

# Membership terms & conditions

The UK Faculty of Public Health (FPH) is a membership organisation for public health professionals across the UK and around the world. These Terms and Conditions apply to all our members from the date of commencement of their Membership. By becoming a Member, You agree to observe these Terms and Conditions.

FPH strives to ensure that equality is embedded in all of our activities, policies and decisions and will work with our partners to share good practice. Further information can be found [here](#).

These Terms and Conditions outline what 'You' sign up to when 'You' become a member of the Faculty in any category, the Faculty membership as well as Yours and our rights under the agreement

## 1. Definitions and interpretation

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|---------------------------------|--|
| Membership agreement            | The agreement between Us/We (the Society, the professional body) and You/Your (the member)   |
| Terms and Conditions            | The rules You must abide by as part of this agreement  |
| The UK Faculty of Public Health | ('we', 'us', 'FPH', 'Faculty') a registered charity (charity number 263894) with its registered address at 4 St Andrews Place, London NW1 4LB  |
| Member                          | ("You", "Your") an eligible individual who has applied and been accepted for membership of any category by FPH on the terms of these Terms and Conditions  |
| Standing Order(s)               | The regulations, and codes, guidance or requirements of the Faculty  |
| Membership                      | Membership of any category of the Faculty of Public Health   |
| Post nominals                   | The designatory letters You are awarded to use after Your name indicating Your category of FPH membership  |
| Fees                            | All relevant fees You must pay us to be a member of the Faculty  |
| Membership benefits             | Privileges and services provided by the Faculty to its members   |
| Written or in writing           | Communication that is either printed or electronic, including e-mails  |
| Application Form                | The online application form as amended from time to time available on FPHs website   |
| Members Portal                  | FPH's membership portal, for members only.   |
| Good Standing                   | 'The phrase 'in good standing' means that the member so designated has duly paid all fees and subscriptions due from them to the Faculty and complies with the Faculty's minimum requirements for continuing professional development as determined from time to time by the Board;' |

## 2. Terms of Membership

- 2.1. You must be of good standing in order to be a member of the Faculty
- 2.2. Membership is conditional upon payment of the relevant Fee for the Membership Category annually, completion of an Application Form and continued eligibility for membership.
- 2.3. Membership is only open to individuals who meet the criteria for the Membership Category that they are applying for.
- 2.4. We may check Your eligibility for membership with another organisation such as the GMC (where relevant) and You may have to provide proof that You meet the requirements to join the Faculty. We will not accept Your application if we can't confirm Your eligibility.
- 2.5. We have the right not to accept applications for any reason but will offer You the opportunity to appeal the decision to the FPH Registrar.
- 2.6. If we accept Your application and You pay Your membership fee, we will enable Your access to all member benefits as per clause 2.8.
- 2.7. Certain Members must be GMC or UKPHR registered, eligible to be registered or be enrolled on a pre-registration programme. If a Member is required to meet the standards set out in this Clause 2.7 and later ceases to meet such a standard, the Member must notify FMH without delay to resign or change Membership Category (if appropriate).
- 2.8. Membership provides the Member with access to the benefits applicable to the Membership Category selected only.
- 2.9. You must ensure that Your email address and contact telephone number is up to date on the Members Portal and that You check Your spam and junk files in case our emails get blocked. It is Your responsibility to ensure FPH hold a valid and current email address for You.
- 2.10. The rights and obligations the Member has under these Terms and Conditions are personal to the Member and not transferable to any other organisation or person. If the Member's membership comes to an end for any reason, the Services will terminate in accordance with these Terms and Conditions.

## 3. Membership Categories

### 3.1. Student Membership

- 3.1.1. Membership is available to all students studying public health, including international students (non-UK nationals).
- 3.1.2. Membership is renewed on a rolling annual basis from initial start date.
- 3.1.3. It is Your responsibility to inform FPH if You wish to cancel Your membership.

### 3.2. Associate Membership

- 3.2.1. Membership is available if You are working in health protection, promotion or are interested in public health policy.
- 3.2.2. Membership is renewed on a rolling annual basis from initial start date.
- 3.2.3. It is Your responsibility to inform FPH if You wish to cancel Your membership.
- 3.2.4. There is an option to add on CPD at an additional annual cost.

