



Canadian College for the Certification of Professional Ergonomists  
Conseil canadien de certification des praticiens en ergonomie

## CCCPE CERTIFICATION APPLICATION INFORMATION AND GUIDELINES

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# 1 GENERAL INFORMATION FOR ALL APPLICANTS

## 1.1 Overview

The Association of Canadian Ergonomists (ACE) describes Ergonomics as follows: Ergonomics is the scientific discipline concerned with the understanding of interactions among humans and other elements of a system, and the profession that applies theory, principles, data and methods to design in order to optimize human well-being and overall system performance. Ergonomics promotes a holistic approach in which considerations of physical, cognitive, social, organizational, environmental and other relevant factors are taken into account.

One of the main reasons for creating the Canadian College for the Certification of Professional Ergonomists (CCCPE), the certifying body for ergonomists in Canada, is to protect the consumers of ergonomics work (e.g., employers, clients, students) from those who describe themselves as “ergonomics experts” without having appropriate qualifications. Therefore, the certification process must ensure that the applicants have:

- The knowledge and skills necessary to work in the discipline,
- Adequate familiarity and competence with the tools and methods used to apply their knowledge and skills in the field, and
- Experience with the application of the tools, and feedback on their use.

The certification process and criteria described herein are directed at those individuals who are engaged in the practice of ergonomics as their primary work. Similar to ergonomics certifications in other countries, the Canadian Certified Professional (CCPE) designation is intended for applicants who can demonstrate that their education addresses the entire breadth of the ergonomics discipline and that they have been devoting the majority of their work time to the application, practice and/or teaching of ergonomics.

## Application Categories

Individuals may apply under one of the following categories. The Application Categories are based on the duration of accumulated professional experience with the exception of Associate Ergonomist, which is based on education only.

- **Associate Ergonomist (AE)**  
Based on education only. Intended to be a progression towards Canadian Certified Professional Ergonomist (CCPE) designation, not a permanent designation. Recognition as an AE is limited to a 5-year period from the date AE designation was granted, during which the applicant is expected to apply for CCPE designation. This period can be extended only upon request to, and approval by, the Board.
- **4 Years Experience with Mentored Experience**  
Based on education and 4 years experience, including one year [Mentored Experience](#). Where applicants have an appropriate [Mentor](#), 4 years experience is considered the minimum number of experience years to meet the competency requirements for CCPE designation.
- **5 Years Experience**  
Based on education and 5 years experience, which is considered the minimum number of experience years to meet the competency requirements for CCPE designation.
- **Pre-July 1997 Degree (and 10 years experience)**  
Based on education, with the first degree awarded by July 1, 1997, and 10 years experience. CCCPE recognizes that many members of the ergonomics community in Canada obtained their education at a time when there were no programs that provided ergonomics focus. As a result of this, it would be impossible for them to demonstrate compliance with the educational criteria without attending courses which, in many cases, they are already qualified to deliver. *Note: This category will cease to exist in 2021.*
- **25 Years Experience**  
Based on education and 25 years experience.  
CCCPE recognizes the long term contributions and accomplishments of our most experienced ergonomics practitioners and provides a streamlined application process.

The onus is on the applicant to obtain both the education and professional experience required for the chosen category. Furthermore, the onus is on the applicant to provide the CCCPE Board with the necessary evidence of such education and experience to enable a fair and proper assessment to be made.

## 1.2 Application Process

Applications are handled in two cycles each year. Applications received at the ACE National Office by March 1 of a given year will be fully processed by September 1 of the same year. Applications received at the ACE National Office by September 1 will be processed by March 1 of the following year. The ACE National Office and the CCCPE Board will not respond to inquiries with respect to the status of their application within the processing period. Applications received between application deadline dates (March 1 and September 1 of each year) will be held until the next deadline date.

### 1.2.1 Application Preparation

- The documentation required to prepare a complete application is outlined in Table 1 for Associate Ergonomist and for each application category of CCPE. Please refer to the detailed

description of Education Requirements ([Section 2](#)), Professional Experience Requirements ([Section 3](#)), and Application Documentation ([Section 4](#)) to ensure that these requirements are understood and properly documented in the application.

- Check the prepared materials against the [Application Checklist](#) to ensure it is complete.

**TABLE 1: SUMMARY OF DOCUMENTATION REQUIREMENTS FOR AE AND CCPE APPLICATION CATEGORIES**

DOCUMENTATION REQUIREMENTS	APPLICATION CATEGORY				
	Associate Ergonomist	CCPE (Category Based on Professional Experience Duration)			
		4 Years with 1 mentored <sup>1</sup>	5 Years <sup>1</sup>	Pre-July 1997 degree (and 10 yrs experience)	25 Years
<b>GENERAL</b>					
<a href="#">Application Form</a> and <a href="#">Fee</a>	X	X	X	X	X
<a href="#">Summary Letter</a>	X	X	X	X	X
<a href="#">Curriculum Vitae</a>	X	X	X	X	X
<b>2 Copies of Entire Application</b>	X	X	X	X	X
<b>EDUCATION<sup>1</sup></b>					
<a href="#">Proof of Education:</a> <sup>2</sup>	Original Official Transcript	Original Official Transcript	Original Official Transcript	Copy of Degree or Transcript	Copy of Degree or Transcript
<a href="#">Education Course Description Log</a> <sup>2,</sup>	X	X <sup>3</sup>	X <sup>3</sup>		
<a href="#">Education Course Allocation Log</a> <sup>2,</sup>	X	X <sup>3</sup>	X <sup>3</sup>		
<b>PROFESSIONAL EXPERIENCE</b>					
<a href="#">Employment History Log</a> <sup>4</sup>		X	X	X	
<a href="#">Work Products</a>		X	X	X	X
<a href="#">Work Product Summaries</a>		X	X	X	
<a href="#">Mentor Letter</a>		X			

Notes:

1. **AE Holder applying for CCPE** within 5 years of being granted AE is not required to resubmit Proof of Education or Education Logs. They are, however, required to submit a copy of their AE acceptance letter in both binders.
2. **BCPE Holder:** Proof of Education and Education Logs are not required if a copy of the BCPE Certificate is provided.
3. **Former ACE Full Member applying for CCPE** (membership category terminated at 2001 AGM): May provide a copy of their transcript and is not required to complete Education Logs.
4. **Academics** claiming Professional Experience for an academic position must document their experience using the [Employment History Log for Academics](#), and the [Teaching Course Details Log for Academics](#).

