



Chartered Status 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.

1. Applications for Chartered Status

- 1.1 Applicants for Chartered Status must be a Voting member of the CIEH (Member or Fellow grade) on the date of application.
- 1.2 Applicants will have at least three years of qualified professional experience as a Registered Environmental Health Practitioner (see Section 5 below for further information).
- 1.3 Applicants will demonstrate compliance with the CIEH's Continuing Professional Development (CPD) requirements for the three years immediately preceding the application (one of which may be the year in which the application is made) or demonstrate 60 hours of relevant CPD (at least 30 hours of which must be in the core category) from within the three year period.
- 1.4 Applications will include:
 - 1.4.1 A case study of 3,500-5000 words
 - 1.4.2 Reflection on the case study of at least 1000 words
 - 1.4.3 A supporting statement of between 250 and 500 words on suitability by a sponsor
- 1.5 Applications must be on the appropriate form and be accompanied by CPD records and sufficient supporting evidence to demonstrate meeting the requirements in Paragraphs 1.2-1.3 above.
- 1.6 A fee (as determined by the CIEH) may be payable in respect of any application. An application will not be valid unless any appropriate fee has been paid. All applications will be acknowledged by CIEH via email and a receipt for the fee will be issued separately.

2. Assessment of Case Study

- 2.1 Case studies will be assessed within 8 weeks of the date of acknowledgement.
- 2.2 CIEH will accept no responsibility for case studies lost during transmission or because of systems errors. Candidates should keep a copy of the submission.
- 2.3 On receipt of a case study for assessment, the submission will be examined to ensure that all sections are completed. If a submission is incomplete or obviously not of sufficient quality, it may be returned to the candidate without assessment and without the return of the fee.
- 2.4 Case studies will be assessed in accordance with the Chartered Status Guidance. Submissions will be graded Pass, Deferred Result or Fail.

- 2.5 In the case of a Fail candidates are required to resubmit the entire case study and pay a resubmission fee.
- 2.6 In the case of a Deferred Result candidates are required to resubmit the sections which failed and pay a resubmission fee. No appeals are permitted for this category of assessment.
- 2.7 The case study is non-returnable.
- 2.8 Where an assessor suspects unethical behaviour in the submission (such as plagiarism, deception or attempted deception by falsely presenting material as their own, etc), they will notify CIEH staff who will initiate an interim investigation. If satisfied there is a case to be made, the Executive Director of Professional Standards will suspend the assessment and initiate an investigation, the outcome of which may result in the matter being dealt with under part 53 of the Examination Regulations.

3. Professional Discussion

- 3.1 Candidates who have achieved a Pass for their case study are able to apply for a Professional Discussion. Applications must be made on the appropriate form and received not less than six weeks before the date of the assessment.
- 3.3 The discussion will be assessed in accordance with the assessment criteria in the Chartered Status Guidance.
- 3.4 The following classifications will be used for each of the assessment criteria:

Pass	The candidate demonstrated sufficient understanding and ability in this area.
Fail	The candidate demonstrated limited understanding or ability in this area.

- 3.5 To achieve an overall Pass, candidates must receive a Pass for each of the assessment criteria.
- 3.6 A candidate may request to withdraw from a Professional Discussion at any time up to the date of the particular assessment. The withdrawal must be confirmed in writing within seven days and justifiable reasons for the withdrawal must be given.
- 3.7 A candidate who fails to attend the Professional Discussion assessment and fails to give a satisfactory written explanation accepted by the Director of and Professional Standards will forfeit their opportunity and will need to apply for a resit.

3.8 Candidates who fail the Professional Discussion on two consecutive occasions may be excluded from re-sitting or retaking the assessment for a period of one year from the date of the last attempt.

3.9 Where an assessor suspects unethical behaviour during the assessment (such as collusion, deception or attempted deception by falsely presenting material as their own, etc), they will notify CIEH staff who will initiate an interim investigation. If satisfied there is a case to be made, the Executive Director of Professional Standards will suspend the assessment and initiate an investigation, the outcome of which may result in the matter being dealt with under part 53 of the Examination Regulations.

4. Assessors, Appeals and Extenuating Circumstances

4.1 Assessors and Moderators will be appointed in accordance with the Examination Regulations.

4.2 Appeals will be dealt with in accordance with the Examination Regulations.

4.3 Candidates who require reasonable adjustments or the consideration of extenuating circumstances should refer to the Reasonable adjustments and Extenuating circumstances policy.

5. Award of Chartered Status

5.1 Members who are awarded Chartered status will receive a certificate. They will be entitled to use the title "Chartered Environmental Health Practitioner" and the designatory letters CEnvH.

6. Qualified Professional Experience

6.1 For the purposes of Section 1, "qualified professional experience" is relevant work undertaken following:

6.1.1 the award of the EHRB Certificate of Registration (or its antecedents); or

6.1.2 Registration with CIEH as an Environmental Health Practitioner; or

6.1.3 the award of the REHIS Diploma (or its antecedents) for Environmental Health Officers; or

6.1.4 the award of an equivalent qualification outside of the UK for people who subsequently gain an EHRB Certificate of Registration

6.2 Members who have worked part-time must calculate their Full Time Equivalent (FTE) based on a full time role of 37 hours per week.

7. Commencement and amendment of Regulations

7.1 These Regulations shall take effect on January 30 2024.

Adopted as a Regulation by the Board of Trustees on January 30 2024.