

## FACULTY OF PUBLIC HEALTH

Protecting and improving the health of the public through the organised efforts of our members

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

Please use these instructions if you are <u>not</u> 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)

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

| FACULTY OF<br>PUBLIC HEALTH | About FPH          | Regional CPD Resources     | Search         | Q            | 🔒 Login 🔨          | 🖸 Other Sites 🗸 |
|-----------------------------|--------------------|----------------------------|----------------|--------------|--------------------|-----------------|
| Membership                  | Training & Careers | Professional Develop       | oment Policy - | FPH Membe    | ers Portal<br>olio | nts             |
|                             | Find out about opp | oortunities to work with F | PH and support | proression 7 |                    |                 |
|                             |                    |                            |                |              |                    |                 |

#### 3. Click on 'Exams'

| FACULTY OF<br>PUBLIC HEALTH | L   | _ogin                 | Create/Reset Password   | Join FPH  | Exams                             | SIG                   | Events   |
|-----------------------------|---|-----------------------|---|---|-----------------------------------|-----------------------|--|
|                             | This section allows you t<br>You will have an accor | to book<br>unt if yo  | an FPH Diplomate exam, i<br>u are an FPH member (inc<br>booked an FPH f | if you don't a<br>cluding FPH :<br>Diplomate e> | lready have<br>Specialty R<br>am. | e an FPI<br>Registrai | H Members Portal account.<br>), or you have previously |
|                             | If you already have ar<br>account. Once logge       | ו FPH M<br>ed in, yo  | embers Portal account, pl<br>u can click on "Exams" an                  | lease choose<br>d then "Book                    | the "Login<br>Exam", to           | " optior<br>book an   | above and log into your<br>FPH Diplomate exam.         |
|                             | To book an FPH Final M<br>logged                    | ∕lembers<br>d in, you | ship exam, please choose<br>can click on "Exams" and                    | the "Login" o<br>then "Book F                   | ption abov<br>Exam", to m         | e and lo<br>nake the  | g into your account. Once<br>booking.                  |
|                             | To proceed with book                                | ing an F              | PH Diplomate exam, plea   | se enter you                                    | r email adr                       | ess belo              | w and click on "Submit".                               |
|                             | To verify this email addr                           | ress, a co            | ode will be sent to you by e<br>pa                                      | email, and yc<br>.ge.                           | ou will be a                      | sked to               | enter this code on the next                            |
|                             | Email:  |                       |   |   |                                   |                       |  |
|                             |   |                       | Submit  |   |                                   |                       |  |
|                             |   |                       |   |   |                                   |                       |  |
|                             |   |                       | FPH Me  | embers Porta                                    |                                   |                       |  |

- 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.

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- 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



4 St Andrews Place, London NW1 4LB E: <u>educ@fph.org.uk</u> W: <u>www.fph.org.uk</u> Registered Charity No: 263894 7. Enter the code you have received to this box.

| FACULTY OF<br>PUBLIC HEALTH |  |  |
|-----------------------------|--|--|
|                             |  |  |
| 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

| FACULTY OF<br>PUBLIC HEALT | н   |  |                   |
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| ſ                          |   |  |                   |
|                            |   | 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 <u>here</u> before applying.  |                   |
|                            | On submitting your form, y  | ou will receive an email confirming that your application has been received, with a copy of your application has been received, with a copy of your application between the second s | ition for         |
|                            | Please note that this is a re<br>your location if you are si<br>impact on c | mote exam and candidates will be sitting the exam in different territories. It is important that we are a<br>tting the exam outside the UK so that we can inform the online provider of your time zone in case this h<br>communications/access etc. Please ensure you make a note of this within the application form.   | ware of<br>nas an |
|                            |   | EDH Members Portal   |                   |

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 <u>Adjustment Policy</u> 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.

| worldpay           |   |
|--------------------|---|
| Help FAQs Security |   |
| A                  | Secure Payment Page<br>Please review your purchase details, then select a payment method to continue.<br>Select language<br>Faculty of Public Health<br>Amount<br>£0.01 |
|                    | Select your payment method (2)<br>Mastercard Visa Amer Amer Jobs JCB  |
|                    | Cancel 😣  |
|                    | © 2024 Worldpay, LLC and its affiliates.  |

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 <u>suweenipanagoda@fph.org.uk</u> 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<br>"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.

| FACULTY OF<br>PUBLIC HEAL | п              | Login | Create/Reset Password | Join FPH | Exams | SIG | Events |   |
|---------------------------|----------------|-------|-----------------------|----------|-------|-----|--------|---|
|                           | Email address: |       | Create/Reset Passwo   | ord      |       |     |        | ] |

- 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.

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|---------------------------|-------------------|--|--|
|                           | During h          |  |  |
|                           | 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

| FACULTY OF PUBLIC HEALTH Miss Laura Bland  |
|--|
| 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 belo you pavigate 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<br>PUBLIC HEALTH |            |   |  |                     |  |  |  |
|-----------------------------|------------|---|--|---------------------|--|--|--|
|                             | FPH Exams  |   |  |                     |  |  |  |
|                             |            | This page shows your previous exam pass | ses and attempts. It allows you to book an | exam if applicable. |  |  |  |
|                             | Date pass  | ed Diplomate exam:                      |  |                     |  |  |  |
|                             | Date pass  | ed Final Membership exam:               |  |                     |  |  |  |
|                             |            | Below are the exam attem                | pts that you have previously made or book  | ed.                 |  |  |  |
| Exam Si                     | tting Date | Sitting                                 | Status                                     | Receipt Res         |  |  |  |
| 07/10/2                     | 024        | Diplomate Exam - October 2024           | Confirmed                                  | Receipt             |  |  |  |
|                             |            |   |  |                     |  |  |  |
|                             |            |   |  |                     |  |  |  |
|                             |            |   |  |                     |  |  |  |

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 <u>membership@fph.org.uk</u>

Please contact either <u>Educ@fph.org.uk</u> or <u>Suweenipanagoda@fph.org.uk</u> should you experience any issues at all or need to submit supporting documentation or proof of eligibility.

4 St Andrews Place, London NW1 4LB E: <u>educ@fph.org.uk</u> W: <u>www.fph.org.uk</u> Registered Charity No: 263894 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.