



## Board of Certification in Professional Ergonomics

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# FACT SHEET: BCPE CERTIFICATION REQUIREMENTS

## CRITERIA FOR CERTIFICATION

1. CPE/CHFP/CUXP. Professional certification requires:

- A bachelor's degree and academic coursework covering educational requirements, based on BCPE core competencies.
- Minimum of three years full-time equivalent human factors/ergonomics (HFE) work experience. (One year of work experience equivalency is granted to graduates of a HFE PhD program.)
- A passing score on the comprehensive certification examination.
- Payment of all fees for processing and renewal of certification, (all fees are **nonrefundable**):
  - Application Fee: U.S. \$150 (no application fee if BCPE Associate – see #2 below)
  - Examination Fee: U.S. \$350
  - Annual Renewal Fee: U.S. \$150
- Certificant chooses one designation.
- Once certified, current with Continuance of Certification (CoC) requirement every five years.

2. AEP/AHFP/AUXP. An individual with the Associate designation has six years to complete three full-time equivalent years of work experience and transition to the Professional designation. Associate certification requires:

- A bachelor's degree and academic coursework covering educational requirements, based on BCPE core competencies.
- An approved Associate application.
- Less than three years work experience. (One year of work experience equivalency is granted to graduates of a HFE PhD program.)
- Payment of all fees for processing and renewal of certification (all fees are **nonrefundable**):
  - Application Fee: U.S. \$125
  - Annual Renewal Fee: U.S. \$100
- Certificant chooses one designation.

3. CEA. Certified Ergonomics Associate certification is no longer offered by BCPE. BCPE continues to support and maintain the professionals with the CEA designation. CEA certification required:

- A bachelor's degree from a regional or national accredited (i.e., ABET) university.
- At least 200 contact hours of ergonomics training.
- Two (2) years of full-time practice in ergonomics.
- A passing score on the CEA examination.
- Payment of all for processing and renewal of certification (all fees are **nonrefundable**):
  - Annual Renewal Fee: U.S. \$100

## **PROCEDURES FOR CERTIFICATION**

The certification application can be downloaded from the BCPE web site. The application materials consist of several pages to be completed by the applicant. Information to be provided includes:

- 1) Personal Information
- 2) Academic Qualifications
- 3) Academic Coursework
- 4) Employment History (CPE)
- 5) Work Experience (CPE)
- 6) Work Product (CPE)
- 7) Payment and Signature Information

The applicant completes the application and submits it with 1) the appropriate application processing fee, 2) official academic degree transcripts, and 3) [CPE only] work products (article/technical report/ project description/patent/application, etc.).

A review panel conducts a blind review of all applications to determine eligibility to take the examination. Upon approval, the applicant is notified, submits payment of the examination fee, writes the exam and is certified after receiving a passing score. This candidate has up to two years after the application is received to take the examination.

- The applicant who does not initially qualify for the examination has two years after his or her application is received to correct any deficiencies or missing elements in the application without incurring additional application fees.
- If certification is not awarded during the two year eligibility period, the applicant will be required to reapply for certification.

## **EXAMINATION ADMINISTRATION**

The BCPE examination is administered electronically twice a year at proctored test centers throughout the U.S., as well as internationally. Approved candidates will be sent a link to the test center site to pay and choose a testing location. This exam consists of 125 multiple-choice questions and will take approximately 3 hours to complete.

Candidates needing accommodation in compliance with the Americans with Disabilities Act (ADA) must advise BCPE of their accommodation need(s) in writing at the time their application is submitted for processing and review.

### **Scoring Methods**

- Examinations are scored electronically and converted to a scaled score between 200-500, with 350 as a passing score. All questions have the same score.
- Each examination version is equated with prior exams using standard statistical processes to ensure the difficulty level is the same for each version and that candidates are evaluated according to the same competency standard.
- Passing scores are established to ensure the applicant's mastery of the knowledge and skills required for professional HFE practice. The BCPE will periodically review, evaluate, and, as necessary, revise the examination and scoring to assure that valid and reliable measures of requisite performance capability for HFE practice are maintained.

### **Retaking the Examination**

Candidates who do not pass the examination may retake the examination by contacting BCPE. A non-refundable \$350 retake fee applies to each exam attempt. The exam can be retaken as many times as needed within a candidate's two-year eligibility period.