



## BCPE Continuance of Certification (CoC) FAQs

### Q: What is Continuance of Certification (CoC)?

**A:** CoC, sometimes referred to as recertification, is a service that helps professionals remain current in their professional practice. The BCPE's CoC program offers a systematic approach for assessing continued professional development and practice in the human factors/ ergonomics/ user experience (HF/E/UX) profession.

### Q: What is the benefit of CoC?

**A:** The benefits include:

- Recognizing continuing competence in HF/E/UX.
- Retaining professional status in the field.
- Remaining engaged in the field through knowledge of state of the art research and applications.
- Assuring the public that HF/E/UX principles are properly applied in design and practice.
- Staying connected with a community of professionals who are dedicated to the advancement of the profession.

### Q: Why is CoC required?

**A:** Competency is the cornerstone of BCPE certification. Competency, however, is not static. It requires the continued updating and acquisition of new knowledge, skills and techniques. Periodic assessment of our certificate holders continuing competence furthers the mission of the BCPE and enhances the credibility of the certification program.

### Q: How does the CoC process work?

**A:** The CoC process is designed to be simple. There are three steps:

1. Complete the two-page CoC Worksheet available for download from the BCPE Web site, <http://www.bcpe.org/how-to-certify/downloads/>. *Instructions are included with the worksheet.*
2. Submit the form within five years of your designated CoC start date. *Check your profile on the BCPE webpage for your CoC due date.*
3. Be prepared to provide supporting documentation if your worksheet is randomly selected for audit.

### Q: What is a CoC Worksheet?

**A:** The CoC Worksheet is a simple two-page form on which you record all activities that contribute to maintaining your knowledge and experience in HF/E/UX.

**Q: When and how often must I complete a CoC Worksheet?**

**A:** Your CoC cycle is determined by the date you receive professional certification status. A completed worksheet is due every five years of this date.

You may submit your form as soon as you accumulate enough points, or you can wait until the end of your five-year period.

**Q: What happens if I fail to submit my CoC Worksheet on time?**

**A:** If you miss your five-year deadline, you risk losing your BCPE certification.

A leave of absence policy is available for those certificate holders who have taken a temporary leave of absence from the profession. An approved leave of absence will extend a person's CoC cycle by the period of time equivalent to the leave of absence period.

**Q: How do I submit my CoC Worksheet?**

**A:** You should submit your completed CoC Worksheet by email to [bcpehq@bcpe.org](mailto:bcpehq@bcpe.org). Please be sure to provide a full signature and date your worksheet prior to submission.

**Q: How do I know if I have successfully completed CoC?**

**A:** BCPE will send you a letter notifying you that your worksheet has been reviewed and approved and that you are recertified. The letter will also state the date your next worksheet is due.

**Q: Must BCPE pre-approve courses, conferences or other professional events for use as CoC?**

**A:** No, BCPE does not evaluate events for CoC credit. The courses must be relevant to HF/E/UX.

**Q: Does BCPE offer CEUs for courses and other events?**

**A:** No. For ethical reasons, a credible professional certification body cannot provide training directed towards its certification.

**Q: How do I know whether an activity will count toward CoC credit?**

**A:** See the instructions included with the CoC Worksheet for guidance.

**Q: How will BCPE audit the CoC process?**

**A:** BCPE conducts periodic random audits to ensure the process is working.

**Q: What happens if I'm selected for a random CoC audit?**

**A:** If selected for an audit, you must provide supporting documentation for the activities on your worksheet. We strongly recommend keeping this information on file so you can easily produce it if required.

**Q: What kind of documentation is acceptable for CoC?**

**A:** See the Audit Notes included with the CoC Worksheet for documentation guidelines. Steps may be taken to "sanitize" documents containing sensitive or private information. For example, the name of a company or client may be blocked out of a work product document for confidentiality purposes.

**Q: How long do I need to maintain my CoC records?**

**A:** Once you have received your recertification letter after your CoC worksheet is approved, you may discard the related supporting documents.