

**HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA  
THE PROFESSIONAL BOARD FOR ENVIRONMENTAL HEALTH PRACTITIONERS**

<b>SUBJECT</b>	PROCEDURE FOR THE FACILITATION OF REGISTRATION OF FOREIGN QUALIFIED ENVIRONMENTAL HEALTH PRACTITIONERS	<b>DOC NO:</b>	SOP024
<b>COMPILED BY:</b>	EDUCATION COMMITTEE	<b>REVISION NO:</b>	00
<b>APPROVED BY:</b>	PROFESSIONAL BOARD OF ENVIRONMENTAL HEALTH PRACTITIONERS	<b>Page 1 of 9</b>	
<b>APPROVAL SIGNATURE:</b>		<b>EFFECTIVE DATE</b>	October 2011



**PROFESSIONAL BOARD  
FOR  
ENVIRONMENTAL HEALTH PRACTITIONERS:**

**PROCEDURE FOR THE FACILITATION OF  
REGISTRATION OF FOREIGN QUALIFIED  
ENVIRONMENTAL HEALTH PRACTITIONERS**

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## **1. PURPOSE**

- 1.1 These guidelines are intended to assist an applicant who wishes to register as an Environmental Health Practitioner with the Professional Board for Environmental Health Practitioners of the Health Professions Council of South Africa.
- 1.2 To outline a process that must be followed by both applicant and PB of EHP's to objectively consider applications mentioned above.
- 1.3 Identify the personnel that have a primary role in the SOP and describe how their responsibilities relate to this SOP.

## **2. SCOPE**

This procedure applies to foreign qualified Environmental Health Practitioners who wish to register with the Professional Board for Environmental Health Practitioners of the HPCSA.

## **3. DEFINITIONS**

For the purpose of this SOP, the following definitions shall apply:

- 3.1 Professional Board for Environmental Health Practitioners - a professional board for Environmental Health Practitioners as established in terms of any of the provisions of section 15; of the HPCSA Act 56 of 1974.
- 3.2 Board Manager- Manager of the Professional Board for Environmental Health Practitioners.
- 3.3 Register- as defined in the Health Professions Act as amended.
- 3.4 Qualifications - as defined in the Health Professions Act as amended.
- 3.5 Foreign qualifications - Qualifications obtained in countries other than South Africa.

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#### 4. ABBREVIATIONS

- 4.1 EHP - Environmental Health Practitioner.
- 4.2 PB of EHP's- Professional Board for Environmental Health Practitioners.
- 4.3 SOP- Standard Operating Procedure.

#### 5. GENERAL REQUIREMENTS

- In order to avoid delays in the processing of your application **all the documents, correctly certified** as per the requirements of the Board should be submitted preferably **in one batch**.
- Applications submitted by **facsimile (fax)** will not be entertained.
- All documentation required by the Board should be submitted in English. Only original translations of the required documents done by a sworn translator and duly sealed and notarized will be accepted. In addition to such English translations, legible copies of the original documents, certified and duly sealed by a Notary Public should be submitted.

#### 6. PREREQUISITES/ PROFESSIONAL QUALIFICATIONS

- An applicant must hold a qualification equivalent to the recognized South African qualification.
- The minimum period of education must correspond with the education required from candidates qualifying in South Africa.
- To comply with the requirements above, applicants are currently required to have all the academic qualifications evaluated by the South African Qualifications Authority (SAQA), in order to determine their status in relation to recognized qualifications. A request for an evaluation should be submitted to SAQA, for more details on the submission process applicants are advised to visit SAQA's website - [www.saqa.org.za](http://www.saqa.org.za) or contact SAQA directly.

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- The applicant must be in possession of official documentary evidence of having completed full-time practical training and/or professional experience,

## 7. SUBMISSION OF APPLICATIONS TO THE HPCSA.

The following documentation shall be submitted to the HPCSA:

- The application Form 176 EHP duly completed.
- The following documents certified by an attorney in his capacity as Notary Public and bearing the official stamp. Copies certified only by a Commissioner of Oaths **will not be accepted.**
  - a) Copies of all degree/diploma certificates or similar academic qualifications.
  - b) Original transcripts of record issued by your educational institution indicating course content of each qualification referred to above.
  - c) A Certificate of Evaluation of academic qualifications issued by SAQA.
  - d) A copy of a valid Passport or Identity Document as proof of current citizenship.
- A recent original Certificate of Status (Certificate of Good Standing), indicating that the applicant is in good standing, issued by the foreign registration authority where the applicant is currently registered which has **been issued within the preceding three months.**
- A letter of endorsement in support of the application for registration issued by the Foreign Workforce Management Programme (FWMP) of the National Department of Health. Applications should be directed to The Programme Manager, FWMP, Room S1011, Civitas Building, (Corner of Struben and Thabo Sehume (Andries) Streets)  
National Department of Health, Private Bag X 828, Pretoria, 0001, RSA.
- The Letter of endorsement stated above is not required for South African citizens who qualified abroad.

