



## Guidance for candidates on how to book an FPH Diplomate Exam attempt

**Please use these instructions if you are not a Public Health Registrar and have not previously taken an FPH Exam.**

If you are a registrar or have taken an FPH exam previously, please use the alternative instructions on the website.

From May 2024 candidates must book their FPH exams through the FPH Members Portal.

To do this please complete the following steps:

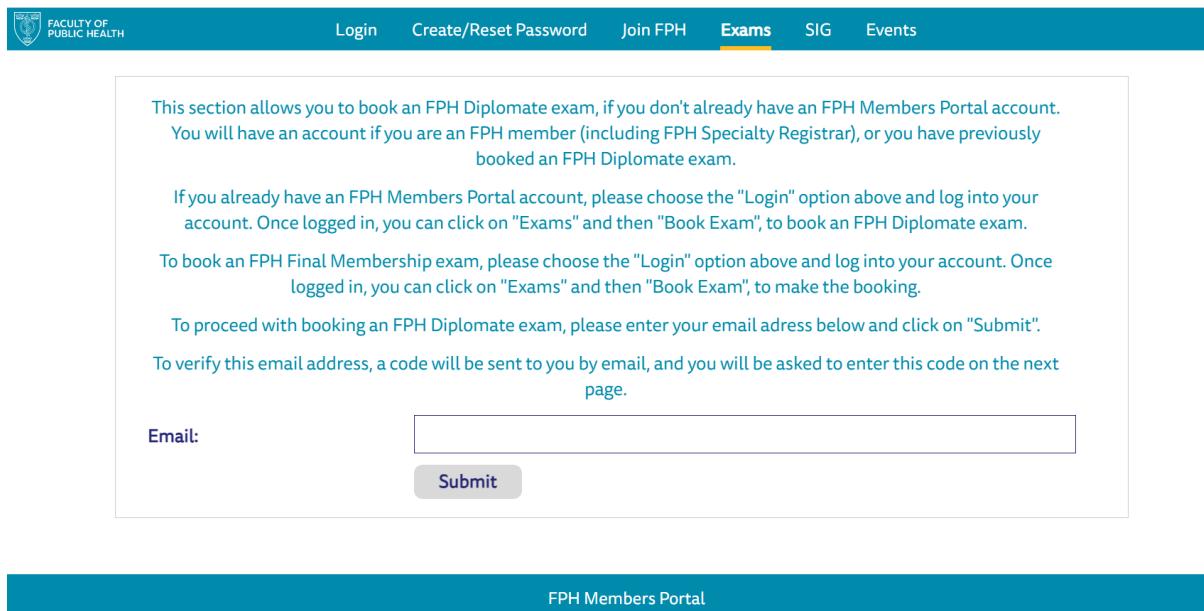
- 1. Navigate to the FPH website**

[Faculty of Public Health Home - Faculty of Public Health \(fph.org.uk\)](https://fph.org.uk)

- 2. Click on 'Log in' and then 'FPH Members Portal'.**

A screenshot of the Faculty of Public Health website. The top navigation bar includes links for 'About FPH', 'Regional CPD Resources', a search bar, 'Log in', and 'Other Sites'. Below this, a horizontal menu bar has tabs for 'Membership', 'Training &amp; Careers', 'Professional Development', 'Policy', and 'FPH Members Portal' (which is highlighted with a teal box). A sub-menu for 'ePortfolio' is visible under 'FPH Members Portal'. At the bottom of the page, there is a banner with the text 'Find out about opportunities to work with FPH and support our profession'.

### 3. Click on 'Exams'



This section allows you to book an FPH Diplomate exam, if you don't already have an FPH Members Portal account. You will have an account if you are an FPH member (including FPH Specialty Registrar), or you have previously booked an FPH Diplomate exam.

If you already have an FPH Members Portal account, please choose the "Login" option above and log into your account. Once logged in, you can click on "Exams" and then "Book Exam", to book an FPH Diplomate exam.

