

Registered Professional Hygienist (RPH) Re-registration Program

Introduction

The purpose of the RPH re-registration program is to ensure that RPH continuously develop their occupational hygiene knowledge and skills at professional level during the period that they are registered by RPH R&E Board.

To maintain RPH registration, the registrant should submit an acceptable RPH re-registration worksheet in every 5-year reporting cycle. Moreover, the registrant must pay up his/her annual membership fee. The current RPH re-registration fee is HK\$ 500 for a 5-year cycle.

Re-registration Worksheet

The RPH re-registration worksheet lists out the requirements of earning Certification Maintenance (CM) points in the reporting cycle and the recognized categories of professional activities through which the points can be earned. RPH is required to maintain his/her re-registration by completing the worksheet and meeting all the requirements as stated in the worksheet.

RPH R&E Board has issued “Explanatory Notes to RPH Re-registration Worksheet” which provides explanations to the worksheet and the acceptable records as a proof of participation of claimed professional activities. Registrants are advised to read the Explanatory Notes before completing the worksheet.

Worksheet Submission and Processing

RPH should submit a completed worksheet to Re-registration Committee of RPH R&E Board at least 30 days before his/her reporting cycle end date. The Committee will review whether the points claimed by the registrant fulfill the requirements. If the Committee considers that requirements are met, it will proceed re-registration for the registrant. If the minimums are not achieved or there is anything unclear or missing on the worksheet, the Committee may contact the registrant. The review process should be completed within 30 days after the reporting cycle end date. During this 30-day period, the RPH status of the registrant is provisionally maintained.

Any dispute on claimed points affecting one's re-registration should be brought to RPH R&E Board to examine and make a final decision on the re-registration.

The set-up of the Re-registration Committee is shown in Appendix 1.

Worksheet Audit

RPH R&E Board will randomly select 10% of the registrants in the re-registration process and audit their worksheets by procedures as shown below. The purpose is to verify that the registrants have achieved the minimum requirements necessary for re-registration.

The audit process is as follows:

- (a) In the AGM preceding the end of a reporting cycle, RPH R&E Board will randomly draw a number ("0" to "9").
- (b) For registrants who are due for re-registration after the last AGM, if the last digit of their RPH certificates is same as the drawn number, their worksheets will be selected for audit.
- (c) At the end of the reporting cycle, the Re-registration Committee will inform the selected registrants to provide satisfactory records indicating the dates and activities listed on the worksheet, and their participation. The records should be submitted to the Committee within 60 days.
- (d) The Committee will check the provided records. If the records support that the registrant has achieved the required minimums, the Committee will proceed re-registration for the registrant.
- (e) If there is anything unclear or missing in the provided records, the Committee may contact the registrant.

The audit process should be completed within 6 months after the end date of the reporting cycle. During this 6-month audit period, the RPH status of the registrant is provisionally maintained.

Any dispute on the audit results affecting one's re-registration should be brought to RPH R&E Board to examine and make a final decision on the re-registration.

Re-registration Committee

The Re-registration Committee is set up by the RPH R&E Board to handle general RPH re-registration matters including:

- receiving the RPH re-registration worksheets and relevant records;
- checking whether the worksheets are completed in order and the claimed points meet the re-registration requirements;
- checking the records on claimed activities in the audit process;
- re-registering the RPH;
- informing registrants and the Board of the results;
- reviewing the re-registration process and making recommendations to the Board for improvement as necessary.

All members of the Committee are appointed in the AGM of RPH. The tenure is two years unless AGM has specified the tenure. The Committee Chairman is to be elected by the Committee members themselves. The total number of members (including Chairman) is at least three.