



# Chartered Status guidance

---

## Contents

What is chartered status? .....	2
Basic requirements.....	2
What will be assessed? .....	3
What is the application process? .....	3
The case study.....	4
Reflection on the case study .....	7
Supporting statement .....	9
Assessment of your case study .....	9
Professional Discussion .....	10
Appeals.....	10
Maintenance of chartered status.....	11
Further information .....	11

## What is chartered status?

Chartered status is recognised internationally as a badge of professionalism, competence and expertise for a wide range of disciplines.

Our Royal Charter was awarded by the Crown in 1984. Our status as the *Chartered* Institute of Environmental Health includes the ability to maintain a Register of Chartered Environmental Health Practitioners (EHPs) - and to determine the standards required for registration.

Chartered status is a quality standard for Environmental Health Practitioners. Those who have achieved it are seen as exemplars and ambassadors for the environmental health profession.

We have awarded over 2,000 members with chartered status since 2003.

Chartered EHPs are:

- entitled to use the CEnvH designatory letters
- included in our [online register](#)
- issued with a digital credential for use in email signatures and online profiles



In return they must maintain their membership and CPD to the appropriate level and commit to abiding by our Code of Ethics and fitness to practise rules.

## Basic requirements

To apply for chartered status you must fulfil all of these essential criteria:

1. Have a CIEH accredited degree in environmental health (or the Diploma which preceded it, or equivalent from outside England, Wales or Northern Ireland)
2. Be a Registered Environmental Health Practitioner/Officer (with CIEH, EHRB or REHIS)
3. Have a minimum of three years'\* relevant environmental health work experience after becoming a Registered EHP/EHO\*\*
4. Be a current member at the Member or Fellow grade
5. Provide 3 years' compliant CPD records

\*Three years based on a full time role of 37 hours per week, or equivalent for part time roles.

\*\*Overseas qualified EHOs who subsequently became Registered EHPs with EHRB or CIEH may demonstrate three years' relevant environmental health work experience from the point of the award of their original qualification.

### **What will be assessed?**

You will be expected to demonstrate the following to the level of a Registered Environmental Health Practitioner/Officer with at least three years' experience:

1. Ability to work independently with minimum supervision
2. In depth competence in one or more area of environmental health
3. Excellent communication skills
4. Ability to work collaboratively, sharing information and building supportive, trusting and professional relationships with colleagues and a range of stakeholders
5. Ability to use sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice
6. Highly developed investigative, analytical and interpretative skills

### **What is the application process?**

You can submit your application at any point during the year.

You must complete the application form and submit this along with all the supporting material to [education@cieh.org](mailto:education@cieh.org)

A member of the team will then contact you for payment. The current fee is stated on our website at <https://www.cieh.org/professional-development/professional-registration/pathways-to-registration/chartered-status/>

Your application will comprise of:

1. A case study of 3,500-5000 words
2. Reflection on this case study of at least 1000 words
3. A supporting statement from a sponsor of between 250 and 500 words. This statement must outline your suitability for chartered status

Your case study will be assessed by a Chartered Environmental Health Practitioner.

If successful, the case study will then form the basis of an online professional discussion with two assessors, who will both be Chartered Environmental Health Practitioners.

You will be awarded chartered status if you pass both the case study and professional discussion elements.

## The case study

Your case study will be between 3,500-5000 words (excluding appendices, reflection and your supporting statement). It will be submitted electronically in a suitable format.

You will submit a single case study that reflects in depth either upon a distinct case in which you took the lead, or an area of your personal practice which you regard as being pivotal to your professional growth since qualification.

The work should demonstrate a marked development in your thinking, skills and professional outlook since your initial Registration as an Environmental Health Practitioner. It should therefore not be focussed on the acquisition of technical skills and competencies as when completing a report for a PPP or EHP Portfolio, but on demonstrating your effectiveness as a practitioner. A suitable piece of work will often be a step up from your routine tasks – something that required you to develop your practice and that you learnt from.

The breadth of activities undertaken by Environmental Health Practitioners means that it is not possible to provide topic-specific guidance, on the suitability of a particular piece of work, other than to say that we welcome diverse and imaginative submissions.

We know that members are often very modest about their achievements, but after some self-reflection or probing by colleagues, can identify a recent piece of work which they found challenging and which is suitable for a case study.

In the case study, you must demonstrate your ability to critically evaluate the nature and purpose of the intervention and the role you played in it. You should consider the following 'common skills of practice':

- Identification of the health implications of the case (i.e. why was this being done, how was information acquired)
- by what means the issue under consideration was researched
- how 'risk' was assessed and a management strategy devised
- how the matter was pursued and/or resolved

Your case study must clearly set out how the assessment criteria have been met:

### 1. **Ability to work independently with minimum supervision.**

Your case study must be written in an active, first-person tense and style. It must read like the your own experience.

You must make it clear what you did, the decisions that you made, the data that you collected etc. You must show your initiative, your ability to take the lead, your ability to justify your decisions and to explain options. Where you

needed to seek advice or a second opinion, you must show that you have 'exhausted' your own thinking before seeking advice.