### 1.2.2 Application Submission

- Submit the completed application and applicable fee. When an AE applies for full certification as a CCPE within the AE 5 year recognition period, the certification fee to be paid will be reduced by amount of the AE fee. If the 5 year period has expired, a full CCPE application must be made.
- For CCPE Applications, the applicant must provide two copies of the application file in a binder form including the documentation for each respective category. An application form must be placed in each binder. It is strongly recommended that applicants make a 3<sup>rd</sup> copy of their application for their own records as binders will not be returned to applicants under any circumstances.
- AE Applicants must email their applications to [info@cccpe.ca](mailto:info@cccpe.ca) in addition to mailing one copy of their original transcripts.

### 1.2.3 Application Review

- When an application is received, it is reviewed against the [Application Checklist](#) to ensure it is complete. If the required components of the application are not complete, the applicant will be notified of the missing portions and a deadline for submission will be provided.
- Complete applications will be reviewed by two Board members fluent in the language of the application (English or French).
- The applicant's educational background is assessed against the criteria in [Table 2](#). The AE designation will be granted if the education criteria are met and an effective date of completion of education is determined for the purpose of measuring the [Professional Experience Duration](#) (PED) component. Where the designation is not granted, the applicant is informed of this finding and details are provided regarding criteria that were not met.
- For applicants seeking the CCPE designation, the documented experience is then evaluated against the PED and Professional Competence (PC) criteria. The CCPE designation will be granted if the PED and PC criteria are met. Where the designation is not granted, the applicant is informed and provided details regarding gaps between his or her professional experience and the relevant criteria. If the initial educational background review of the application (where applicable) reveals gaps in education, the review will be terminated, and the PED and PC will not be reviewed.
- If the reviewers do not believe they have sufficient evidence to make a decision, the applicant may be contacted for further information and the review of the application will be delayed.

## 1.3 Appeal of Decision

An appeal process is available to any applicants who feel they have unjustly been denied designation as an AE or CCPE. The appeal document is available on the CCCPE website [www.cccpe.ca](http://www.cccpe.ca) or by contacting the CCCPE Secretariat.

## 1.4 Requirements for Successful Applicants

### 1.4.1 Code of Ethics

All AEs and CCPEs, by virtue of their application for such designation, agree to be bound by the CCCPE Code of Ethics found on the CCCPE website [www.cccpe.ca](http://www.cccpe.ca)

### 1.4.2 Disciplinary Action

Where a violation of the Code of Ethics has been alleged, investigated, and proven, the Board may initiate disciplinary action against the individual in question. The specifics of such action will be decided through the disciplinary process but could include temporary suspension or permanent revocation of the designation.

### 1.4.3 Continuance of Certification

All CCPEs must maintain competency and keep up to date with the latest knowledge and methods employed in the ergonomics discipline. The Continuance of Certification process is found on the CCCPE website [www.cccpe.ca](http://www.cccpe.ca)

### 1.4.4 Annual Certificate Fee

Once designated as an AE or as a CCPE, an annual fee must be paid. The annual fee for the certificate includes the cost of ACE membership for the “Member” category.

## 2 EDUCATION REQUIREMENTS

Education Requirements depend on the selected [Application Category](#).

### 2.1 Associate Ergonomist (AE), 4 Years Experience with Mentoring & 5 Years Experience Application Categories

Applicants must have at least a Bachelor’s degree in ergonomics or an equivalent program (e.g. psychology, kinesiology, industrial or systems design engineering). The applicant’s education will be assessed against the [Table 2](#) criteria, through an evaluation of documentation.

The majority of education requirements are to be met through courses eligible for credit towards a bachelor’s or higher degree. However, we recognize that not all universities offer the full range of courses required to meet CCCPE education requirements and that workshops, seminars, and non-university accredited courses can fulfill a need in ergonomics education, especially in relation to practical techniques. The CCCPE will accept up to 10% of hours required within each Knowledge Area (Table 2) as having been met through non-accredited courses under the following conditions:

- The course must be taught by a CCPE, or an individual certified through an International Ergonomics Association (IEA) accredited certification body, or by an ACE Fellow, or by an individual who is on faculty at a university or college whether full-time, part-time or adjunct
- The course is at least 4 hours in length
- The applicant provides the required Proof of Education

Documentation required to demonstrate education is as follows:

- [Proof of Education](#)\* (4.4.1)
- [Education Course Description Log](#) (4.4.2)
- [Education Course Allocation Log](#) (4.4.3)

*\* If the applicant is a former ACE “Full Member” (prior to 2001), and is applying for CCPE (not AE), refer to [2.4.1](#).*

**TABLE 2: EDUCATION REQUIREMENTS FOR CERTIFICATION**

Knowledge Area	Minimum Contact Hours <a href="#">(2.1.1)</a>	Notes
A) Ergonomics 1) Ergonomics Approach 2) Ergonomics, Society 3) Ethics and Code of Practice	25 hours	Must be taught with reference to and with examples from the practice of ergonomics.
B) Ergonomic Approaches to People at Work 1) Work Evaluation and Investigation 2) Work Activity/Analysis 3) Introduction to Ergonomic Design 4) Instrumentation 5) Ergonomic Interventions	240 hours	Must be taught with reference to and with examples from the practice of ergonomics.  All topics must be covered at least at an introductory level.
C) Human Characteristics and Human at Work 1) Anatomy 2) Physiology 3) Biomechanics and Anthropometry 4) Human Psychology 5) Organizational Design and Management 6) Physical Environment of Work	135 hours	May be taught with or without reference to the practice of ergonomics.
D) Supporting Courses 1) Quantitative and Qualitative Design and Analysis 2) Systems theory 3) Technology	100 hours	May be taught with or without reference to the practice of ergonomics.
E) Application Areas for Ergonomics 1) Workplace Design 2) Information Design 3) Work Organization Design 4) Health, Safety and Well-being 5) Training and Instruction 6) Occupational Hygiene 7) Architecture 8) Participatory Design Processes 9) Work-related Musculoskeletal Disorders 10) Human Computer Interaction	100 hours	Must be taught with reference to and with examples from the practice of ergonomics.  One of 1), 2) or 3) and at least two others to be covered.
F) Laboratory Work <a href="#">(2.1.2)</a>	100 hours	Must be taught with reference to and with examples from the practice of ergonomics.  Only the hours spent in the lab or other controlled environment under the supervision of the instructor count towards Contact Hours. Hours spent analyzing data and report writing do not count towards Laboratory Work Contact Hours.
G) Field Work <a href="#">(2.1.3)</a>	8 weeks or 280 hours	Must involve application within the practice of ergonomics.  Hours spent analyzing data and report writing count towards Field Work Contact Hours.