### **3.3. Practitioner Membership (including enrolled practitioners) (PFPH)**

- 3.3.1. Membership is available to all public health practitioners, who can demonstrate they are meeting a specific criteria with assurance from an existing FPH Member or Fellow.
- 3.3.2. Membership year runs from 1 January – 31 December.
- 3.3.3. Membership is renewed on an annual basis.
- 3.3.4. It is Your responsibility to inform FPH if You wish to cancel Your membership.

### **3.4. International Practitioner Membership (IPFPH)**

- 3.4.1. Membership is available all public health practitioners living outside the UK, who can demonstrate they are meeting a specific criteria.
- 3.4.2. Membership year runs from 1 January – 31 December.
- 3.4.3. Membership is renewed on an annual basis.
- 3.4.4. It is Your responsibility to inform FPH if You wish to cancel Your membership.

### **3.5. Speciality Registrar Membership**

- 3.5.1. Membership is available and mandatory for those that have been accepted on the speciality registrar training programme.
- 3.5.2. Membership year starts on 1 August and runs until the following year 31 December.
- 3.5.3. Membership is then renewed on an annual basis until You complete the programme.
- 3.5.4. Following completion of the Diplomate exam (DFPH), Your membership is upgraded to Specialty Register Diplomate at no extra cost.
- 3.5.5. Following completion of the Final Membership exam (MFPH), Your membership is upgraded to Specialty Register Member at no extra cost.
- 3.5.6. Following completion of the programme and before being recommended to the GMC/UKPHR You must ensure You are in good standing, and You must upgrade Your membership to become a full member of the Faculty which will incur an extra annual cost.
- 3.5.7. It is Your responsibility to inform FPH before You go out of programme or will be going on maternity/paternity leave, including the start and end dates.
- 3.5.8. It is Your responsibility to inform FPH if You wish to cancel Your membership.

### **3.6. Diplomate Membership (DFPH)**

- 3.6.1. Membership is available to those who have passed the Diplomate (DFPH) examination and are not on the Specialty Registrar training programme.
- 3.6.2. Membership year runs from 1 January – 31 December.
- 3.6.3. Membership is renewed on an annual basis.
- 3.6.4. It is Your responsibility to inform FPH if You wish to cancel Your membership.

### **3.7. Full Membership (MFPH)**

- 3.7.1. Membership is available to those who have passed the Diplomate (DFPH) and Final Membership (MFPH) examinations.
- 3.7.2. Membership is also available to those who have been elected through distinction or honorary route.
- 3.7.3. Membership year runs from 1 January – 31 December.
- 3.7.4. Membership is renewed on an annual basis.
- 3.7.5. It is Your responsibility to inform FPH if You wish to cancel Your membership.

### **3.8. Fellowship (FFPH)**

- 3.8.1. Fellowship is available to those who been accepted onto a specialist register in public health, who can demonstrate they are meeting a specific criteria.
- 3.8.2. Fellowship is also available to those who have been elected to through distinction or honorary route.
- 3.8.3. Membership year runs from 1 January – 31 December.
- 3.8.4. Membership is renewed on an annual basis.
- 3.8.5. It is Your responsibility to inform FPH if You wish to cancel Your membership.

### 3.9. CIEH Associate

- 3.9.1. Reciprocal Membership of FPH is available to active CIEH Associate, Member and Fellow grade members.
- 3.9.2. Membership year runs from start date to 31 December.
- 3.9.3. Membership is then renewed on an annual basis.
- 3.9.4. It is Your responsibility to inform FPH if You wish to cancel Your membership.

### 3.10. Revalidation Subscriber

- 3.10.1. For the purpose of revalidation, this subscription is available to Doctors without formal FPH membership, who as part of their practice, undertake significant public health duties (prevention, promotion or health services development or management).
- 3.10.2. Membership year runs from 1 April – 31 March.
- 3.10.3. Membership is renewed on an annual basis.
- 3.10.4. It is Your responsibility to inform FPH if You wish to cancel Your membership.

