

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

SUBJECT	STANDARD OPERATING PROCEDURE FOR THE HANDLING OF APPLICATIONS FOR RESTORATION TO THE REGISTER OF ENVIRONMENTAL HEALTH PRACTITIONERS OF THE HPCSA AND THE GUIDELINES FOR REGISTRATION OF ENVIRONMENTAL HEALTH ASSISTANTS	DOC NO:	SOP06
COMPILED BY:	EDUCATION TRAINING & REGISTRATION COMMITTEE	REVISION NO:	07
APPROVED BY:	PROFESSIONAL BOARD OF ENVIRONMENTAL HEALTH PRACTITIONERS	Page 1 of 19	
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PROFESSIONAL BOARD
FOR
ENVIRONMENTAL HEALTH PRACTITIONERS:

**STANDARD OPERATING PROCEDURE FOR THE
HANDLING OF APPLICATIONS FOR RESTORATION
TO THE REGISTER OF ENVIRONMENTAL HEALTH
PRACTITIONERS AND REGISTRATION
ENVIRONMENTAL HEALTH ASSISTANTS OF THE
HEALTH PROFESSIONS COUNCIL OF SOUTH
AFRICA (HPCSA).**

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1. PURPOSE

- 1.1 These guidelines are intended to stipulate an efficient administrative process for handling applications for registration and restoration into the Register of Environmental Health Practitioners (EHPs) and associate registers by the Professional Board for EHPs of the Health Professions Council of South Africa.
- 1.2 To outline a process that must be followed by both applicants and PBEHP 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 qualified Environmental Health Practitioners and Environmental Health Assistants who wish to register and restore their registration with the Professional Board for Environmental Health Practitioners of the HPCSA.

3. DEFINITIONS

For the purpose of this Standard Operating Procedure, the following definitions shall apply:

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- 3.1** Professional Board for Environmental Health Practitioners –(PBEHP) a professional board for Environmental Health Practitioners as established in terms of any of the provisions of section 15; of the Health Professions Act 56 of 1974 as amended.
- 3.2** Deputy Company Secretary - Board Manager of PBEHP.
- 3.3** Register as defined in the HP Act as amended.
- 3.4** Examinations mean a method of assessing the standard and/ or the skills and knowledge level achieved by an applicant in a discipline or profession.
- 3.5** Qualifications - as defined in the HP Act as amended.

4. ABBREVIATIONS

- 4.1 HPCSA-** Health Professions Council of South Africa
- 4.2 EHP -** Environmental Health Practitioner.
- 4.3 PBEHP-** Professional Board for Environmental Health Practitioners.
- 4.4 SOP-** Standard Operating Procedure.
- 4.5 EH –** Environmental Health
- 4.6 HP Act –** Health Professions Act, Act 56 of 1974 as amended
- 4.7 EHA-** Environmental Health Assistant

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5. GENERAL REQUIREMENTS FOR ELIGIBILITY FOR A BOARD EXAMINATION

5.1 Eligible applicants for registration or restoration Board examinations are the following:

5.1.1 Persons who were previously registered as an Environmental Health Practitioner in the category of Independent Practice with the HPCSA:

5.1.1.1 Supervised practice (six months) for practitioners who have been off the register for more than two years, but less than four years.

5.1.1.2 Board examination if a practitioner has been off the register or never registered after qualifying and not studying in the field of environmental health for more than four years

5.2 All applicants that are eligible to take a Board examination are required to submit a duly completed application form provided by the HPCSA and supporting documentation required by the Board.

5.3 At least, the following supporting documentation shall be provided upon application:

5.3.1 A copy of the National Diploma in Environmental Health certificate or equivalent degree certified by Notary Public and bearing the official stamp. Copies certified by a Commissioner of Oaths will not be accepted

5.3.2 Proof of payment of the examination fee as applicable (Refer to the latest published fees of the HPCSA.) An application for the examination will not be processed without proof of payment of the examination fee.

5.3.3 A certified copy of an identity document.

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5.3.4 A certified copy of a marriage certificate (should you wish to register in your married surname) or in the case where there are differences in names that appear in the identity document and certificates.

5.3.5 A Curriculum Vitae - record of practice in the field of EH.

5.4 The applicant must be in good standing, i.e. no criminal record or guilty judgement on ethical behaviour by the HPCSA or any other formal body.

5.5 Outstanding fees owed to the HPCSA must be paid up.

6. THE PROCEDURE FOR HANDLING OF APPLICATIONS

6.1 All applications for registration or restoration will be forwarded for the attention of Coordinator/Administrator at the Education and Training Division.

6.2 Upon receipt, the Coordinator/Administrator will review the application for completeness and accuracy in accordance with the requirements of this SOP.

6.3 Each application shall be recorded in the register and be allocated a unique sequential number for tracking purposes.