## **2. In depth competence in one or more areas of environmental health.**

Competence is much more than the possession of knowledge. It is the application of that knowledge in appropriate settings, styles, contexts and language.

More information about how we view competence is available in our [Professional Standards Framework](#). Please bear in mind that this assessment is not a test of your technical competence, as that was demonstrated when you became an EHP. We are interested in your professional ability - your development as a practitioner when working as an EHP. This includes your critical thinking skills, collaboration skills, leadership abilities, etc.

## **3. Excellent communication skills.**

Your case study will demonstrate your written communication skills. It must therefore be free from grammatical and spelling errors. Any written communication (e.g. in appendices) must be in a style and format that is appropriate for the receiver/reader (tone, style, professional language, use of abbreviations and acronyms etc).

## **4. Ability to work collaboratively, sharing information and building supportive, trusting and professional relationships with colleagues and a range of stakeholders.**

Collaborative working is more than being a member of a team. Your case study may include identification of the team members' strengths and weaknesses, assigning roles, allocating tasks, efficient sharing of resources, agreeing and honouring realistic deadlines, dealing with difficult or challenging situations.

Other stakeholders may include clients or customers such as landlords, tenants, business owners, members of the public, other agencies or departments, etc.

Your case study might demonstrate your professional empathy with different parties, or perhaps where you mediated between stakeholders with different agendas (or alternatively, reflection on this process if it was unsuccessful).

## **5. Ability to use sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice.**

Your decisions and judgments must be evidence-based, objective, free of bias and where necessary supported by expert advice from reputable

sources. Chartered EHPs should avoid assumptions or taking things at face value.

Assessors will be looking for “reasonable enquiries” and a thorough approach.

## 6. **Highly developed investigative, analytical and interpretative skills.**

Your ability to demonstrate these skills will largely depend upon the complexity of the case and the available data.

Investigation: collection and verification of data and evidence (using a variety of techniques such as research, interviews, photographs, interrogation of social media, CCTV etc).

Analysis: sorting and arrangement of the data to identify trends, patterns and relationships.

Interpretation: drawing appropriate conclusions from the analysis of the data, the application of appropriate standards and guidance to 'sense check' those conclusions and where necessary the use of credible 'experts', consultants and advisors.

You may wish to demonstrate this in your case study by including the tools you used – such as a simple evidence matrix in an appendix.

Ideally your case study will meet all six of the assessment criteria. Where it does not, you must identify this and provide further examples of supporting evidence to demonstrate this skill or competency. (For example, a great piece of work may fall short on “Ability to work collaboratively” and this could be addressed by reflecting on other stakeholders that could have been involved – or giving examples of other work you have undertaken).

We recommend that you consider helping the assessors by setting this out explicitly, perhaps using the criteria as subheadings, or summarising them in a table.

## Reflection on the case study



Your reflection will be at least 1000 words, submitted electronically in a suitable format.

Reflection is one of the hallmarks of professionalism.

You must reflect on your case study in terms of:

- How it created a change in your own working practice or that of your organisation
- What you would do differently now if the same situation happened again
- What you discovered about yourself
- What you learned about your future learning and development needs

Reflection is an integral part of your submission and should not be treated as an afterthought. Case studies which meet the assessment criteria but do not have sufficient reflection will be failed.

### Assess

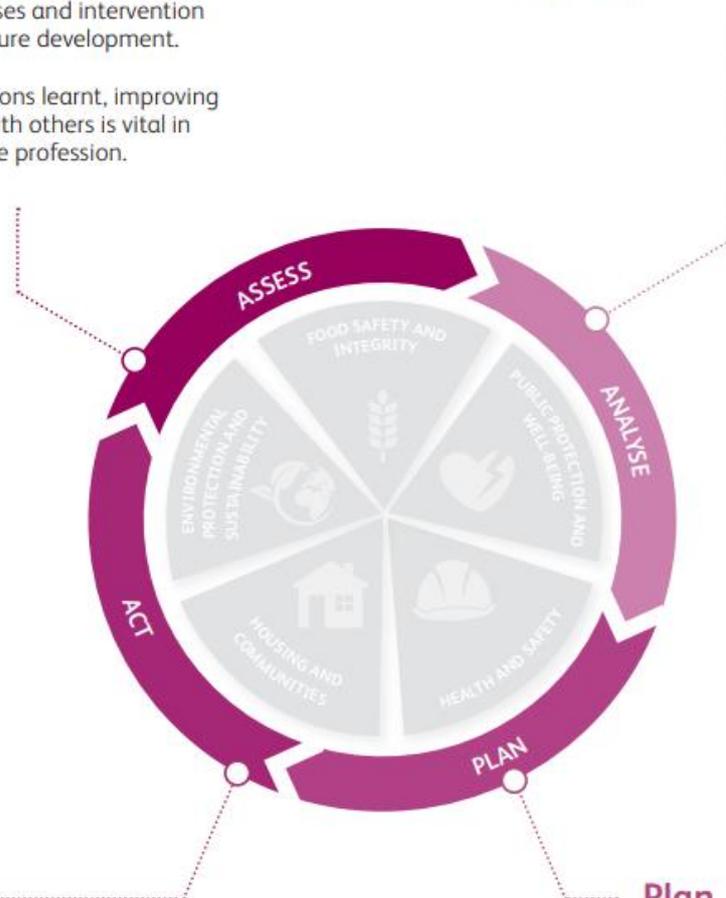
Professional assessment and evaluation underpin effective practice.

