

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

SUBJECT	STANDARD OPERATING PROCEDURE FOR THE HANDLING OF APPLICATIONS OF RESTORATION TO THE REGISTER OF ENVIRONMENTAL HEALTH PRACTITIONERS OF THE HPCSA	DOC NO:	SOP06
COMPILED BY:	EDUCATION COMMITTEE	REVISION NO:	07
APPROVED BY:	PROFESSIONAL BOARD OF ENVIRONMENTAL HEALTH PRACTITIONERS	Page 1 of 10	
APPROVAL SIGNATURE:		EFFECTIVE DATE	01 OCTOBER 2015



PROFESSIONAL BOARD
FOR
ENVIRONMENTAL HEALTH PRACTITIONERS:

**STANDARD OPERATING PROCEDURE FOR THE
HANDLING OF APPLICATIONS FOR RESTORATION
TO THE REGISTER OF ENVIRONMENTAL HEALTH
PRACTITIONERS 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 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 who wish to 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 - 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 as amended.
- 3.2** Board Manager - Board Manager of PBEHP.
- 3.3** Register as defined in the HPCSA 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 HPCSA 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

5. GENERAL REQUIREMENTS FOR ELIGIBILITY FOR RESTORATION EXAMINATION

- 5.1** Eligible applicants for 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 and have been off the register for a period of two years or more.

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5.1.2 Community Service Environmental Health Practitioners who have exceeded the timeframes (two or more years after completing undergraduate qualification) for registration as Independent Practitioners as determined by the Board.

5.2 All applicants that are eligible to take a restoration 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.

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.

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6. THE PROCEDURE FOR HANDLING OF APPLICATIONS

- 6.1** All applications for restoration will be forwarded for the attention of Board Manager of PBEHP.
- 6.2** Upon receipt, the Board Manager 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 Board Manager 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.
- 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 Board Manager to both the examiner and the applicant.

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6.4.5 The Board Manager is responsible for maintaining the register from the receipt of the application to its finalisation.

7. APPOINTMENT OF EXAMINERS AND MODERATORS

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

8. BOARD EXAMINATION

- 8.1** The Board Manager 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** The appointed Examiner will upon receipt of the recommendation for an examination from the Board Manager, 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 RESTORE THEIR NAME ON THE REGISTER AS AN ENVIRONMENTAL HEALTH PRACTITIONER IN SOUTH AFRICA HOLDING A SOUTH AFRICAN QUALIFICATION.**
- 8.4** The Examiner together with the Moderator will conduct the examination and 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.

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- 8.5** Upon receipt of the Examination Report, the Board Manager 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 temporary supervision as determined by the Board.
- 8.7** Unsuccessful applicants will be required to retake the Board examination and pay the applicable examination fee.

9. REGISTRATION

- 9.1** The Board Manager 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 Board Manager according to item 9.1 as well as the documentation outlined in the letter, as may be necessary and payment of all related fees.
- 9.3** 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.)

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10. FEES

- 10.1** All fees payable to the HPCSA for the administration of applications are non-refundable irrespective of the outcome of the process.
- 10.2** Unsuccessful applicants will be treated as new applicants should they wish to re-take the examination and are required to pay applicable fees.

11. 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 document management policies of the HPCSA.

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

The Board Manager shall submit a report of processed restoration applications for the period preceding the meeting to the Education 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	

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2. RECOMMENDATION: Tick applicable criterion.

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 Board Manager 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		