6.4 The Coordinator/Administrator shall review the applications and in line with the status of the application recommend in writing one of these actions:

6.4.1 For applicants who met the minimum requirements to be duly informed about the Board examination.

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6.4.2 Reject applications from applicants who do not meet the minimum requirements. The criteria for immediate rejection are as follows:

- Outstanding fees owed to the HPCSA are not paid up, and
- Applicant is not in good standing (See item 5.4).

6.4.3 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.

6.4.4 The unique sequential number will be used as a reference number for all correspondences sent by the Coordinator/Administrator to both the examiner and the applicant.

6.4.5 / Coordinator/Administrator is responsible for maintaining the register from the receipt of the application to its finalisation.

6.4.6 It is the responsibility of the applicant to ensure that he/she arranges for the examination with the Examiner indicated in the approval letter, within 30 days upon receipt of the letter.

6.4.7 Failure to do the examination within the financial year - 1 April to 31 March of the following year, the applicant will be required to pay the difference in the examination fee should the fees be increased.

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6.4.8 Failure to honour the exam date set with the examiner, the applicant will be liable to pay the examination fee applicable at the time they come back to take the exam.

7. APPOINTMENT OF EXAMINERS AND MODERATORS

Examiners and Moderators will be appointed by the Education, Training and Registration Committee of the Board in accordance with the criteria and guidelines determined by the Professional Board.

8. BOARD EXAMINATION

- 8.1** The Coordinator/Administrator will issue a referral letter to the appointed Examiner indicating the details of the applicant and request the Examiner to carry out the examination.
- 8.2** Once the candidate has contacted the examiner the appointed Examiner will upon receipt of the recommendation for an examination from the Coordinator/Administrator, communicate directly and arrange the logistics with the applicant to sit for the Board Examination.
- 8.3** The Examiner will arrange for the appointment of a Moderator and conduct the Board Examination in accordance with the **EXAMINATION GUIDELINES FOR A PERSON WHO WISHES TO REGISTER OR RESTORE THEIR NAME ON THE REGISTER AS AN ENVIRONMENTAL HEALTH PRACTITIONER IN SOUTH AFRICA HOLDING A SOUTH AFRICAN QUALIFICATION.**

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- 8.4** The Examiner together with the Moderator will conduct the examination, record the proceedings and complete the **EXAMINATION REPORT** during the examination and recommend the outcome of the examination. The completed form with the recording will be forwarded to the Coordinator/Administrator within 72 hours of the examination date for further processing.

- 8.5** Upon receipt of the Examination Report and the recording the Coordinator/Administrator will issue a letter to the applicant to inform him/her of the outcome of the process.

- 8.6** Successful applicants will be recommended for restoration/registration as Independent Practitioners or for practice under Community Service or temporary supervision as determined by the Board.

- 8.7** Unsuccessful applicants will be treated as new applicants. Should an applicant wish to retake the Board examination, a new application must be re-submitted with the applicable examination fee.

9. REGISTRATION

- 9.1** The Coordinator/Administrator will issue a letter to applicants who have been successful in the examination recommending them for restoration/registration in the relevant category of practice as determined by the Examiner/Moderator.

- 9.2** The applicant will be considered for restoration/registration upon submission of the copy of the letter issued by the Coordinator/Administrator according to item 9.1 as well as the documentation outlined in the letter, as may be necessary and payment of all related fees.

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In addition to the restoration/registration fee, applicants may be required to pay a **pro-rata annual fee** as may be necessary. (Refer to the latest published fees of the HPCSA.)

10. FEES

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

11. RECORDS

All records generated during the execution of duties prescribed by this SOP, shall be submitted to the Deputy Company Secretary for keeping in line with document management policies of the HPCSA.

12. SUBMISSION OF REGISTRATION/RESTORATION RECORDS TO THE ETRC OF PBEHP.

The Deputy Company Secretary shall submit a report of processed registration/restoration applications for the period preceding the meeting to the Education, Training and Registration Committee or the Board.

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ANNEXURE A: CHECKLIST

Completed by: ----- **Date:** _____

Name of Applicant: _____

1. GENERAL REQUIREMENTS

Item	Submitted: Y or N	Acceptance Criteria	Acceptable (complete, accurate, legible etc.): Y or N
1. Completed Form – Application for restoration into the register of the PBEHP		Complete and signed by applicant.	
2. Confirmation of registration status of the applicant: <ul style="list-style-type: none"> • Voluntary erasure • Suspended due to non-payment. • Erased due to non-payment. 		Evidence of previous registration.	
3. Proof of payment		All due fees are paid up.	
4. Copies of all degree/diploma certificates or similar academic qualifications.		Certified copies of qualifications.	
5. A valid Identity Document		Certified copy.	
6. Record of practice in Environmental Health		Curriculum Vitae	

2. RECOMMENDATION: Tick applicable criterion.

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1. Applicant to take the Board Exam	
2. Application rejected- applicant does not meet minimum requirements	
3. Referred back to applicant- Incomplete/more information required.	

