



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.
- 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.

Requirements of the Scheme

- 3 All Associates, Members, Chartered Members and Chartered Fellows except those who are designated as retired members shall comply with these Regulations.
- 4 Affiliates and members in the Student grade are not required to comply with these Regulations.
- 5 Members of any grade who are on maternity or paternity leave are not required to comply with these Regulations.
- 6 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.
- 7 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.
- 8 CPD obligations shall be as follows:

Grade/Status	CPD hours per year
Chartered Fellow	30
Chartered Member	30
Member	20
Associate	10

- 9 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.
- 10 For members who remain in 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 7 above.

- 11 The time attributable to any activity shall be computed as follows:
 - 11.1 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:
 - 11.1.1 where a member attends for only a part of an activity only the time attended shall be counted; and
 - 11.1.2 where an activity contains both Core and Supplementary activities, the time spent on each shall be recorded separately.
 - 11.2 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
 - 11.3 for supervised academic research the attributable time shall be that agreed with the supervisor for the project
 - 11.4 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 11.5 below
 - 11.5 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
 - 11.6 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.
- 12 Members shall be responsible for keeping accurate records, with supporting documentation, of their own CPD activities in the prescribed form giving the following information:
 - 12.1 dates of attendance
 - 12.2 subject; and
 - 12.3 total time allocated in accordance with these Regulations.
- 13 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.

- 14 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

- 15 Members who fail to comply with any part of these Regulations may be in breach of the Chartered Institute's Code of Ethics and fitness to practise rules 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.
- 16 Without prejudice to Regulation 15, any member who appears not to have complied with any part of these Regulations will be required to provide an explanation (usually in writing).
- 17 A member, in providing an 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.
- 18 The information relating to the non-compliance of any member, and any 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.
- 19 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:-
- 19.1 accept the explanation and/or any undertaking given by the member concerned; or
 - 19.2 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
 - 19.3 determine an intent to make a complaint against the member concerned for acting contrary to the Chartered Institute's Code of Ethics and fitness to practise rules; or
 - 19.4 take any action, including any of the above, which it deems appropriate in the circumstances.
- 20 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.
- 21 Except as allowed in Regulation 23, 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:

- 21.1 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;
 - 21.2 make any statement or to answer any questions; and
 - 21.3 give any undertakings as to their future conduct with regard to complying with these Regulations for which they are prepared to be held accountable;
- 22 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.
- 23 Where a panel, convened in accordance with Regulation 18, determine to make a complaint against the Member concerned for acting contrary to the Chartered Institute's Code of Ethics and fitness to practise rules, the complaint shall be made forthwith.

General

- 24 A complaint against a member for acting contrary to the Chartered Institute's Code of Ethics and made by a Panel acting in accordance with these Regulations shall be deemed to comply with the requirements of Part 8.2 of Code of Ethics and fitness to practise rules if the complaint and supporting evidence is delivered to the Chief Executive of the Chartered Institute.

Commencement and Amendment of Regulations

These Regulations shall take effect on the date of adoption. Amendments to these regulations were delegated to the Membership and the Profession Advisory Group on 18th May 2022.

Adopted as a Regulation by Council on 8 December 2005. Amended by the Board of Trustees on 12 January 2017 and 2 May 2019. Amended by the Membership and the Profession Advisory Group on 9 June 2022 and 6 October 2022.

ANNEX 1: GUIDANCE

The following activities count as CPD. This is not an exhaustive list. Members should also refer to the CPD FAQ document on our website.

- 1 Educational courses related to Environmental Health, e.g. MScs, 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, leadership, presentation and communication skills, Applied courses in Science and Information Technology, and including language courses to support the delivery of environmental health services.
- 3 Short courses, seminars, workshops, conferences, etc. related to Environmental Health or contributing to the provision of environmental health services.
- 4 Online learning courses in relation to items 1 & 2 above.
- 5 Supervised academic research related or relevant to Environmental Health or the provision of Environmental Health Services.
- 6 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 (7) below.
- 7 The preparation and subsequent presentation or publication of papers related to Environmental Health or the provision of Environmental Health Services.
- 8 Properly organised and structured in-house workshops on Environmental Health issues.
- 9 Properly convened meetings of the Chartered Institute including technical / working groups, panels, community meetings, meetings of the Board of Trustees and its committees and the Annual General and Extraordinary General meetings of the Chartered Institute.
- 10 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 activity does not constitute CPD:

- 11 General day to day updating on professional matters including the reading of professional journals, papers and articles.