



## Audit Notes on BCPE CoC Point Credit and Documentation

### 1. Work.

A maximum of sixteen (16) points can be credited in any one year. "Work as a certified professional" is defined as the conduct or supervision of activities that advance the application or scientific basis of Human Factors/Ergonomics/User Experience as a profession.

*Documentation:* A letter from your immediate supervisor on company letterhead, verifying your job title, duties and dates of employment for the five-year cycle. The documentation for consultants and individuals that are self-employed would include a client listing or letters from clients.

### 2. Training.

Providing instruction: The courses must clearly apply to the discipline of HF/E/UX.

*Documentation:*

- (1) a letter from the college, company or organization verifying the course title, dates and hours of instruction or
- (2) a course outline or description that documents the instructor's name and course dates.

Receiving instruction: The courses must clearly apply to the discipline of HF/E/UX. Audited courses receive the same credit as courses taken for credit.

*Documentation:*

- (1) a copy of the transcript for a college course or
- (2) letter or certificate of completion from the course sponsor verifying hours and dates.

### 3. Service.

The committee must contribute to the advancement of the HF/E/UX profession. Volunteering for chairing or monitoring a conference session can be included as service, as well as supervising or mentoring an HF/E/UX intern when not part of normal work duties.

*Documentation:*

- (1) letter from a committee or organization officer stating the mission, meeting frequency, your duties and the term of service.
- (2) documentation from the organization indicating appointment.

### 4. Reports/Publications.

The technical report/publication (articles, papers or internal/external company reports) must relate to HF/E/UX.

*Documentation:*

- (1) copies of the publication or
- (2) for proprietary material, a copy of the cover page and a letter indicating the purpose, distribution and length of the report.

### 5. Meetings/Conferences.

The meetings must be technically or professionally based.

*Documentation:* Evidence of attendance and/or presentation (e.g., conference receipt, program listing of certificant's presentation).