To book an FPH Final Membership exam, please choose the "Login" option above and log into your account. Once logged in, you can click on "Exams" and then "Book Exam", to make the booking.

To proceed with booking an FPH Diplomate exam, please enter your email address below and click on "Submit".

To verify this email address, a code will be sent to you by email, and you will be asked to enter this code on the next page.

Email:

Submit

FPH Members Portal

### 4. Enter your email address and click 'submit'.

### 5. Check your email inbox for a code. This may take a minute or so to be delivered.

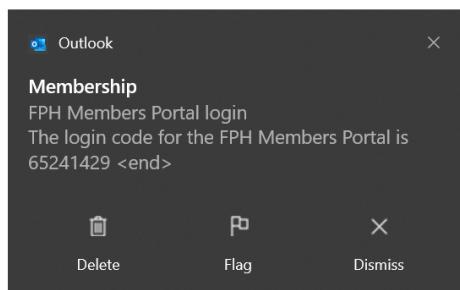
Please note that this will only work if you do not already have an account. If the message returned says that you already have an account, please reset your password on the 'Create/Reset password' tab.

### 6. The email with the code will look something like this.

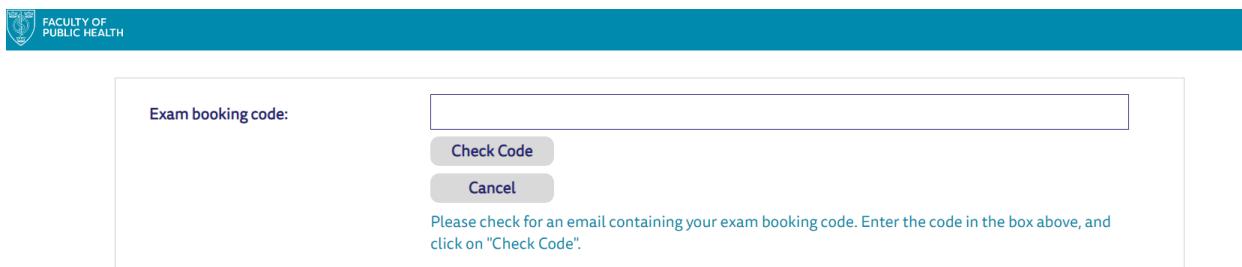
FPH Members Portal login



The login code for the FPH Members Portal is 65241429



7. Enter the code you have received to this box.



Exam booking code:

**Check Code**

**Cancel**

Please check for an email containing your exam booking code. Enter the code in the box above, and click on "Check Code".

8. Click on 'Check code'

9. If you have entered the code correctly, you will then see the application page



**FPH Diplomate Exam Booking Form**

Please use this form if you want to book a place on the FPH Diplomate exam sitting shown below.

**Sitting:** Diplomate Exam - October 2024

**Booking close date:** 07/08/2024

**Fee:** £835.00

**Terms and conditions**

Please ensure you have read all the FAQs [here](#) before applying.

On submitting your form, you will receive an email confirming that your application has been received, with a copy of your application for your records.

Please note that this is a remote exam and candidates will be sitting the exam in different territories. It is important that we are aware of your location if you are sitting the exam outside the UK so that we can inform the online provider of your time zone in case this has an impact on communications/access etc. Please ensure you make a note of this within the application form.

10. You will first be asked to read the **Terms and Conditions** of the exam and the **FAQs** page. Please ensure you read these carefully before submitting your application.

11. Please enter your details:

- Name, mobile phone number, date of birth and address.
- Please note that your phone number will be used if the invigilator or a member of the FPH Team needs to contact you on the day.
- Equality and Diversity data if you are happy to share this. The information disclosed will not be passed to the examiners and is used to support Faculty work in making exams fairer for everyone.
- You will then be asked to enter your employer details.
- Please then enter any primary registrations (e.g. GMC registration) and other membership details.

