

Application for the award of Chartered Status

Use this form to apply to become a Chartered Member of the CIEH. Before you begin this process you should be confident that you meet the current requirements. Further guidance can be found in the guidance notes for this application, which should be read before beginning your application.

Using this form

- This pdf form may be downloaded and completed in block capitals using black ink
- Or opened in Adobe Acrobat Reader and typed into the text fields. **Please ensure you have the latest version of Acrobat Reader for this form to work properly**
- Please fill in all applicable fields in this form
- Applications should be sent to: membership@cieh.org or Policy and Education Team
The Chartered Institute of Environmental Health
Chadwick Court, 15 Hatfields, London SE1 8DJ

SECTION 1: To be completed by ALL applicants

For office use only

Personal details

Mr Mrs Ms Miss Other (please state)

First name:

Last name:

Address

Country

Postcode

Work telephone

Mobile

Email

CIEH membership number (this can be found on your EHN posting, renewal notice or MyCIEH):

Year of award of EHRB Certificate of Registration (or Diploma in Environmental Health or antecedent)

Certificate Number:

Number of years of full time (or FTE) post qualification experience:

Note: workings for FTE claim should be shown in section 5

Give details of post qualification experience for at least the last 5 years:

Post	Organisation	From	To	Years
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(Use additional sheets if necessary)

Total

MEM31

Section 3: Continuing Professional Development

You must submit CPD records showing 60 hours of CPD activity within the last three years, which can include this year. At least 30 hours of which must be in the core category.

- I have uploaded my CPD records and supporting evidence to MyCIEH
- Copies of my CPD records and supporting evidence are attached to this application

Section 4: 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 5: Declaration

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.

I hereby certify that the information above is true and accurate.

Dated:

Section 6: Fee

The fee for members applying for Chartered status is £159.00.

I would like to pay by credit or debit card.
Please telephone me to arrange this.

I enclose a cheque made payable to the **Chartered Institute of Environmental Health**
If paying by cheque, please post with a hard copy of this form

Notes to Applicants

1) 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).

2) 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

$$\frac{X}{5} \times \frac{3}{2} \times \text{Number of months}$$

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

10.00 am – 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 ½ (taking account of lunch hour)
hours per week = 5 x 4 ½ = 22 ½ equivalent to three days full time per week
Insert into formula:
 $\frac{3}{5} \times \frac{3}{2} \times 60$ (months) = 54 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.

E.g. if working 4 days per week for 4 years,
FTE = $\frac{4}{5} \times \frac{3}{2} \times 48$ = 55 months
As FTE cannot be more than actual work time, 48 months only can be claimed.

3) Successful applicants will receive a certificate and may call themselves “Chartered Environmental Health Practitioner” and use the CEnvH designatory letters.

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Save this form and email to:
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Additional information