

## **Register of Occupational Hygiene Professionals – Registration Application Process**

- 1.1. Members of the Faculty of Occupational Hygiene in good standing, practicing occupational hygiene in the UK, will be opted into the register on each annual renewal date.
- 1.2. Any members who are not in good standing (because of outstanding CPD requirements, but not because of disciplinary action) will be notified by the Membership team and invited to rectify any issues.
- 1.3. Members of organisations, where there is an inter-organisational recognition agreement in place will be asked in April of each year to provide a report of members entitled to registration for direct upload to the Register. Each will be contacted automatically to re-confirm registration. Where a member of a recognised organisation ceases to be on the report list, any registration will be suspended for twelve months, pending an application for readmission in accordance with the readmission policy. If after twelve months, no such application has been received, the record will be deleted.
- 1.4. Individual applicants will need to make an application by:
  - 1.4.1. Creating an account;
  - 1.4.2. Providing application information about contact details, qualifications, level applied for, employer and reasons for application, plus data consent; and
  - 1.4.3. Providing a mapping of their qualifications, experience and other relevant credentials to the BOHS Statement of Occupational Hygiene Competencies in the prescribed format.
- 1.5. Applications will be assessed on behalf of the Registrar by the BOHS Membership team:
  - 1.5.1. to determine whether the applicant should be directed to an inter-organisational registration; or
  - 1.5.2. to assess against eligibility profiles relating to the common profiles of Occupational Hygiene and Industrial Hygiene practitioners outside of the Faculty
- 1.6. An initial assessment and recommendation will be submitted to the Registrar or Faculty-designated nominee for confirmation, as well as non-standard applicants. In all determinations, objective evidence of meeting all requirements of the BOHS Statement of Occupational Hygiene Competencies equivalent to Certificate of Competence in Occupational Hygiene will be applied. It will be for the applicant to establish why they have not used one of the three routes to Certification to obtain registration status.
- 1.7. Individual applications will be subject to a non-refundable assessment fee.
- 1.8. If the application is approved in principal, the membership team will ask for the production of Certified copies of relevant evidence to be provided, normally within 28 days.
- 1.9. In determining the application, BOHS will not engage in further correspondence with the applicant, prior to determination, other than in relation to support for disabled

applicants. BOHS will assume that where no evidence has been referred to or provided, it is because it is not being put forward to support the application.

- 1.10. All applicants will need to satisfy the Registrar that they are capable of safe and effective practice and meet the ethical and technical requirements of registration.
- 1.11. Appeals against the determination of the Registrar may be addressed to the Honorary Secretary of the Society, to be determined by a panel of three members of the Faculty Committee, not previously involved in the determination of the application. Appeal may be made solely on the grounds of error of process or maladministration, but not against the exercise of professional judgment by the Registrar.