12. You will then be asked some questions on where you are **sitting the exam**.

13. Please ensure that you enter any details about **special circumstances** that may affect your ability to sit the exam, for example: pregnancy, injury, medications you may need to take during the exam etc.
14. If you require a reasonable adjustment, there is another box below to summarise your adjustment request. This should include whether you are requesting extra time, additional equipment etc. Please try and be as specific as possible with your request and send your Training Programme Director (TPD)/employer letter together with your professional report to the FPH Exams coordinator after submitting your application. Please refer to the [Adjustment Policy](#) for further information on this.
15. Please indicate if you would be happy to have your name published on the website by ticking the check box. Please note that only names of those who passed will be published.
16. Please tick to confirm that you accept the **Terms and Conditions** of the exam.
17. You will then be asked to make payment via the WorldPay system.



18. Press 'Continue' to see confirmation of your payment.

**Booking Complete**

Thank you for your payment for the Diplomate exam booking.

The Exams Coordinator will be in touch with your Candidate Pack approximately two weeks after the application closing date. Please email [suweenipanagoda@fph.org.uk](mailto:suweenipanagoda@fph.org.uk) if you have any queries in the meantime.

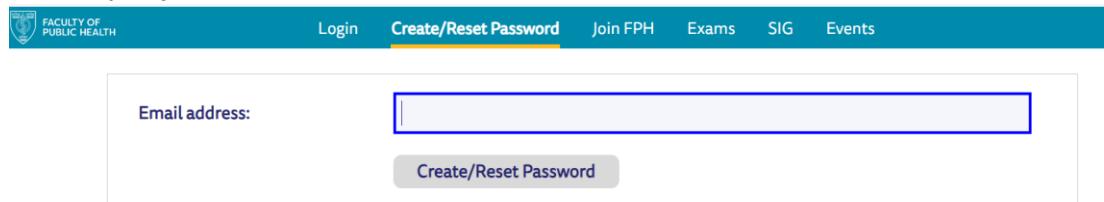
Please click on the "Continue" button below. This will take you to the FPH Members Portal login page. You can use the "Create/Reset Password" option at the top of the screen, to set your password.

You need to use the email address that you entered during the booking process.

**Continue**

19. Please then press 'Continue'

20. You will now need to click on the '**Create/Reset Password**' tab and enter the email address you just used.



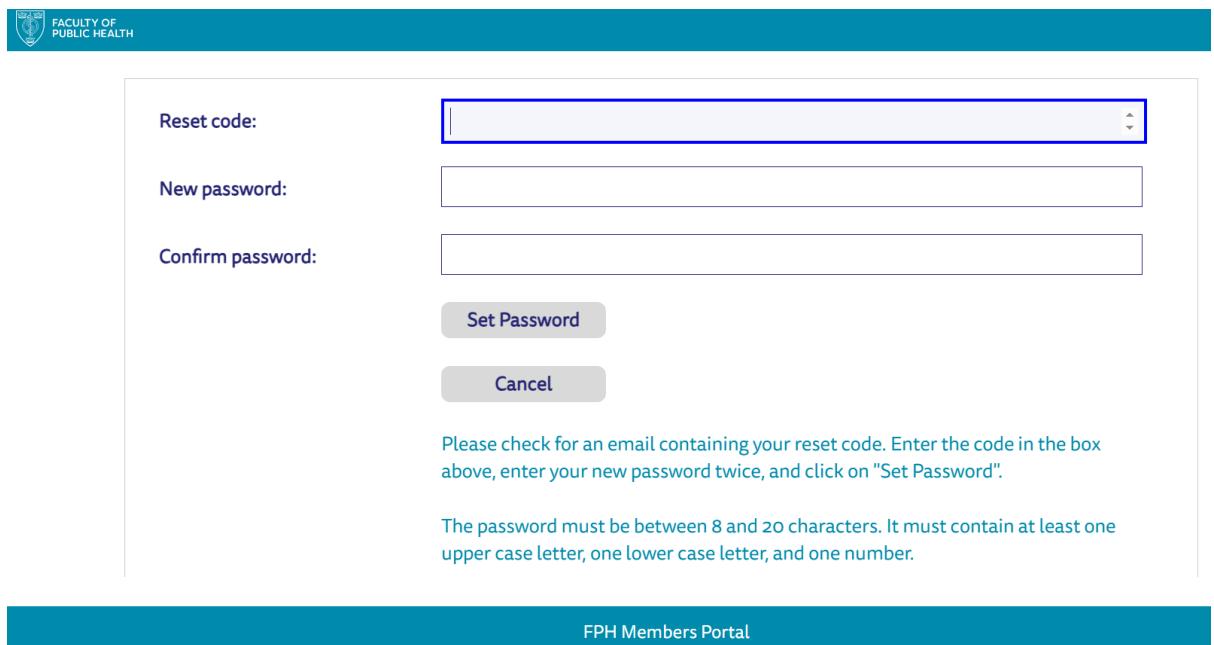
Email address:

**Create/Reset Password**

21. Click on the button underneath email address '**Create/Reset Password**'

22. You will now receive a reset code to your email address.

23. **Enter this in the box below and create a password.**



Reset code:

New password:

Confirm password:

**Set Password**

**Cancel**

Please check for an email containing your reset code. Enter the code in the box above, enter your new password twice, and click on "Set Password".

The password must be between 8 and 20 characters. It must contain at least one upper case letter, one lower case letter, and one number.

FPH Members Portal

24. You will now see your FPH Members Portal page

Welcome to the FPH members portal.

[My Details](#)

[Exams](#)

[My Committees/SIGs](#)

[Join SIG](#)

[Events](#)

[Logout](#)

Please select 'My Details' to manage your personal details, mailing preferences and provide us with vital information about your registrations and affiliations with other bodies. To ensure we hold the most accurate and relevant information, we ask that you take some time to update the details.

Please select 'My CPD' to record your Personal Development Plan (PDP) objectives, CPD activities, reflective notes and to make an annual submission. We have prepared a [support page](#) on our website to help you navigate through the new system.

FPH Members Portal

25. If you click '**Exams**', you will see that your exam attempt is now confirmed, and you can view your receipt.

 FACULTY OF  
PUBLIC HEALTH

**FPH Exams**

This page shows your previous exam passes and attempts. It allows you to book an exam if applicable.

Date passed Diplomate exam:

Date passed Final Membership exam:

Below are the exam attempts that you have previously made or booked.

Exam Sitting Date	Sitting	Status	Receipt	Results
07/10/2024	Diplomate Exam - October 2024	Confirmed	<a href="#">Receipt</a>	

[Close Page](#)

If you need to reset your password at a later date, please click on the button 'Create/Reset Password' and enter your email address. If you experience any issues with logging in, please email [membership@fph.org.uk](mailto:membership@fph.org.uk)

Please contact either [Educ@fph.org.uk](mailto:Educ@fph.org.uk) or [Suweenipanagoda@fph.org.uk](mailto:Suweenipanagoda@fph.org.uk) should you experience any issues at all or need to submit supporting documentation or proof of eligibility.

Applicants who are not enrolled on the UK training programme must provide documentary evidence demonstrating their eligibility. Registered members of a profession related to health will be required to produce documentary evidence of their professional registration (e.g. with the General Medical Council (GMC), Nursing and Midwifery Council, etc.). Medical graduates not registered with the GMC must provide the original copy of their primary medical qualification with their application form.

Applicants who are not professionally registered must also provide original evidence of their qualifications with their application form.

If you do not have any queries or documentation to submit, you will hear from FPH approximately two weeks after the closing date with a link to the latest Candidate Pack and further information.