### **2.1.1 Minimum Contact Hours**

Contact Hours refers to official time spent with an instructor in a classroom, laboratory, seminar, project or directed study. This does not include tutorial time. Tutorials are opportunities for students to discuss and to study content introduced in lecture or laboratory courses; however, tutorials are often facilitated by Tutorial Assistants (TA) rather than course instructors. For Categories A, B, E and F Contact Hours must be taught with reference to and with examples from the practice of ergonomics.

### **2.1.2 Laboratory Work**

Laboratory work applies the classroom theory and methods that have been taught in a course to the practice of ergonomics in a laboratory or other controlled environment under direct supervision of the course instructor. Only the hours spent in the lab under the supervision of the instructor count towards Contact Hours. Hours spent analyzing data and report writing do not count towards Laboratory Work Contact Hours.

### **2.1.3 Field Work**

Field Work puts ergonomics methodology into practice in the workplace. Contact Hours accumulated includes time spent in the organization or in a follow-up session with the supervisor. Hours spent analyzing data and report writing count towards Field Work Contact Hours. In the case where the field work requirement is completed following the completion of the educational degree, the field work must be Mentored or under the supervision of a CCPE, or an individual certified through an IEA accredited certification body, or by an ACE Fellow, or by an individual who is on faculty at a university or college whether full-time, part-time or adjunct. Field Work involving supervision by another professional (not identified above) within the workplace may be considered on a case-by-case basis with explanation by the applicant.

## **2.2 Pre-July 1997 Degree (and 10 Years Experience) Application Category**

The education requirement for certification under this category is a post secondary degree that was awarded by December 31, 1996.

Documentation required to demonstrate education are as follows:

- [Proof of Education](#) (4.4.1)
- No education logs are required.

## **2.3 25 Years Experience Application Category**

The education requirement for certification under this category is a post secondary degree.

Documentation required to demonstrate education are as follows:

- [Proof of Education](#) (4.4.1)
- No education logs are required.

## **2.4 Holders of Other Ergonomics Designations**

### **2.4.1 Former ACE Full Members (prior to 2001)**

Former ACE Full Members who are applying for CCPE are only required to submit a copy of the official transcript(s) for their university courses. Former ACE Full Members who are applying for AE must provide all education logs.

“Full Member” is a former category of membership that was terminated at the 2001 AGM when the current membership structure was implemented and required submission of transcripts and work product examples. If the applicant is not sure whether they were a Full Member, please contact the ACE National Office.

### **2.4.2 Board of Certification in Professional Ergonomics (BCPE) and Centre for Registration of European Ergonomists (CREE)**

The BCPE administers the Certified Professional Ergonomist (CPE) and Certified Human Factors Professional (CHFP) designations in the United States. CPE and CHFP holders are considered to have met the Education Requirements upon submission of evidence of BCPE certification.

The Centre for Registration of European Ergonomists (CREE) administers the European Ergonomist (Eur.Erg) designation in Europe. Eur.Erg. holders are considered to have met the Education Requirements upon submission of evidence of CREE certification.

Other IEA Federated Society related certifications may also be eligible for waiver of the Education Requirements and should contact the CCCPE via [info@cccpe.ca](mailto:info@cccpe.ca) to inquire about eligibility.

## **3 PROFESSIONAL EXPERIENCE REQUIREMENTS**

Professional experience will be evaluated on the basis of Professional Experience Duration (PED) and Professional Competence (PC).

### **3.1 Professional Experience Duration (PED)**

The certification process is directed towards those who practice ergonomics as their primary work.

PED will be assessed as full-time equivalent (FTE) experience obtained during the maximum allowable period of consecutive years experience as shown in [Table 3](#). At least 50% of the applicant’s professional activities must have been in the direct application of ergonomics for a period to count towards FTE experience. Professional experience acquired during enrolment in an educational program may count towards PED ([3.1.1.](#)).

Due to the applied nature of the ergonomics discipline, the teaching of an ergonomics course at a recognized educational institution (i.e., university or college) shall be counted as “direct application of ergonomics” for the purpose of calculating the percentage of qualifying work. An “ergonomics course” is a full term course covering one or more Knowledge Areas in [Table 2](#) and is taught with reference to and examples from the practice of ergonomics.

### **TABLE 3: MAXIMUM ALLOWABLE PERIODS TO OBTAIN EXPERIENCE**

Application Category	Maximum Allowable Period (years)
4 Years Experience Incl. 1 Mentored Year	8
5 Years Experience	10
Pre- July1997 Degree (and10 Years Experience)	20
25 Years Experience	No Maximum

Documentation required to demonstrate PED may include:

- [Summary Letter](#) (4.2)
- [CV](#) (4.3)
- [Employment History Log](#) (4.5.1.1) (not required for 25 Years Experience category)
- [Employment History Log for Academics](#) (4.5.1.2)
- [Teaching Course Details Log for Academics](#) (4.5.1.3)

### 3.1.1 Professional Experience Acquired During Enrolment in an Educational Program

The Board of the CCCPE encourages acquisition of ergonomics experience during the formal education program of ergonomists.

Professional Experience can be gained while enrolled in an educational program, however the criteria for counting towards FTE depends on when the experience was accumulated – either after the Education Requirements have been met or before the Education Requirements have been met.

