

# Continuing Professional Development Frequently Asked Questions

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## What is Continuing Professional Development (CPD)?

CPD can be defined as *"the means by which members of professional associations maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives."*

## Why does CIEH have a CPD scheme?

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

CPD is a feature of all the main professions. In recent years there has been a renewed focus on CPD, as professional bodies seek to emphasise their quality assurance systems.

## What activities count for CPD?

Typically the following will count as core or supplementary CPD:

- Educational courses such as Diplomas, MScs etc.
- Short courses, seminars, workshops, conferences, etc.
- Distance learning courses, self-learning packages
- Webinars
- Supervised academic research
- Paid research, subject to a paper on the research being published in a peer reviewed journal or similar.
- The preparation and delivery of a presentation to your peers (for example at a conference or member network meeting)
- The preparation of a journal article (for example in EHN)
- Properly organised and structured in-house workshops
- The professional educational or technical elements of properly convened CIEH meetings including member network meetings and CIEH committees, sub committees and other groups
- Properly constituted and convened meetings of CIEH's technical working groups at national, regional or sub-regional level

## What is the difference between core and supplementary CPD?

Core CPD includes any structured activity which assists you directly in your professional / working capacity. It includes technical and management courses, training on new and existing legislation – in all environmental health subjects.

Supplementary CPD includes activities such as learning languages or IT skills which support your professionalism.

There are shades of grey between core and supplementary categories and it may depend on the purpose for which the course is undertaken. For instance, learning

a language for personal leisure purposes is clearly supplementary CPD, whilst learning a language to improve, say, delivery of the port health function may be justified as core CPD.

## How much CPD do I need to do?

There is a sliding scale of CPD requirements depending on your grade:

<b>Grade</b>	<b>CPD hours per year</b>
Affiliate	0
Associate	10
Member	20
Chartered Member	30
Chartered Fellow	30
Fellow	0

People who have moved into retired membership (of any grade) are exempt from CPD.

## Is that a calendar year?

Yes. All records should be collated by calendar year.

## What happens if I become a member part way through a year?

For that year, you are able to calculate your hours on a pro-rata. (For example someone joining on 1<sup>st</sup> of July would be expected to achieve half of the CPD hours for that year).

## How are hours of CPD calculated?

Core CPD is calculated by the hour. So a training course of 4 hours (excluding lunch breaks etc) will count for 4 hours of core CPD.

Supplementary CPD attracts CPD credits at a rate of 50% - i.e. 1 hour of supplementary CPD provides 0.5 hours' credit.

At least half of the CPD undertaken in any year must be core hours.

## What records should I keep?

For each CPD activity, members should record

- the subject or title
- the date
- the duration in hours
- whether the activity was core or supplementary

And also retain some proof of attendance such as a CPD certificate.

CIEH has a template CPD record sheet for members which can be downloaded from our website.

Members can also record their CPD on the MyCIEH online portal.

## What should I do if I attended a course and a CPD certificate was not provided?

We are flexible about how members can certify their CPD. If no certificate has been issued, we would accept some form of documentation which originates from a 3<sup>rd</sup> party that shows that you attended an event. For example attendance lists or minutes of meetings with your name on. Or a signed declaration from the organiser of the event.

Failing that, any gaps in your record sheet can be signed off by your line manager or training officer, on the proviso that their name and contact details appear alongside their signature, and that they are happy to confirm your attendance at the CPD activity.

## Can I 'bank' CPD from earlier years?

We recognise that this is not always possible for members to achieve their hours in a given year – and that some members may attend more training in one year than the next.

We therefore operate an aggregate system for CPD.

However, we do not see this primarily as being able to “carry over” hours from year to year - the emphasis should always be on *Continuing Professional Development*. At the beginning of each year, members should start with the intention of achieving at least their required hours of CPD.

If at the end of any year, a member has not achieved their hours, they may use excess hours from the two previous years in order to achieve their total of hours in those three years.

### **For example:**

Member X finds in December 2018 that she has only achieved 18 of the required 20 hours of CPD in that year. However she is not unduly worried because she knows she has excess hours in previous years. Her totals are as follows:

2016 25 hours  
2017 20 hours  
2018 18 hours

Total 63 hours

Member X still complies with the CPD requirement as her aggregate over the three years is a total of 60 hours or more.

