

Guidance notes for persons holding a non EU qualification in environmental health who wish to apply for the Certificate of Registration of the Environmental Health Registration Board

Introduction

The qualification required by government and local authority employers for undertaking environmental health enforcement duties in the UK as an Environmental Health Practitioner (EHP) is the Certificate of Registration from the Environmental Health Registration Board (EHRB). The Certificate of Registration is granted to those persons who have been awarded a BSc (Hons) or MSc in Environmental Health from a course accredited by the Chartered Institute of Environmental Health (CIEH), completed a period of practical training and successfully completed the CIEH professional assessments.

Before a Certificate of Registration can be awarded to overseas qualified EHP's it is necessary for the CIEH to determine whether an applicants qualifications and practical training are comparable to a UK EHP. Broadly speaking, certain overseas qualifications have comparable rigour and content to the CIEH's accredited degree courses. However, UK requirements encompass knowledge of the technology of the built environment, occupational health and the inspection of meat, fish, poultry and other foods; areas which do not always falls into the province of the environmental health practitioners overseas. Furthermore some overseas qualifications do not incorporate any practical training.

The assessment of non EU overseas qualified EHPs is based upon the assessment of EU/EEA overseas qualified EHPs. Therefore the assessment largely follows the procedures set out in Directive 2005/36/EC and the European Communities (Recognition of Professional Qualifications) Regulations 2007.

The assessment involves a three stage process which is summarised in the 'Non EU EHPs working in the UK' flow diagram. For some applicants the process will be completed at stage 2, whereas for others where shortfalls have been identified and applicants wish to obtain the full Certificate of Registration, the process will be completed at stage 3.

Stage 1 – Initially the CIEH will check the details provided by the applicant about the environmental health profession in their country. The qualification process will be compared to the process for UK EHPs. If the profession is regulated, the regulatory role of the competent authority will be compared the regulatory role of the CIEH. The applicant will need to provide evidence that they meet the requirements to practise as an EHP set by their competent authority and provide proof that they are not prohibited from practising for any reason. Full details about the evidence required can be found later in this guidance document.

If the qualification process and regulatory role of the competent authority are found to be equivalent to the process for UK EHPs and the CIEH respectively, the applicant will not be required to show that they have worked as an EHP for at least two years during the last ten. However, if the qualification process and regulation of the profession are not equivalent, the CIEH will check that the applicant has worked as an EHP for at least two years during the last ten.

Next the CIEH will compare the level, duration and content of the applicant's degree or higher level qualification in environmental health to that of a UK EHP. As a minimum the CIEH is looking for a BSc (Hons) degree in environmental health that involves at least

three years full time study. The content of the degree will be compared to 'Curriculum 2011' which all UK accredited environmental health courses must cover. A mapping exercise will be carried out, mapping the curriculum, module descriptors or learning outcomes supplied by the applicant with the learning outcomes from 'Curriculum 2011'. Additionally the CIEH will check that the applicant has completed a practical food inspection examination, or equivalent, which focuses on the identification and fitness of a range of specimens and appropriate interventions.

The CIEH will then consider the applicants practical training and work experience comparing it to a UK EHP. As a minimum the CIEH is looking for applicants to have experience in the five fields of environmental health covered in the 'Portfolio of Professional Practice' (PPP) which must be completed by all UK EHPs; these fields include Food Safety, Health and Safety, Environmental Protection, Housing and Health and Public Health. Again a mapping exercise will be carried out, mapping the intervention areas and skills from the PPP with the information provided by the applicant in the form of a practical training logbook, employer's references or job descriptions.

The CIEH will seek to verify all evidence supplied by the candidate with the application, including contacting the Institution where the environmental health qualification was obtained and all referees provided.

Stage 2 – There are three possible outcomes at stage 2:

- The Certificate of Registration will not be awarded by the Environmental Health Registration Board if any of the following apply:
 - The applicant does not meet the requirements to practise as an EHP set by their competent authority.
 - The applicant has been prohibited from practising by their competent authority.
 - The applicant has not worked as an EHP for at least two years during the last ten in a country where environmental health is not regulated. (This will also apply if the regulation by the competent authority is not considered equivalent to the regulation by the CIEH).
 - The applicant's qualifications and practical experience are so different to a UK EHP that the application is regarded as a mismatch.
- If shortfalls are identified in the EHP's qualifications or practical training a restricted Certificate of Registration will be awarded. The compensatory measures that would be required before the full Certificate of Registration could be awarded would be specified and the applicant would need to progress to Stage 3 to pursue these through either a period of adaptation or aptitude test.
- If the EHP's qualifications and practical training are comparable to a UK EHP the full Certificate of Registration will be awarded.