#### 3.1.1.1 Professional Experience Acquired After Education Requirements Met

Applicants who have met the Education Requirements to the satisfaction of the CCCPE, but who are pursuing further education may be eligible to include some work experience towards PED. For example, applicants who are pursuing graduate studies and have been practicing ergonomics between degrees and whose minimum ergonomics education is assessed by the CCCPE to have been satisfactorily completed during their first degree.

Experience accumulated after the completion of Education Requirements may be counted as follows:

- Applied ergonomics experience work that is unrelated to the degree may receive 100% FTE towards PED provided that it has not already been credited towards the educational requirements.
- Ergonomics work that is done for course credit, including thesis work, may receive up to 50% FTE towards PED to a maximum of eighteen months for time spent on this type of work provided the general conditions above are met.

#### 3.1.1.2 Professional Experience Acquired Before Education Requirements Met

Applicants who have not met the Education Requirements to the satisfaction of the CCCPE, but who are in the midst of completing education may be eligible to include some work experience towards PED. For example, applicants who have obtained ergonomics experience via practica or co-op work terms during pursuit of a first degree or are pursuing graduate education to satisfy the ergonomics education requirements.

Experience accumulated during the completion of Education Requirements may be counted as follows:

- The CCCPE may accept up to 50% FTE of the total duration of ergonomics experience, to a maximum of 1 year PED provided the general conditions above are met.

- 280 hours of this experience (approximately 8 weeks) may be used to meet the Education Requirement of 'Field Work' ([Table 2](#)) but the time then cannot also be used for PED.

### **3.2 Professional Competence (PC)**

Seventeen competencies have been identified that encompass the multidisciplinary nature of ergonomics. [Table 4](#) lists the professional competencies that are required for certification. A minimum of 12 competencies must be demonstrated. Six of these competencies are mandatory (1, 2, 6, 9, 13 and 15).

**TABLE 4: PROFESSIONAL COMPETENCIES**

**Preliminary Project Definition – must demonstrate competencies 1, 2 and two others of the 5.**

1. Initially assessing and evaluating an ergonomics problem or proposed ergonomics project OR Designing and conducting an ergonomics study or investigation.
2. Critically reviewing, synthesising and utilising existing research-based knowledge to inform the evaluation, study design, interventions or other solutions.
3. Establishing a consultant relationship with other professions involved in a design project.
4. Securing the collaboration of interested parties (executives, managers, supervisors, operators, union representatives, customers, clients, other users).
5. Recruiting and securing the collaboration of persons whose activities form the major focus of interest in the project.

**Systematic Analysis – must demonstrate competencies 6, 9 and one other of the 4.**

6. Conducting a systematic analysis: of the relevant activities in the work setting, or of products, or of services.
7. Collating, analyzing and interpreting data and statistics derived from data.
8. Verifying appropriateness and correctness of problem definition and assessment or intervention.
9. Preparing succinct ergonomics technical report that includes conclusions and recommendations supported by analysis of data that are presented in an appropriate manner relevant to the project or problem, and relevant scientific literature.

**Participation in the Design Process - must demonstrate competency 13 and 2 others of the 5.**

10. Identifying design specifications from the systematic analysis to meet the project objective.
11. Preparing design specification report for use by industrial designers, engineers, computing scientists, systems analysts, architects or other professionals.
12. Working in a design team or as a consultant to supervise the application of solutions in the workplace.
13. Evaluating effectiveness of design of tasks, jobs, products, tools, equipment, systems, organizations, services, facilities or environments against design objectives (e.g. usability, cost, risk reduction, safety, productivity etc.) Must clearly outline the design objectives and the method of evaluating the design to meet the objectives.
14. Using economic considerations in ergonomics interventions.

**Other Competencies – must demonstrate competency 15 and one other of the 3**

15. Demonstrating integration of, or ability to integrate, biophysical, perceptual, cognitive and psychosocial considerations in ergonomic evaluation of existing design or recommendations for design changes in products, services or work processes. Many disciplines underpin effective ergonomics design. They include, but are not limited to physiology, perceptual and cognitive psychology, engineering, biomechanics, organisational behaviour, sociology, social psychology, economics. Proper ergonomics design considers physical, perceptual, cognitive, behavioural and social abilities, limitations and needs of all people in the system.
16. Preparing succinct and comprehensible materials and verbal presentations that communicate the application of ergonomics information and methods to a range of audiences (e.g. workers, employers, other professionals).
17. Demonstrating experience and understanding of project management including timeliness and critical path, allocation of resources and progress monitoring.

Documentation required to demonstrate PC may include:

- [Summary Letter](#) (4.2)
- [Work Products](#) (4.5.2.1)
- [Work Product Summary](#) (4.5.2.2)
- [Mentor Letter](#) (4.5.2.4)

### 3.3 Mentored Experience (4 Years Experience Category)

Mentored Experience is one year of professional experience which has been overseen by a qualified individual i.e. a Mentor.

For the purposes of the 4 Years Experience Application Category, a Mentor must be a CCPE, a Member of ACE or another IEA Federated Society or an individual certified through an IEA accredited certification body during the time the mentoring takes place. The Mentor will, at a minimum, inspect the work of the applicant from time to time and provide feedback and guidance as required. The Mentor does not have to accept responsibility for the applicant's work. It is not necessary for the Mentor to have been the applicant's direct supervisor during the Mentored Experience period. If the Mentor is not the applicant's supervisor, the applicant needs to ensure that there is contact between the Mentor and their supervisor with respect to applicant's general performance on the job. The Mentor does not have to work for the same company as the applicant.

#### 3.3.1 Information for the Applicant

The Mentored Experience must occur after Education Requirements have been fully met to the satisfaction of the CCCPE Board. This means that those intending to apply in this category should apply for AE to have their educational qualifications assessed by the Board. It is not mandatory to do this but risky not to do it.

Applied field work carried out as part of an educational program may be counted towards up to 3 months of Mentored Experience if the Educational Requirements have been fully met at the time the experience was accumulated and provided that the field work has not already been credited towards the Educational Requirements.

Short periods of professional experience gained under a series of Mentors can be added together towards the requirements for one year FTE of Mentored Experience. Testimonial from all Mentors will be required. The one year of Mentored Experience does not have to precede the remaining professional experience required for certification.