Impact assessment is important in developing processes and intervention approaches for future development.

Evaluating the lessons learnt, improving and sharing this with others is vital in shaping a reflective profession.

### Analyse

Analysis is a fundamental component, enabling robust decision making, identifying effective solutions and interventions.



### Act

Environmental health professionals will be involved in a wide range of complex interventions such as emergency incident management and formal legal action and representation.

### Plan

Planning for appropriate specialist assistance prior to action will improve timeliness and service levels during intervention.

Making a robust case for resource allocation, and a planned approach to intervention, is essential in delivering an efficient, viable and effective service.

You may use the above model for your reflection or other standard models you are familiar with (for example Rolfe et al or Kolb).

You may also find the [Code of Ethics and fitness to practise rules](#) to be a useful framework to assist with your reflection.

## **Supporting statement**

The supporting statement will be between 250 and 500 words and must be written by your sponsor. It will be submitted electronically in a suitable format as part of your application.

The supporting statement is an opportunity for you and your sponsor to double check that the criteria have been met and that you are suitable for the award of chartered status.

Your sponsor will usually be a line manager or colleague. They could also be mentor, or a CIEH member that knows you sufficiently.

At minimum, your sponsor's statement should confirm that you undertook the work set out in the case study and confirm that you are a suitable candidate for the award of chartered status.

## **Assessment of your case study**

Your case study and reflection will be assessed by a Chartered Environmental Health Practitioner.

Case studies which do not meet the basic requirements (word count, reflection, supporting statement, spelling etc) will not be assessed.

This assessment will result in a pass or fail.

Candidates who pass may be given constructive feedback on any minor shortfalls which will then be explored at the professional discussion. This feedback is to allow you to consider examples of other work you have undertaken which demonstrate these criteria and which you would like to talk about at your professional discussion.

Candidates who fail will be given constructive feedback. This may include suggestions for minor amendments to (or clarifications in) the case study, for which there will be no additional fee on resubmission.

There may be a charge to resubmit case studies which require significant rewriting or in cases where the topic chosen is wholly unsuitable so that a different case study is needed.

## **Professional Discussion**

When your case study receives a “pass” mark, we will contact you with details about your Professional Discussion.

This is an online assessment. The assessors will be two Chartered Environmental Health Practitioners who have been appointed by CIEH.

The duration of the Professional Discussion will be no more than 60 minutes.

The Professional Discussion will commence with a 10 minute presentation about your case study and your reflection. The assessors will then ask you questions about your case study and your other work to establish whether or not you meet the criteria to become a Chartered EHP.

The Professional Discussion is used to inform the assessors’ final decision. It provides an opportunity to explore any issues in detail and provide insight for your future professional career in environmental health as a Chartered Practitioner.

The focus of the Professional Discussion will be the assessment criteria above. It will not be a repeat of the Professional Interview or Professional Discussion you passed to become a Registered EHP/EHO. It is also an opportunity for CIEH to verify that candidates have conducted the work in their case study themselves.

The Professional Discussion may focus on minor shortfalls in your case study.

You should be aware that the Professional Discussion is partly an assessment of your verbal and non-verbal communication skills.

The assessors will have read your case study, so there is no need to repeat the contents of your case study verbatim. The assessors may therefore be more interested in your reflection on your experiences, than what you actually did.

The Professional Discussion is an opportunity for you to be open and professionally honest. Topics that are discussed in the assessment will remain confidential. You should feel free to constructively challenge your own actions and those taken by colleagues, as well as the broader context in the organisation where you work.

The outcome of the Professional Discussion will be a pass or fail.

Candidates who fail will be given constructive feedback.

## **Appeals**

Grounds for appeal and appeals process are as set out in our Examination Regulations. These apply to both the assessment of case studies and the Professional Discussion.

## **Maintenance of chartered status**

Chartered EHPs must

- Maintain their membership at the appropriate grade (Member or Fellow).
- Abide by the Code of Ethics and fitness to practise rules
- Complete 30 hours of Continuing Professional Development per annum (or a total of 90 hours during the year in questions and the preceding two years).
- Make an annual online declaration confirming that they have completed their CPD obligations

## **Further information**

This guidance document should be read in conjunction with the Chartered Status Regulations and Examination Regulations.

We will be organising “drop in” webinars for candidates who are interested in applying for chartered status if there is demand for them.

We welcome queries from people who are interested in applying for chartered status.

[education@cieh.org](mailto:education@cieh.org)