## 4. Use of post nominals (designatory letters)

- 4.1. As per standing order 13.3 *'Diplomate Members, Members and Fellows may, unless and until their names are removed from the register of members, describe themselves as a Diplomate Member, Member or Fellow of the Faculty of Public Health of the Royal Colleges of Physicians of the United Kingdom and use the designation DFPH, MFPH or FFPH as the case may be. Honorary Members and Honorary Fellows may use the designation HonMFPH and HonFFPH respectively.'*
- 4.2. Practitioner (PFPH) and international practitioner (IPFPH) are also eligible to use post nominals.
- 4.3. You can use post nominals whilst You are a member of the Faculty.
- 4.4. Post nominals are not available to Students and Associate members.

## 5. Eligibility Changes

- 5.1. In the event that the Your eligibility for a Membership Category changes, or You are no longer eligible to be a Member, You must, without delay upon becoming aware of such circumstances, inform FPH by emailing [membership@fph.org.uk](mailto:membership@fph.org.uk).

## 6. Membership Renewals

- 6.1. Student and Associate Membership is renewed on a rolling basis. You will receive an email from FPH one month in advance of Your membership expiring along with an invoice that is due for payment upon receipt.
- 6.2. For all other renewals, the renewal year is January to December:
  - 6.2.1. FPH will contact You in October each year with information about Your membership and ask You to notify FPH of any changes to Your situation.
  - 6.2.2. In December each year You will be sent Your renewal letter, along with Your invoice which is due for payment on receipt.

## 7. Fees

- 7.1. As per Standing Order 15, *'All members shall pay such registration and other fees and such annual and other subscriptions as shall be determined by the Board. No member may be admitted to the Faculty until such fees and subscriptions have been paid.'*
- 7.2. If You join Membership in the middle of the year, the Fee will be pro-rated accordingly. This does not include Student and Associate Membership.
- 7.3. Fees are due upon receipt of an invoice and must be made in pounds sterling (£) and are exclusive of any applicable bank charges.
- 7.4. Members can select the option to pay the Fee by Direct Debit (UK only) or via card (online).

- 7.5. Cash and cheques are not accepted.
- 7.6. Direct Debits can be setup monthly (generally paid over 10 months), quarterly or annually and are taken on the 5<sup>th</sup> of the month or immediately thereafter.
- 7.7. FPH reserves the right to increase the Fee on an annual basis. Members will be informed of any changes to the Fee following each annual general meeting and any change in the Fees will be effective for the Member's next renewal. You will be informed of any Fee changes in Your renewal communications. If You are a Direct Debit payer, Your Fee will be adjusted automatically.

## 8. Specialty Registrar Fees

- 8.1. Specialty registrars are not required to pay fees when they are on maternity leave or if they are Out of Programme (OOP), excluding Out of Programme for Training (OOPT), when they must continue to pay fees.
- 8.2. It is Your responsibility to inform FPH before commencement of maternity leave or OOP. You can do this by emailing [membership@fph.org.uk](mailto:membership@fph.org.uk).
- 8.3. Speciality Registrars that are not Faculty members and joined before 2015, must pay a Completion of Training (CCT) fee of £525 before being recommended to the GMC/UKPHR.

## 9. Unpaid Fees

- 9.1. FPH will notify You about any unpaid/outstanding Fees by email or letter. You will receive reminders in the months of February, May and September.
- 9.2. If Your fee is still outstanding 6 months after Your invoice was produced, as per Standing Order 118, any member *shall cease to be in good standing and shall forfeit all the rights and privileges of a member of the Faculty*, until Your fees are paid in full or a direct debit has been setup.
- 9.3. As per standing order 118, 115 and 15, if Your fees are still outstanding by the end of November for the year, they are due, Your name will be shared with the Board of Trustees and recommended for removal from FPH Membership and Your membership will not be renewed for the coming year.
- 9.4. Where relevant, FPH reserve the right to inform regulators and responsible officers, training programme directors and partnering agencies that You are no longer a member of FPH.

## 10. Retirement

- 10.1. Retired rates apply to the full membership and fellowship categories only.
- 10.2. It is Your responsibility to inform FPH of Your retirement, by emailing [membership@fph.org.uk](mailto:membership@fph.org.uk).
- 10.3. FPH offers four retirement options, further details can be found [here](#).