In order to be credited with Mentored Experience, the applicant must have demonstrated at least the 6 mandatory competencies in [Table 4](#). The Mentor(s) must provide a [Mentor Letter](#) that documents the proficiency of the applicant's work as related to the competencies in [Table 4](#).

Applicant responsibilities:

- take notes during each communication with the Mentor and email them to the Mentor
- use notes to set agenda for next communication
- provide work products to the Mentor for review

Information for Mentors is found in [3.3.2](#) and on the CCCPE website [www.cccpe.ca](http://www.cccpe.ca)

### 3.3.2 Information for the Mentor

The Mentor must be a CCPE, a Member of ACE or another IEA Federated Society or an individual certified through an IEA accredited certification body during the time the mentoring takes place. The Mentor does not have to accept responsibility for the applicant's work.

Mentor responsibilities:

- communicate with applicant at least once a month to review work progress and provide guidance; phone conferences and email messages are legitimate forms of communication, but periodic face-to-face meetings are also important.
- review [Table 4](#) with the applicant during the first meeting to identify objectives that she/he would like to get out of the mentoring process; review initial objectives periodically to see if they need to be changed.
- use meeting notes prepared by applicant to work out a plan for progression and determine if progress is being made
- review work products provided by the applicant and provide feedback and guidance as required

Once the mentored period is complete, the Mentor is required to provide a [Mentor Letter](#) which covers duration and form of relationship, dates of meetings and progress reports. The Mentor Letter should include a description of how and when the applicant demonstrated the professional competencies in Table 4, and at what level (adequate/satisfactory, moderate level, high level). The Mentor Letter should be signed by the Mentor, and countersigned by the applicant and returned with her/his application.

## 4 APPLICATION DOCUMENTATION

Documentation is required to provide evidence of Education and Professional Experience.

The applicant must provide two copies of the application, each in a binder.

This section contains descriptions of the required documentation, relevant forms and examples to assist the applicant.

To ensure that all required documentation has been completed, refer to the [Application Checklist](#).

### 4.1 Application Form and Fee

All applicants must place a copy of the completed [Application Form](#) in each binder and submit the [applicable fee](#).

### 4.2 Summary Letter

The Summary Letter must include the following:

- [Application Category](#)
- An overview of how the applicant satisfies the Application Category requirements
- The date on which educational competency requirements were completed (generally at the end of a bachelor's degree, but for some applicants, only after completing some or all of their graduate work)
- Whether any Professional Experience (if applicable) is being claimed prior to the date of completing the Education Requirements

### 4.3 Curriculum Vitae

All applicants shall submit a CV showing education, employment position and primary duties, peer reviewed publications, non-peer reviewed publications and conference papers.

### 4.4 Education Documentation\*

[Proof of Education](#) (4.4.1) is required for all applicants.

The [Education Course Description Log](#) and [Education Course Allocation Log](#) are required for applicants in the following Application Categories:

- AE
- 4 Years Experience (with Mentoring)
- 5 Years Experience

The Board reserves the right to ask for more detail, should that be necessary and to deny certification if education does not meet requirements.

\* Applicants applying under the 4 Years or 5 Years Experience categories who have already been granted the AE designation do not need to resubmit their Proof of Education, Education Course Description Log or Education Course Allocation Log. They must, however, include a copy of their acceptance letter in both binders.

#### 4.4.1 Proof of Education

An original official transcript from the educational institution must be submitted in one binder and a copy must be placed in the second binder, by the following applicants:

- AE (mail the original copy and provide an electronic copy with the emailed application)
- 4 Years Experience (with Mentoring)
- 5 Years Experience

A copy of the official transcript must be submitted by the following applicants (ensure one copy is placed in each binder):

- Former ACE Full Members (prior to 2001)

A copy of the official transcript or a copy of the degree must be submitted by the following applicants (ensure there is one in each binder):

- Pre-July 1997 Degree (and 10 Years Experience)
- 25 Years Experience

BCPE holders must submit a copy of their certificate in each binder.

Any applicant claiming non-accredited coursework must provide the following:

- evidence of completion e.g. copy of certificate, letter
- documentation of the course content and duration (minimum course length is 4 hours)

- statement of instructor’s qualification (course must be taught by a CCPE, BCPE or Centre for Registration of European Ergonomists (CREE) certified individual, or by an ACE Fellow, or by an individual who is on faculty at a university or college whether full-time, part-time or adjunct)

#### 4.4.2 Education Course Description Log

The Education Course Description Log ([Table 5](#)) is intended to provide the reviewers with detailed descriptions and Total Course Contact Hours for each course claimed in the Education Course Allocation Log ([Table 6](#)).

For Knowledge Areas A, B, E and F course hours must be taught with reference to and with examples from the practice of ergonomics. The course description provided must clearly indicate reference to ergonomics, or the applicant must provide an additional description to clearly demonstrate direct links in the course material to Knowledge Areas A, B, E and F. If it is determined that the course descriptions or summaries provided do not appear relevant, these hours will be removed and if deemed relevant they may be reassigned to other Knowledge Areas by reviewers.

The description of Field Work must specify what was done (e.g., testing or data collection in an industrial environment, job analysis, work place assessment).

**TABLE 5: EDUCATION COURSE DESCRIPTION LOG WITH SAMPLE ENTRY**

Knowledge Areas	Course Name	Total Course Contact Hours	Description	University/ College	Dept/ Program	Teacher	Course Text
A1,B1,B2,B3, C4,E1,E2,E7, E10,FW	Human Factors in Industrial Design KIN486	45h	The theme of this course is the role of human factors in the design process. The objective of the course is to explain how human factors/ ergonomics knowledge is incorporated into the design process in order to improve safety, comfort, usability and efficiency within the working environment. Case studies will be used to illustrate the role of human factors/ ergonomics in design. Course assignments will focus on the solution of practical design problems. Topics covered include: Introduction to the design process; Product design ; Design of information displays; Design of manual materials handling; Workstation design; Design of the working environment; Organization of the workplace.	Simon Fraser	Kin	Arnold Darvill Robinson Murphy Weeks Morrison	Saunders and McCormick

#### 4.4.3 Education Course Allocation Log

The Education Course Allocation Log ([Table 6](#)) is intended to demonstrate allocation of completed coursework to the required Knowledge Areas. The electronic template of this document is available on

the CCCPE website [www.cccpe.ca](http://www.cccpe.ca). The applicant is required to use the template to summarize their completed coursework. After completing the log electronically, the applicant must email their education log to [info@cccpe.ca](mailto:info@cccpe.ca) (note that the full application should be emailed for AE applications and the education log should be both emailed and included in the application binder for CCPE applications).