Stage 3 – The applicant could choose to pursue the compensatory measures through a period of adaptation or an aptitude test. The period of adaptation would require the applicant to gain further practical experience to complete the relevant sections of the 'Portfolio of Professional Practice' (PPP) and if the applicant was required to complete three or more sections of the PPP this would be followed by the 'Professional Interview'.

The aptitude test would require the applicant to complete the relevant 'Professional Examination' papers where shortfalls had been identified and if the applicant was required to complete three or more papers this would be followed by the 'Professional Interview'. The adaptation and aptitude routes may also require the candidate to complete a practical food inspection examination if shortfalls have been identified in this area.

Portfolio of Professional Practice: The Portfolio is based upon the concepts of experiential learning and reflective practice and requires candidates to undertake a range of interventions, develop a range of skills and reflect upon their experiences. The interventions and skills are divided into five Intervention Fields – Food Safety, Health and Safety, Housing and Health, Environmental Protection and Public Health.

Professional Examination: The professional exam consists of papers in five fields of Environmental Health including Food Safety, Health and Safety, Housing and Health, Environmental Protection and Public Health.

Professional Interview: The professional interview is based on environmental health scenarios. Candidates are presented with three scenarios and are given twenty minutes to read and make notes. After this time they are required to prioritise the scenarios in terms of public health significance then select one scenario to discuss for the remainder of the interview. The assessment focuses on the candidate's prioritisation, professional attitude and approach in dealing with the chosen scenarios, ability to determine an appropriate course of action and awareness of the wider implication surrounding the scenario.

Practical Food Inspection Examination: The food examination covers a wide range of specimens including fish and shellfish, milk and dairy products, meat products and meat preparations, fruit and vegetables and specimens demonstrating various processes and packaging methods designed to extend the shelf-life and wholesomeness of otherwise perishable foods. The assessments focuses on the identification of the specimens, knowledge of issues relevant to the specimens, judgements on the fitness and/or wholesomeness of specimens and the form of intervention that might be appropriate.

When the compensatory measures had been completed successfully the full Certificate of Registration would be awarded by the Environmental Health Registration Board.

Completing the application form

It should be emphasised from the outset that the onus of responsibility for demonstrating the status of the qualifications put before the CIEH lies is upon the applicant to obtain and supply all relevant information including a detailed syllabus of the course they have completed.

The application should include the following:

- completion of the CIEH application form for registration as an Environmental Health Practitioner non EU.
- evidence that you meet the requirements to practise as an EHP set by your competent authority and that you are not prohibited from practising - such as a certificate from the competent authority in your country, certificate from the professional body for environmental health, letter of attestation from the competent authority, professional licence/ authorisation or an excerpt from the register. Please note this must state that you are not prohibited from practising environmental health, if it does not a separate letter of attestation is required from the competent authority or professional body confirming this.

- if environmental health is not a regulated by a competent authority in your country, proof that you have worked as an EHP for at least two years during the last ten years - such as an employer reference, tax statement or pay slip.
- full details of the environmental health qualification(s) held, including university attended, title of award and length of course. A copy of the degree certificate, transcript of the marks obtained and details of the curriculum/syllabus followed.
- full details of practical training undertaken during or after the course, including where and when undertaken, a reference from the training organisation outlining an applicant's role, details of the subject areas covered and activities performed and if not presented as a 'portfolio' described in detail;
- full details of professional experience obtained since qualification, including where and when this experience was obtained and duties and responsibilities;
- details of other academic awards and qualifications held, with evidence in the form of the certificate, and if relevant a copy of the curriculum/syllabus followed and a transcript of the marks obtained;
- details of current employment, including duties and responsibilities;
- details of membership of any relevant professional body/organisation;
- submission of Stage 1 fee of £450.00.

Fees

The fees payable will be dependant upon whether you are awarded the Certificate of Registration and the extent of any compensatory measures required.

- Stage 1 assessment of qualifications and professional experience: £450
- Certificate of Registration: £125
- PPP Intervention Field £60 (please note you may be required to complete 4 fields)
- Exam Paper £75 (please note you may be required to complete 4 papers)
- Interview £300 (required if you need to complete 3 PPP intervention fields, or 3 exam papers)
- Practical Food Examination (cost determined by external examination provider)

Further Information

Please email the Education Unit on education@cieh.org or telephone on: +44 207 928 6006; alternatively write to: Education Unit, CIEH, Chadwick Court, 15 Hatfields, London, SE1 8DJ.