## What if I do not work full time?

There is no reduction to your CPD requirements. Members who work part time are expected to be just as up to date in their professional area as their full time colleagues.

## What about career breaks, illness, maternity leave?

Any member who is required to undertake CPD but is able to anticipate exceptional personal circumstances which may preclude them from fulfilling their CPD obligations 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.

Members who have not been able to anticipate exceptional personal circumstances who are asked to submit their records should state their difficulties in writing so that they can be considered by a CPD Compliance Panel.

## What if my work no longer relates to environmental health?

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). Such members will be exempt from the CPD requirements in that calendar year. Members must also undertake to inform CIEH if their circumstances change.

## How can CIEH help me gain CPD?

We organise a range of CPD events nationally.

Low cost training is available through the member network or via our webinars.

Events organised by other providers are often advertised through our publications such as *Environmental Health News* and *Member Connect*.

## How else can I gain CPD?

We aim to adopt a flexible approach in terms of what will and will not be accepted as CPD:

- The first thing to bear in mind is that any structured training you undertake which relates to environmental or public health in its broadest sense will count as core CPD. This includes academic study, "in house training", cascade training, etc.
- Management Training counts as core CPD.

- Members can gain 1 hour of CPD every year for putting together a Personal Development Plan based on their training needs. A template plan and a worked example can be downloaded from MyCIEH.
- Members can also do 'Enhanced CPD', gaining additional core CPD hours by undertaking a process of reflective practice training you have undertaken. A 'worksheet' (which can be downloaded from MyCIEH), guides you through the process which involves reviewing the training, recognising the learning that has taken place, considering how practice will change in the light of the learning, and subsequently reviewing this.
- Finally, CPD is available for helping with CIEH assessments and the qualification process:

<b>Activity</b>	<b>CPD hours</b>	<b>Notes</b>
Writing an approved professional interview scenario	5	
Assess Professional Interview	30 minutes CPD per scenario	Assessors will usually spend 30 minutes preparing for each scenario prior to a session. (Reading the marking guidance provided, refreshing your memory in areas you haven't worked in for a while, making sure you are up to date on current issues for the 'wider impacts' question and preparing questions for each scenario).  Based on the last interview session, which lasted 3 days, an assessor could be given 7 hours CPD.
Writing an approved Professional Examination paper	10	
Marking an ELP or PPP	2.5	NB: Does not apply to partial submissions where fewer than 8 reports are assessed.
PPP/ELP Guides	2 hours per candidate	
Marking EHRB Technical Logbook	2.5	
Assess EHRB Technical Interview	0.5	

## How does CIEH ensure that members comply with their CPD obligations?

Members with Chartered status must sign an annual declaration saying that they have met their CPD requirements during the previous year.

We also conduct an annual random sample of up to 10% of all members who are required to undertake CPD. Members who are selected as part of the sample are required to submit their CPD records and certification for the previous year.

Members who submit compliant records are issued with certificate. Members who have not fulfilled their obligations are referred to a CPD Compliance Panel.

## What is a CPD Compliance Panel? What can it do?

The panels consist of three members of CIEH, who have volunteered to take part and have shown compliance with CPD themselves.

Panels' primary aim is to assist members who have experienced difficulties with their CPD and to make recommendations about future conduct. The Panels will of course take into consideration any extenuating circumstances which have prevented members from undertaking CPD.

If the Panel is not able to resolve a member's difficulties with CPD in a mutually agreeable manner, then the Panel can make a complaint against the member – turning the matter into a disciplinary issue.

## What happens if a CPD issue becomes a disciplinary matter?

The issue will be considered under the Disciplinary Regulations by a Disciplinary Committee. As undertaking CPD is a condition of membership, CIEH has the power to remove from membership those members who have not undertaken CPD, and who have not been able to rectify this satisfactorily via undertakings or other means. It should be pointed out that such removals from membership are extremely rare.

## Are there plans to review the scheme?

Yes we are aiming to relaunch the scheme soon, with a view to making it more inclusive and better capturing how members develop and learn.

## Where can I get further information?

Please contact the membership team on 020 7827 5800 or [membership@cieh.org](mailto:membership@cieh.org)

NB: This document is based on CIEH's Continuing Professional Development Regulations, which is available on request.

Revised May 2019.