

# Guidance notes for persons holding an Republic of Ireland 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 EHPs overseas. Furthermore some overseas qualifications do not incorporate any practical training.

The assessment of EHPs qualified in Republic of Ireland for the Certificate of Registration is in accordance with the procedures set out in Directive 2005/36/EC. This Directive is implemented in the UK by the European Communities (Recognition of Professional Qualifications) Regulations 2007. Further information can be obtained from the Europe Open for Professions website which explains the mutual recognition procedures: [www.europeopen.org.uk](http://www.europeopen.org.uk)

The assessment involves a two stage process. Stage One includes a formal assessment of an applicant's qualifications and practical training; professional experience will also be taken into account. Stage Two will seek to determine, in the light of the Stage One assessment, whether further compensatory measures are required to address any shortfalls in the applicant's knowledge and expertise.

The purpose of this guidance is to clearly set out:

- what information should be included with an application for the Certificate of Registration from the EHRB;
- how the Stage One assessment of the applicant's qualifications, practical training and professional experience will be undertaken;
- what is involved in the Stage Two process and how any shortfalls in the applicant's knowledge and experience can be met through either an aptitude test or adaptation period.

## **Application for registration with the Environmental Health Registration Board**

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

The application for registration with the EHRB should include the following:

- completion of the CIEH application form for registration as an Environmental Health Practitioner EU/EEA;
- 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. Additionally, it might help an applicant if examples of final year examination papers were provided;
- 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 One fee of £25

### **Stage One - formal assessment of applicant's qualifications, practical training and professional experience**

Stage One will start with an assessment of the applicant's qualifications in order to determine whether the qualification is equivalent to a UK EHP. Environmental Health is a graduate entry profession in the UK and EHPs must possess a BSc (Hons) or MSc in Environmental Health, therefore an overseas applicant must have an equivalent level qualification. The content of an overseas course must be equivalent to the CIEH Curriculum, since this is the 'benchmark' to which all BSc or MSc Environmental Health courses are accredited. The CIEH curriculum is available from the EHRB website; it is recommended that applicants review this before applying.

Following the assessment of qualifications, an applicant's practical training will be assessed to determine whether it is equivalent to a UK EHP. UK EHPs have to undergo a period of practical training covering five fields of Environmental Health including Food Safety, Health and Safety, Environmental Protection, Private Sector Housing and Public

Health. An experiential learning portfolio is completed during the training and reports are produced demonstrating learning and skill development in each of the five fields. The titles of the reports required illustrate the kind of practical training that an applicant's practical training and professional experiences will be compared to. The experiential learning portfolio is available from the EHRB website and it is recommended that applicants review this before applying.

### **Stage One Decision**

There are four possible outcomes of the Stage 1 assessment:

If an applicant's qualifications, practical training and professional experience display little comparability with the UK curriculum and practice the application is regarded as a mismatch and the Certificate of Registration cannot be awarded. It is suggested that the applicant undertake a CIEH accredited course of study in Environmental Health.

If an applicant displays generic Environmental and Public Health mindedness, but lacks sufficient engagement with specific technical aspects of the five fields Environmental Health further compensatory measures may be required before the Certificate of Registration is awarded. The applicant will be offered the opportunity to proceed to Stage 2 and pursue the compensatory measures via the 'aptitude test' or the 'adaptation' route.

If an applicant has a degree level qualification which is based on Environmental and Public Health mindedness and demonstrates sufficient academic engagement and experience in the technical aspects of some, but not all, of the five fields of Environmental Health, a 'shortened' Certificate of Registration will be awarded. The 'shortened' Certificate will acknowledge the display of generalist level competencies in explicitly stated fields of Environmental Health.

If an applicant's qualifications, practical training and professional experience are equivalent to the curriculum and practical training requirements of a UK EHP a 'full' Certificate of Registration will be awarded.

### **Stage Two – addressing shortfalls through adaptation or aptitude**

At Stage 2 the CIEH will draw up a list of the theoretical and/or practical subjects not covered by the education, training and experience of the applicant which are essential to the practice of Environmental Health in the UK. The list will be used to determine what will be included in either the adaptation period or aptitude test, depending on the choice of the applicant. The fee payable for the Stage Two assessment is £200.00 (the fee includes one complete assessment under the Stage Two compensatory measures).

### **Aptitude Test**

The aptitude test will assess the applicant's ability to pursue the profession of an EHP in the UK. The purpose of the aptitude test is to ensure the initial competence of overseas applicants for registration with EHRB and will be set and assessed at a level appropriate for newly qualified EHPs. The aptitude test will maintain equivalence with newly qualified EHPs in the UK.

The aptitude test may include: written examinations in Food Safety, Health and Safety, Environmental Protection, Private Sector Housing and Public Health, a risk audit, a practical food inspection examination and an interview. The elements that the applicant

will be tested on will depend on the outcome of assessment and will relate directly to the subjects not previously covered adequately by their education, training and experience.

### **Adaptation Period**

The adaptation period will involve acquiring the required knowledge and skills by practicing the profession for a period of supervised practice. Both the length and nature of the adaptation period will be determined by the theoretical and/or practical subjects not covered by the education, training and experience of the applicant, which are essential to the practice of Environmental Health in the UK. The adaptation period will be linked to the completion of a work experience log, which will closely follow the experiential learning portfolio.

On satisfactory completion of the compensatory measures, either the adaptation period or the aptitude test under Stage Two, the Certificate of Registration will be awarded.

Where the assessment of the Stage Two compensatory measures undertaken by the applicant is determined to be unsatisfactory by the CIEH then the applicant may either make a further application for reassessment or consider making an appeal against the decision. Any application for reassessment would need to be accompanied by the appropriate fee of £200.00.

### **Further Information**

Please email the Education Unit on [education@cieh.org](mailto:education@cieh.org) or telephone on: +44 207 928 6006; alternatively write to:

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