Contact Hours refers to official time spent with an instructor in a classroom, laboratory, seminar, project or directed study. This does not include Tutorial time.

The Total Course Contact Hours Claimed must be equal to or less than the Total Course Contact Hours. For example, 3 hours per week for a 1-term, 12-week course, counts as 36 hours Total Course Contact Hours. The Total Course Contact Hours Claimed must be less than or equal to 36 hours.

The applicant must ensure that the Knowledge Area allocated for any given course is reasonably represented in the course name or course description within the Education Course Description Log. Contact Hours allocated to a Knowledge Area that does not appear to be relevant for that course will not be accepted by the reviewers. For example, a language course claimed as D2 Systems Theory, or an introductory anatomy course claimed as B2 Work Activity/Analysis.

In Category G, Field Work must involve the application of ergonomics. The applicant must separate Field Work allocated under Education Requirements from Field Work claimed under PED. The same Field Work time may be applied to one of Education Requirements or PED but not to both.

**TABLE 6: EDUCATION COURSE ALLOCATION LOG WITH SAMPLE ENTRY**

Knowledge Areas	Course Number and Contact Hours					Total Claimed	Total Required
	e.g. SFU Kin 486						
A1. Ergonomics Approach	2					2	
A2 Ergonomics and Society							
A3 Ethics and Code of Practice							
<b>Grand Total Area A</b>	<b>2</b>	-	-	-	-	<b>2</b>	<b>25</b>
B1 Work Evaluation and Investigation	4					4	
B2 Work Activity/Analysis	5					5	
B3 Introduction to Ergonomic Design	6					6	
B4 Instrumentation							
B5 Ergonomic Interventions							
<b>Grand Total Area B</b>	<b>15</b>	-	-	-	-	<b>15</b>	<b>240</b>
C1 Anatomy	2					2	
C2 Physiology							
C3 Biomechanics and Anthropometry							
C4 Human Psychology	2					2	
C5 Organizational Design and Management							
<b>Grand Total Area C:</b>	<b>4</b>	-	-	-	-	<b>4</b>	<b>135</b>
D1 Quantitative and Qualitative Design and Analysis							
D2 Systems Theory							
D3 Technology							
<b>Grand Total Area D:</b>	<b>0</b>	-	-	-	-	<b>0</b>	<b>100</b>
E1 Workplace Design	6					6	
E2 Information Design	6					6	
E3 Work organization and Design							
E4 Health, Safety and Well-being							
E5 Training and Instruction							
E6 Occupational Hygiene							
E7 Architecture	2					2	
E8 Participatory Design Process							
E9 Work-related Musculoskeletal Disorders							
E10 Human Computer Interaction	5					5	
<b>Grand Total Area E:</b>	<b>19</b>	-	-	-	-	<b>19</b>	<b>100</b>
F Laboratory Work	0					0	-
<b>Grand Total Area F:</b>	<b>0</b>	-	-			<b>0</b>	<b>100</b>
G Field Work	0					0	-
<b>Grand Total Area G:</b>	<b>0</b>					<b>0</b>	<b>280</b>
<b>Total Course Contact Hours Claimed (in this table)</b>	<b>40</b>					<b>40</b>	<b>-</b>
<b>Total Course Contact Hours (from Education Course Description Log)</b>	<b>45</b>					<b>45</b>	<b>-</b>

## 4.5 Professional Experience Documentation

Professional Experience documentation is mandatory for all CCPE applicants.

### 4.5.1 Professional Experience Duration (PED)

#### 4.5.1.1 Employment History Log

All CCPE applicants, except those applying under the 25 Years Experience category, must fill in an Employment History Log ([Table 7](#)). This log must show the percent time in the direct application of ergonomics for each employer and the resulting FTE to be considered towards PED. Anyone claiming professional experience related to work in academia must complete the Employment History Log for Academics ([Table 8](#)).

While 25 Years Experience applicants are not required to submit an Employment History Log, they are required to demonstrate 25 years of experience within their CV.

Up to 3 months of Field Work may be applied to the PED requirement but the same 3 months cannot be allocated towards the Education Requirements.

At least 50% of employment time must be spent in direct application of ergonomics for any one period to be counted towards PED requirements. For employment during the last five years, please provide the name of the Supervisor. The total of the Full Time Equivalent (FTE) column must meet the PED requirements for the Application Category.

**TABLE 7: EMPLOYMENT HISTORY LOG WITH SAMPLE ENTRY**

EMPLOYER	POSITION	SUPERVISOR	DATE From	DATE To	DURATION Months	% Ergo	FTE
Ergosomething (Toronto)	Associate Ergonomist	Jean Marinaro	01/95	06/96	18	50	9
<b>TOTAL</b>							<b>9</b>

#### 4.5.1.2 Employment History Log for Academics

If an applicant intends to claim Professional Experience related to an academic position, they must complete an Employment History Log for Academics ([Table 8](#)). Time spent on each of the Activities A to D should be provided for each academic position held. If claiming time under Activity A, please complete the Teaching Course Details Log ([Table 9](#)).

**TABLE 8: EMPLOYMENT HISTORY LOG FOR ACADEMICS WITH SAMPLE ENTRY**

Academic Position	Department	University	Period	Activity	Months
Associate Professor	Physical Science	UNBC	12/90 to 11/95	A. Preparation and teaching of ergonomics courses	5
				B. Ergonomics Research time	12
				C. Supervision of student undertaking ergonomics work	16
				D. Practical application of ergonomics in the field (consultancy)	6

#### 4.5.1.3 Teaching Course Details Log for Academics

All academics who have taught ergonomics-related courses and are claiming teaching time towards PED (Employment History Log for Academics – Activity A) must complete a Teaching Course Details Log ([Table 9](#)).