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- Foreign Qualified Health Practitioners who obtained their qualifications in any other language except in English are to submit their certificate from International English Language Testing System (IELTS) demonstrating their English Proficiency at overall **Band score 6** before their application can be considered to do the examination. The IELTS band 6 indicates that they can use and understand fairly complex language particularly in familiar situations.
- In addition to the above minimum requirements, applicants may further be required to submit any other document that may assist the Board to objectively review the application.
- **Submission of applications/Enquiries :**

Duly completed application forms and supporting documents or written enquiries may be sent to:

The Registrar  
HPCSA  
P O Box 205  
PRETORIA  
0001

#### **8. PROCEDURE FOR THE APPRAISAL OF DOCUMENTS SUPPLIED BY APPLICANTS.**

- All applications will be forwarded for the attention of the Board Manager: PB for EHP's.
- The Board Manager will review the application for completeness and accuracy in accordance with the requirements stipulated in item 7 of this SOP. (Also see Annexure A).
- The Board Manager will in line with the status of the application recommend in writing one of these actions:
  - a) For applicants who met the minimum requirements to sit for a Board Examination, duly inform the applicant and the appointed examiners of the outcome and supply the applicants with an examination guide.

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- b) Reject applications from applicants who do not meet the minimum requirements.
- c) Refer the application back to the applicants in the case of incomplete applications or when clarity or additional information is required to objectively review the application.

## **9. BOARD EXAMINATION**

- The appointed Examiner will upon receipt of the recommendation for an examination from the Board Manager, communicate directly and arrange the logistics with the candidate to sit for the Board Examination.
- An examination fee of R3 849 (three thousand eight hundred forty-nine rand) is payable prior to taking the Board examination. Reference may be made to the latest fees payable as published.
- The Examiner will arrange for the appointment of a Moderator and conduct the Board Examination in line with the SOP for the **EXAMINATION GUIDELINES FOR A PERSON WHO WISHES TO REGISTER AS AN ENVIRONMENTAL HEALTH PRACTITIONER IN SOUTH AFRICA HOLDING A FOREIGN QUALIFICATION.**
- The Examiner together with the Moderator will complete the **EXAMINATION REPORT** during the examination, recommend the outcome of the examination and then forward the completed form to the Board Manager for further processing.
- Upon receipt of the Examination Report, the Board Manager will issue letters to applicants to inform them of the outcome of the process.
- Successful candidates will be recommended for registration as Independent Practitioners or for practice under temporary supervision as may be necessary.

## **10. REGISTRATION**

- The Professional Board will issue a letter to applicants who have been successful in the examination.

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- Such applicants will qualify for registration in the category of Independent Practice by submitting a copy of the letter issued by the Board, a formal offer of employment endorsed by the FWM of the Department of Health, the prescribed registration fee as well as the documentation outlined in the letter as may be necessary.
- In addition to the registration fee, applicants are required to pay a **pro-rata annual fee. (Refer to the latest published fees of the HPCSA.)**
- The registration certificate will be issued by the CPD, Registrations and Records Department after the submission of all requested documentation and payment of required fees.

## 11. FEES

- All fees payable to the HPCSA for the administration of applications are non-refundable irrespective of the outcome of the application process.

## 12. RECORDS

- All records generated during the execution of duties prescribed by this SOP, shall be submitted to the Board Manager for keeping in line with the policies of the HPCSA.

## 13. SUBMISSION OF REGISTRATION RECORDS TO THE EDUCATION COMMITTEE OF PB OF EHP'S.

- The Board Manager shall submit all records of processed applications by foreign qualified EHP's for the period preceding the meeting of the Education Committee of PB of EHP's for ratification and thereafter to the full Board for noting.

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**ANNEXURE A: CHECKLIST FOR THE APPRAISAL OF DOCUMENTS SUPPLIED BY FOREIGN QUALIFIED EHP'S.**

**Date:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**1. GENERAL**

Item	Available.	Not available.
Proof of payment		

**2. REQUIREMENTS**

Item	Submitted: Y or N	Acceptance Criteria	Acceptable (complete, accurate, legible etc.): Y or N
Completed Form 176 EHP		Complete and signed by applicant.	
Copies of all degree/diploma certificates or similar academic qualifications.		Certified by <u>an attorney</u> in his capacity as <u>notary public</u> and bearing the official stamp.	
<u>Original transcripts of record</u> issued by your educational institution indicating course content of each qualification		Certified by <u>an attorney</u> in his capacity as <u>notary public</u> and bearing the official stamp.	
<u>A certificate of Evaluation</u> issued by SAQA.		Certified by <u>an attorney</u> in his capacity as <u>notary public</u> and bearing the official stamp.	
A valid <u>Passport or Identity Document</u> as proof of current citizenship.		Certified by <u>an attorney</u> in his capacity as <u>notary public</u> and bearing the official stamp.	
<u>A Certificate of Status</u> (Certificate of Good Standing)		<ul style="list-style-type: none"> <li>• Certified by <u>an attorney</u> in his capacity as <u>notary public</u> and bearing the official stamp.</li> <li>• Not more than 3 Months old.</li> </ul>	



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A letter of endorsement by the Foreign Workforce Management Programme (FWMP)		Certified by <u>an attorney</u> in his capacity as <u>notary public</u> and bearing the official stamp.	
Evidence of competence in English e.g. TOEFL, GCE etc.		Certified by <u>an attorney</u> in his capacity as <u>notary public</u> and bearing the official stamp.	
Evidence of completion of full-time practical training and/or professional experience.		Certified by <u>an attorney</u> in his capacity as <u>notary public</u> and bearing the official stamp.	

**5 RECOMMENDATION: Tick applicable criterion.**

a) Applicant recommended to sit for a Board Exam	
b) Application rejected- applicant does not meet minimum requirements	
c) Referred back to applicant- Incomplete/more information required.	

**Note: Supply details/reasons for b and c.**

Comments by Reviewer:

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Reviewed by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_