

Terms of Reference Board of Certification Examinations Coordinator CIPHI Alberta Branch

Preamble/Purpose

This volunteer position oversees the planning and organization of the CIPHI Board of Certification (BOC) examinations twice per year (April and October). The BOC Examinations Coordinator is responsible to the National Board of Certification and the National Executive Council of CIPHI. The BOC Examinations Coordinator in partnership with the Alberta Representative to the BOC reports to the Alberta Branch Executive Board on BOC exam activities at Association Branch Meetings.

Appointment:

- The BOC Examinations Coordinator is appointed by CIPHI Alberta Branch Executive Board.

Responsibilities/Required Duties:

- Receive correspondence relative to the BOC Examination from the National Office.
- Work closely with the Alberta Branch Representative to the BOC on examination matters.
- Effectively communicate with the Alberta Branch Representative to the BOC on examination matters.
- Notify each accepted candidate of:
 - the location where such candidate will be examined,
 - the date and hour when such candidate should report for the Examination
- Select the members of the examination panel or panels in accordance with the provisions contained in the BOC Guideline for Exam Coordinators and Examiners
- Be responsible for the physical arrangements for all aspects of the examination.
- Ensure that candidates' field inspection reports are provided to the proper member of the examination panel, as far as possible in advance of the date of examination.
- Ensure that all relevant instructions and information are provided to each examination panel.
- Ensure that all examination materials, all reports on the examination of candidates and all other relevant materials are forwarded to the National Office at the earliest possible time following the Examination.
- Ensure that the examinations are conducted in a proper manner and in accordance with the relevant sections of this administrative policy and examiner's handbook.
- Report to the BOC or CIPHI Alberta Branch executive as required.
- Maintain membership in good standing within CIPHI for the balance of the appointed term.
- Adhere to the CIPHI Code of Ethics

Examination Coordinator Skills:

- Ability to work independently,
- Ability to plan ahead,
- Good organization skills,
- Good time management skills,
- Good verbal and written communications skills,
- Ability to keep information confidential.

Requirements:

- A minimum of five years certified public health inspection experience and practice
- Participation as an examiner in at least three previous BOC exams within Alberta
- Must be a regular member of CIPHI Albert Branch
- Support from his/her employer
- Willingness to service a three (3) year commitment

* Applications should submit a one page summary of their skills and experience relating to the BOC Examination Coordinator position to their Zone Councillor or to the Branch Secretary at branch@ciphi.ab.ca. Please include your reasons for seeking this position as well as specific qualifications and abilities.

Length of Term

- Appointment shall be for a term not to exceed three years.
- No more than two consecutive terms may be served.

Benefits

- This position provides self fulfillment through your commitment to the Profession of Environmental Public Health.
- Provides a great opportunity for personal and professional growth in a leadership role within the Board of Certification and through participation with the CIPHI Alberta Branch.
- Provides excellent opportunity to liaise and network with Environmental Public Health Professionals across Alberta and Canada.
- This role qualifies for Professional Development Hours (PDHs) under the Continuing Professional Competencies (CPC) Program in CIPHI.
- The BOC Examinations Coordinator will be eligible for all benefits as outlined in the Branch Executive and Committee Chair Benefits Policy.