3. FINALISATION OF THE APPLICATION:

Admin action	Date performed	Record received
1. Referral letter issued by the Coordinator/Administrator to examiner and applicant.		
2. Examination Report received from Examiner		
3. Applicant informed of the outcome of the examination.		
4. Update the register		
5. Closed		

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HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

PROFESSIONAL BOARD FOR ENVIRONMENTAL HEALTH PRACTITIONERS

GUIDELINES FOR REGISTRATION OF ENVIRONMENTAL HEALTH ASSISTANTS

These guidelines are intended to assist an applicant who wishes to register as an environmental health assistant with the Professional Board for Environmental Health Practitioners.

The Board confirmed the following policy for the registration of environmental health assistants without a formal qualification:

- a. A practicing environmental health assistant with less than **5 years'** experience would have to undergo **6 months** mentoring period under the guidance and supervision of a qualified and registered environmental health practitioner, to be followed by an assessment, upon successful completion of which such applicant would qualify for registration with Council;
- b. A practicing environmental health assistant with more than **5 years'** experience as environmental health assistant would have to undergo an assessment upon successful completion of which they would qualify for registration with Council;
- c. A practicing environmental health assistant who qualified for registration through the process in a. and b. above could be registered in a supplementary register if such applicant had not completed a formal qualification;

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1. **Professional Studies**

- 1.1 Where applicable an applicant must hold a qualification equivalent to the recognised South African qualification.
- 1.2 The minimum period of training must correspond with the training required from candidates qualifying in South Africa.

2. **Practical Training/Professional Experience**

The practical training/professional experience must cover all aspects in accordance with the Scope of Practice for EHA (Annexure B) of **REGULATIONS DEFINING THE SCOPE OF THE PROFESSION OF ENVIRONMENTAL HEALTH OFFICERS: AMENDMENT (R986 dated 3 December 2014)**

The responsible EHP must complete the attached declaration, which will accompany the application.

3. **Applications**

The following documents must be submitted to the Professional Board at the address provided in (4) below:

- 3.1 the attached application form, duly completed;
- 3.2 copies of all degree/diploma certificates or similar academic qualifications certified only by an attorney in his capacity as notary public and bearing the official stamp;
- 3.3 A copy of a valid Passport or Identity Document as proof of current citizenship, duly certified by a notary public as indicated above.
- 3.4 Curriculum vitae (CV), service record and the employer/s' testimonials.

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4. **Address/Enquiries**

Duly compiled applications or written enquiries may be sent to:

The Registrar
HPCSA
P O Box 205
PRETORIA
0001

5. No application will be considered without all requested documentation being submitted.

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APPLICATION FOR REGISTRATION AS AN ENVIRONMENTAL HEALTH ASSISTANT

1. Title: (Dr/Mr/Mrs/Miss): Surname:
.....
2. Maiden Name:
.....
3. First name(s):
.....
4. Date of birth: Place of birth:
.....
5. Postal address:
.....
.....
..... Postal code:
..... Tel. (Work):(Home):
.....
E-mail address: Cell:
.....
6. Present employer:
.....
Current Position/appointment:

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Qualifications

Name of Degree/Diploma	University/Training Institution where degree/qualification was obtained	From		To	
		Month	Year	Month	Year

8. **Practical Training** (Completed concurrent with or after completion of professional training)

Name of Institution	Category in which training was completed	From		To	
		Month	Year	Month	Year

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9. **Professional Experience** (In chronological order)

Name of institution	Nature of appointment held	Fulltime/ parttime	From	To	Total period in months	Enclosed documentary evidence marked A, B, etc

-2-

9. Any other relevant facts which the applicant wishes to bring to the attention of the Professional Board:

.....

.....

.....

.....

I accept that my application may be delayed should I fail to submit all the relevant documentation or to provide the relevant information.

Signature:

Date:

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(Refer to paragraph 3 of the guidelines for documentation to be attached to this application.)

OFFICIAL USE

Documents received	Yes	No
Copies of all degree/diploma certificates		
Transcripts of record - Curricula		
Identity document, passport or proof of South African citizenship		
Curriculum vitae (CV), service record and the employer/s' testimonials.		

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DECLARATION OF COMPETENCE (A declaration made by the responsible EHP for the EHA applicant)

I..... **[Full names]** **[HI number]**
the..... **[Title/Position]** of.....
[Organisation] declare that..... **[Full names of applicant]**,
.....**[ID number]** has sufficient knowledge and understanding and is able
to perform all functions stipulated in Annexure B of **REGULATIONS DEFINING THE SCOPE
OF THE PROFESSION OF ENVIRONMENTAL HEALTH OFFICERS: AMENDMENT (R986
dated 3 December 2014)**.

Signature:

Date:.....