If counting academic teaching towards 25 years FTE, applicants need only to include the Course Name and University/College for ergonomics-related courses.

**TABLE 9: TEACHING COURSE DETAILS LOG FOR ACADEMICS WITH SAMPLE ENTRY**

Course Name	Contact Hours	Description	University/College	Dept/ Program
Human Computer Interaction ENSC-304	24h	This course gives an introduction to human computer interaction including the following topics: user-centred design, usability testing, task analysis and user requirements, display design and input devices.	Simon Fraser	Engineering

#### 4.5.2 Professional Competence (PC)

Professional competencies outlined in Table 4 must be demonstrated through the provision of Work Products.

##### 4.5.2.1 Work Products

Work Products include documents such as publications, reports, design specifications, or other equivalent documents submitted by the applicant. One document can be used to demonstrate competencies in several areas but submission of at least three documents is required.

##### Work Product Guidance For all Application Categories

Minimum number of Work Products: 3

Maximum number of pages that will be read by the reviewer: 100

The Work Products must:

- demonstrate the professional competencies outlined in [Table 4](#)
- demonstrate awareness of the multiple disciplines upon which ergonomics draws ([Table 4](#), competency 15)
- demonstrate a breadth of work experience i.e. Work Products must not all be replications of similar evaluations of office or industrial workplaces
- be separated by numbered dividers between each work product
- be tabbed with post-it notes indicating where competencies are demonstrated (25 Years Experience applicants are not required to tab Work Products); each tab must be labelled with the competency number from [Table 4](#). Ensure the tabs and post-it notes will remain affixed. The tabs and post-it notes are required in order to improve the readability of the application for the reviewer. Applications without proper tabbing will be returned.
- span the time frame claimed for PED; for 25 Years Experience applicants' Work Products must span the 15 years prior to application

If any Work Products are confidential, applicants must blank out the names, faces of person(s) in photos and company identifiers, and obtain permission from employers or clients to use the material prior to review by a Board Member. The Board guarantees confidentiality.

#### **4.5.2.2 Work Product Summary**

All CCPE applicants, except those applying under the 25 Years Experience category must complete a Work Product Summary ([Table 10](#)) for each work product. The Work Product Summary must describe how the applicant demonstrated each of the claimed competencies. The applicant must summarize the activities they performed within the project (Applicant's Role). The Work Product Summary must reference the page numbers within the Work Product where the competency is demonstrated. The work product summary must clearly direct the reviewer to the competencies within the work product. If a competency is not clearly demonstrated within the text of the Work Product (e.g. the steps taken to manage a time line), the applicant must provide descriptions in the Work Product Summary, email communications, etc. to allow the competency to be adequately evaluated by the reviewers.

**TABLE 10: WORK PRODUCT SUMMARY SAMPLE**

<b>Work Product</b>	Ergonomic evaluation of a consumer product	
<b>Summary of Project</b>	The ergonomic team was asked to provide input into the design of a mop and bucket package. The analysis initially involved performing a task analysis of the typical uses of the product. This was done through interviews with typical user groups and the design team. Following this, the existing version of the mop and bucket was analyzed, and a variety of human factors issues were identified that could impact on usability of the product. During the re-design phase, I worked closely with the design team, analyzing and testing new concepts as they were developed, and providing feedback on human factors issues. The resulting modified product then underwent usability testing, based on both functionality and design criteria. Several additional modifications were made to the design following usability testing. The product has been re-released, and sales have shown increased user satisfaction with the design.	
<b>Applicant's Role</b>	I was the project leader. I was directly involved in performing the task analysis, working with the design team and performing usability testing. I wrote the report.	
<b>Industry Sector and Context</b>	Household Consumer Product.  The client had complaints back from users about the product and the design team were told to get an Ergonomist involved. There was initial resistance to the input by the Ergonomists. However, the final design modifications had buy on by all parties.	
<b>Page No.</b>	<b>Competency</b>	<b>Description of how Competencies are met</b>
2-3	1, 2	Assessed the ergonomics problem, developed initial proposed intervention supported by existing research literature.
1	4, 5	Worked with customer support group, marketing and design team to understand problem.
4	6	Undertook task analysis and observations with representative users
4, 7-9, 12	10, 12, 13	Identified user-centred design issues, prepared design specifications and worked with design team to redesign product. Tested redesigned product with user group. Fed design modifications back to team
15-16	11, 14	Prepared report for client that included estimated cost and pay back time of financial investment to redesign product.
4, 8, 13-14	15	Design required use of anthropometric, economic and biomechanical knowledge as well as psychology of user interface and the social psychology of implementing change smoothly.
-	17	Kept the project on time using critical path analysis and monitoring of achievement of milestones as the project evolved.

**4.5.2.3 Mentor Letter (4 Years Experience Application Category)**

Once the Mentored Experience is complete, the Mentor is required to provide a Mentor Letter. The Mentor Letter must include:

- Mentor's qualifications

- duration and form of relationship
- dates of meetings and progress reports
- a description of how and when the applicant demonstrated the six mandatory competencies in [Table 4](#) (Competencies 1, 2, 6, 9, 13, 15), and to what level (adequate/satisfactory, moderate level, high level)

The Mentor Letter may also indicate how and when other Professional Competencies were demonstrated.

The Mentor Letter should be signed by the Mentor and countersigned by the applicant and returned with the application.



**Canadian College for the Certification of Professional Ergonomists  
Conseil canadien de certification des praticiens en ergonomie**

Suite 1003, 105-150 Crowfoot Cr. NW, Calgary, AB T3G 3T2 Tel/Tél: (403) 219-4001 Toll Free/Sans frais: 1-888-432-2223  
Fax/Télcpr: (403) 451-1503 Internet/site d'Internet: www.ace-ergocanada.ca E-mail/Courriel: info@ace-ergocanada.ca

**5 APPLICATION FORM – INCLUDE A COPY IN EACH BINDER**

Please refer to the [Application Checklist](#) to ensure that all documentation has been completed as required.