## 11. Reduced rate subscriptions

- 11.1. Reduced subscription rates are based on earnings and apply to UK only members excluding Student and Associate Membership.
- 11.2. It is Your responsibility to inform FPH about Your earnings, You can do this by emailing [membership@fph.org.uk](mailto:membership@fph.org.uk).
- 11.3. Applications must be made each year before 31 January.
- 11.4. FPH offer a reduction of 20% or 33% of the full rate.

## 12. Subscription Rates for Members from outside of the UK and EU

- 12.1. Rates apply to the full membership and fellowship categories only.
- 12.2. FPH offer concessions based on the Classification Groups used by [World Bank](#).
- 12.3. FPH use the country from Your employment address to determine Your subscription rate.
- 12.4. It is Your responsibility to ensure we have the correct employer information for You.
- 12.5. FPH offer a reduction of 50%, 35%, 20% or 15% of the full rate.

## 13. Maternity Leave

- 13.1. Maternity Leave rates apply to the full membership and fellowship categories only.
- 13.2. Subscriptions whilst on maternity leave are charged at 50% of the full rate.
- 13.3. It is Your responsibility to inform FPH, You can do this by emailing [membership@fph.org.uk](mailto:membership@fph.org.uk).
- 13.4. Applications must be made prior to commencement.

## 14. Support with membership fees

- 14.1. If You need further support with Your membership fees, it is your responsibility to get in contact with the membership team. You can do this by emailing [membership@fph.org.uk](mailto:membership@fph.org.uk).

## 15. Resigning from Membership

- 15.1. If You wish to cancel Your membership, please do so in writing and email [membership@fph.org.uk](mailto:membership@fph.org.uk).
- 15.2. Cancelling a Direct Debit instruction does not cancel Your Membership.
- 15.3. Resigning Members who have paid their Fee in full for the current subscription year will receive a pro-rata refund for the remainder of the current Membership year, provided that they have given not less than one (1) months' notice of their resignation in writing.
- 15.4. FPH do not issue retrospective refunds, as Services would have been provided.
- 15.5. Where relevant, FPH reserve the right to inform regulators and responsible officers, training programme directors and partnering agencies that You are no longer a member of FPH.

## 16. Reinstatement and Fees

- 16.1. As per Standing Order 17, *'A person who has resigned or forfeited their membership may be reinstated by the Board and readmitted on payment of such fee as shall be prescribed by the Board in accordance with Standing Order 119 and in compliance with the Faculty's minimum requirements for CPD as determined from time to time by the Board'* can be reinstated.
- 16.2. As per standing order 119, *'In each case of reinstatement under Standing Order 17, the Board may impose such fee as it considers appropriate. The fee normally payable shall not be less than the amount of any fees or subscriptions unpaid at the time the member's name was removed from the register of members together with such fees and subscriptions as would have been due from that person in the period before reinstatement had their name not been so removed.* For example, if Your membership lapsed or You resigned in 2021, and wanted to reinstate Your membership in 2024, You may be required to pay Fees for 2021 to 2023 before being reinstated.

## 17. Fees are Tax Deductible

- 17.1. FPH subscriptions and examination fees are considered professional fees and are tax deductible.
- 17.2. You can claim back the tax when completing Your annual tax return. This is in accordance with section 344 of the Income Tax Act 2003.
- 17.3. FPH is on List 3 and is listed as: Public Health of the Royal Colleges of Physicians of the United Kingdom, Faculty of.

## 18. Termination

- 18.1. As per standing order 15 *'If the Board is satisfied after due enquiry that any member has gained admission to the Faculty by fraud, false statement or imposition, or has acted in any respect in a dishonourable or unprofessional manner, or has violated any Standing Order or regulation of the Faculty, the Board may determine that the membership of such a person shall be forfeited. On making such determination the member's name shall be removed from the register of members for*

*such limited time or all together as the Board shall determine. Any member whose name is removed from the register shall have the right to appeal according to procedures determined by the Board.'*

- 18.2. Where relevant, FPH reserve the right to inform regulators and responsible officers, training programme directors and partnering agencies that You are no longer a member of FPH.