deemed to comply with the requirements of Regulation 2 of the Chartered Institute's Disciplinary Procedure if the complaint and supporting evidence is delivered to the Chief Executive of the Chartered Institute.
- 22 Members living outside the U.K. who are unable to access any of the normal CPD type activities may apply to the Chartered Institute for approval of their proposed alternative means of

complying with the requirements of these Regulations. Such proposals will be considered by a CPD Compliance Panel.

- 23 Guidance on these Regulations may be issued by the Education and Professional Standards Board from time to time and although not part of the Regulations, shall form an Annex appended to these Regulations.

## Commencement and Amendment of Regulations

On the date of adoption, these Regulations shall rescind and replace the existing Regulations of the same subject area made by the Chartered Institute in general meeting on the 15<sup>th</sup> June 2002.

These Regulations shall take effect on the date of adoption and, with the exception of guidance contained in an Annex, may only be amended, varied or rescinded by Council. The annex may be amended or varied by the Chartered Institute's Education & Professional Standards Board.

**Adopted** as a Regulation by Council on 8 December 2005

# ANNEX 1

## GUIDANCE ON CORE AND SUPPLEMENTARY CATEGORIES

The following activities are within the Core Category:-

- 1 Educational courses directly related to Environmental Health, e.g. M.Sc.s, Diplomas and Certificates in Food, Health and Safety, Housing, Health Education, Pollution Control, etc.;
- 2 Educational courses leading to qualifications/ awards in subjects contributing to the provision of Environmental Health services, e.g. Management Studies, Applied courses in Science, Computing and Information Technology, and including a language course to support the delivery of environmental health services to people whose first language is not English;
- 3 Short courses, seminars, workshops, conferences, etc directly related to Environmental Health or contributing to the provision of environmental health services;
- 4 Distance learning courses, self-learning packages and Open University courses in relation to items 1) & 2) above;
- 5 Completion of CIEH CPD assignments;
- 6 Supervised academic research directly related to Environmental Health or indirectly related, but relevant to, the provision of Environmental Health Services;
- 7 For paid research, which contributes to the knowledge base of environmental health, a maximum of 10 core hours is allowed, subject to a paper on the research being published in a peer reviewed journal. This maximum may not be exceeded in respect of any piece of paid research by the subsequent preparation and presentation of papers as set out in (8) below;
- 8 The preparation and subsequent presentation or publication of papers directly related to Environmental Health or the provision of Environmental Health Services;
- 9 Properly organised and structured in-house workshops on Environmental Health issues;
- 10 The professional / educational and / or technical elements of properly convened meetings of the Chartered Institute including regional, sub-regional or special interest group meetings and meetings of the Chartered Institute's committees, sub committees and other groups;
- 11 Properly constituted and convened meetings of the Chartered Institute's technical / working groups at national, regional, sub-regional level or special interest group level; and
- 12 The advance preparation of a personal development plan including the member's development needs and updated with reflection on learning gained as a result of CPD activity, for which one core hour per year is allowed.

The following activities are within the Supplementary Category:-

- 13 Educational courses leading to awards in subjects indirectly related to Environmental Health;
- 14 Short courses, seminars, workshops, conferences which are indirectly related to Environmental Health;

- 15 The ordinary business element of properly convened meetings of the Chartered Institute, including regional, sub-regional and special interest group meetings, meetings of the Council and its Resources committee and the Annual General and Extraordinary General meetings of the Chartered Institute; and
- 16 Educational courses in European Community or other minority languages in use in the U.K. (see also Annex 1, Paragraph 2)

The following activity is not within either the Core or Supplementary Category:-

- 17 General day to day up-dating on professional matters including the reading of professional journals, papers and articles.