Mr.  Ms.  Mrs.  Dr. First name \_\_\_\_\_ Surname \_\_\_\_\_

Position/Title \_\_\_\_\_

Organization \_\_\_\_\_

Preferred mailing address:  Business  Residence

\_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Facsimile (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

I am applying under the following Application Category:

- Associate Ergonomist
- 4 Years Experience (including 1 Mentored year)
- 5 Years Experience
- Pre-July 1997 Degree (and 10 years experience).
- 25 Years Experience

Date AE designation granted (current AE's who are applying for CCPE): \_\_\_\_\_

Date Education Requirements complete (all applicants): \_\_\_\_\_

ACE Membership No. (holders of ACE membership only): \_\_\_\_\_

I am applying to the Board of the Canadian College for the Certification of Professional Ergonomists for recognition and for the right to describe myself as:

- Associate Ergonomist (AE)
- Canadian Certified Professional Ergonomist (CCPE)

I undertake, if so recognized, to adhere to the Code of Ethics and the Continuance of Certification of the College, and to pay the annual renewal fee.

I hereby declare that I have received all permissions necessary to include confidential documents with this application. I also declare that all work submitted for documentation of my accomplishments is my own or, when co-authored, that I played a substantive role in the work.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment must accompany the application (cheque/money order payable to CCCPE) in the amount of:

AE Applicants:	\$52.50 (\$50.00 + applicable GST/HST for your province**)
CCPE Applicants (current AE)*	\$288.75 (\$325.00 - \$50.00 + applicable GST/HST for your province**)
CCPE Applicants:	\$341.25 (\$325.00 + applicable GST/HST for your province**)

\*When an AE applies for CCPE within the AE 5 year recognition period, the fee to be paid will be reduced by amount of the AE application fee. If the 5 year period has expired, a full CCPE fee must be paid.

\*\*Current GST/HST rates at 2013-06-24: 5% for BC, AB, YK, NWT, SK, MB, QCI; 13% ON, NB, NL; 14% PEI, 15% NS

**Applications will not be returned under any circumstances. Please make a 3<sup>rd</sup> copy for your own use.**

## 6 APPLICATION CHECKLIST

This checklist is intended to assist the applicant in meeting all requirements for application. No application will be accepted for review until it complies with all of the requirements outlined in Section 4 – Application Documentation. Please read through the checklist thoroughly and include a copy in each binder.

### 1A. GENERAL (All Applicants)

- Completed [Application Form](#)
- Cheque or money order payable to CCCPE for the [appropriate fee](#)
- [Summary Letter](#)
- [Curriculum Vitae](#)
- A copy of this completed checklist

### 1B. All CCPE Applicants

- TWO (2) copies of the entire application and all appended material in two 3-ring binders. Binders will not be returned under any circumstances. Please make a 3<sup>rd</sup> copy for your own use.
- Tabbed dividers in each binder to identify applicable sections for Education, Professional Experience Duration, and Professional Competence

## 2. EDUCATION

### 2A. AE Applicants

- Email application including a scanned copy of transcripts to [info@cccpe.ca](mailto:info@cccpe.ca).
- Mail 1 copy of original transcripts to CCCPE
- Education Course Description Log in electronic copy
- Education Course Allocation Log in electronic copy (in the Excel format).

### 2B. 4 Years (with Mentorship) and 5 Years Experience Applicants

- Original Official transcripts
- [Education Course Description Log](#)
- [Education Course Allocation Log](#) hard copy in each binder
- [Education Course Allocation Log](#) electronic copy uploaded to [www.cccpe.ca](http://www.cccpe.ca) in the Application area

### 2C. AE Holders Applying under the 4 Years with Mentorship or 5 Years Experience Categories

- Copy of AE acceptance letter

**2D. Pre- July 1997 Degree (and 10 Years Experience) Applicants**

- Copy of official transcripts or copy of degrees
- Education (first degree) was awarded by July 1, 1997

**2E. 25 Years Experience Applicants**

- Copy of official transcripts or copy of degrees

**2F. Former ACE Full Members**

- Copy of official transcript(s) for all ergonomics and related courses
- If applying for AE, include all relevant education documents outlined in 2A

**2G. Holders of BCPE**

- Copy of BCPE certificate

**3. PROFESSIONAL EXPERIENCE (CCPE applicants only)**

**3A. All Applicants**

- [Employment History Log](#) (not required for 25 Years)
- [Employment History Log for Academics](#) and [Teaching Course Details Log](#) for Academics (if claiming Academic employment and/or teaching)
- [Work Product Summaries](#) for each work product (not required for 25 Years)
- [Work Products](#) span the time frame claimed for [Professional Experience Duration](#)
- Work Products are tabbed in order to clearly demonstrate the claimed [Professional Competencies](#)
- Work Products span the time frame claimed for Professional Experience Duration
- The total number of pages submitted as Work Product is a maximum of 100 pages
- Testimonials from clients

**3B. 4 Years Experience + Mentoring Applicants**

- [Mentor Letter](#) signed by both Mentor and Applicant
- Professional Experience Duration in the [Employment History Log](#) is at least 4 years (48 months) FTE obtained within the past 7 years and includes 1 year of Mentored Experience
- Work Products are tabbed to indicate where each specific Professional Competency is demonstrated

**3C. 5 years Experience Applicants**

- Professional Experience Duration in the [Employment History Log](#) is at least 5 years (60 months) FTE obtained within the past 10 years
- [Work Products](#) are tabbed to indicate where each specific [Professional Competency](#) is demonstrated

**3D. Pre- July 1997 Degree (and 10 Years Experience) Applicants**

- Professional Experience Duration in the [Employment History Log](#) is at least 10 years (120 months) FTE obtained within the past 20 years
- [Work Products](#) are tabbed to indicate where each specific [Professional Competency](#) is demonstrated

**3E. 25 Years Experience Applicants**

- [Professional Experience Duration](#) outlined in the [CV](#) and [Summary Letter](#) is at least 25 years (300 months) FTE
- Three [Work Products](#) spanning the previous 15 years demonstrate the required [Professional Competencies](#). Tabbing to indicate Professional Competencies is not required
- Teaching Details Course Log if claiming academic Professional Experience Duration.