

# Board of Certification in Professional Ergonomics®

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**ASSOCIATE CERTIFCATION APPLICATION**

Click [here](https://www.hfes.org/Resources/Graduate-Programs-Directory) to identify **HFES Accredited HF/E Graduate Programs**.

Accredited programs are indicated in the far-right column.

**1. PERSONAL INFORMATION**

Please provide the following information:

| NAME *(Last*) | | | *(First)* | | | | | *(Middle Initial)* |
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|  | | |  | | | | |  |
| CURRENT TITLE OR POSITION | | | | | EMPLOYER | | | |
|  | | | | |  | | | |
| BUSINESS ADDRESS*(Street Address)* | | | | | | | | |
|  | | | | | | | SEND MAIL TO WORK  CHECK HERE | |
| *(City)* | *(State)* | | | *(Zip or Postal Code)* | | | *(Country)* | |
|  |  | | |  | | |  | |
| *(Telephone Area Code)(Number)* | | *(Mobile Area Code) (Number)* | | | | *(e-mail)\** SEND E-MAIL HERE | | |
| (      ) | | (      ) | | | |  | | |
| HOME ADDRESS *(Street address)* | | | | | | | | |
|  | | | | | | | SEND MAIL TO HOME  CHECK HERE | |
| *(City)* | *(State)* | | | *(Zip or Postal Code)* | | | *(Country)* | |
|  |  | | |  | | |  | |
| *(Telephone Area Code) (Number)* | | *(Mobile Area Code) (Number)* | | | | *(e-mail)\** SEND E-MAIL HERE | | |
| (      ) | | ( ) | | | |  | | |

\*e-mail addresses are mandatory

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| PREFERRED DESIGNATION (CHECK ONE) | ASSOCIATE ERGONOMICS PROFESSIONAL (AEP) |  |
| ASSOCIATE HUMAN FACTORS PROFESSIONAL (AHFP) |  |
| ASSOCIATE USER EXPERIENCE PROFESSIONAL (AUXP) |  |

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| PLEASE LIST PROFESSIONAL ORGANIZATIONS OF WHICH YOU ARE CURRENTLY A MEMBER: |
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| PLEASE LIST PROFESSIONAL CERTIFICATIONS YOU CURRENTLY HOLD: |
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| --- | --- | --- |
| YEAR OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MALE |  |
| FEMALE |  |

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| PRIMARY EMPLOYMENT SECTOR: | Academia |  |
| Consulting |  |
| Govt/Military |  |
| Industry |  |
| PRIMARY EXPERTISE: | Physical Ergonomics |  |
| Cognitive Human Factors |  |
| Product Usability |  |
| User Experience /HCI |  |

**2. ACADEMIC QUALIFICATIONS**

Please indicate each relevant college/university you have attended, **beginning with the most recent**. An official transcript for each degree listed must be sent by the college or university to BCPE. Transcripts sent by the applicant will not be accepted unless they are in a sealed envelope and include the registrar’s seal.

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| --- | --- | --- | --- | --- | --- | --- |
| COLLEGE OR UNIVERSITY | ATTENDED | | ACADEMIC YEARS  COMPLETED | MAJOR | DEGREE  EARNED  (Ex: MSc, BS) | YEAR OF  DEGREE |
| FROM | TO |
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**3. ACADEMIC COURSEWORK**

Please list all coursework and hours relevant to the practice of ergonomics. Acceptable coursework is defined [here](#Acceptable_Coursework). Add additional rows if needed. Refer to [Education Requirements](https://bcpe.org/wp-content/uploads/2021/01/BCPE_Education-Requirements-2018.pdf) for details on each category and topic.

Attach copies of documentation to verify attendance, e.g. transcripts, CEU certificate, registration confirmation. ***Original*** transcripts must still be sent from the college/university directly to BCPE as noted in section 2.

NOTE: Graduates of an HFES [accredited human factors/ergonomics graduate degree program](https://www.hfes.org/Resources/Graduate-Programs-Directory) do **NOT** need to complete this section. Accredited programs listed in the link are identified in the far-right column. These are the only programs eligible for this exemption.

If you list the **same course** in more than **one category**, the **credit hours** **must be** **divided** per the following [conversion](https://bcpe.org/wp-content/uploads/2021/02/BCPE-Credit-Hour-Summary-Conversion-Grid.pdf): 3 semester credits = 4.5 quarter credits= 4.5 CE credit hours = 45 contact hours. For example, if a course topic area was roughly 5 weeks of a semester class, or approximately 15 contact hours, you would indicate 1 semester credit hour.

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| **REQUIRED CATEGORIES AND TOPICS** | **SEMESTER**  **CREDIT**  **HOURS**  **REQUIRED** | **COURSE TITLES**  **& TOPIC AREAS**  **(Provide a short description or course link if relevancy is unclear.)** | **LEVEL**  **(Graduate or Undergraduate)** | **SEMESTER**  **CREDIT HOURS** |
| **A. Basic Principles of Ergonomics** | **3 credit hours total** | (Ex: HSCI 580-Occup. Ergo I; [Covered Systems Theory]) | (Ex: Graduate) | (Ex: 1 credit hr) |
| 1. Systems Concepts 2. Design Concepts | At least 1 credit hour    At least 1 credit hour |  |  |  |
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|  | | | TOTAL Credits: |  |
| **B. Core Background** | **6 credit hours total** |  | | |
| 1. Human Attributes  1.1. Anthropometry &  Demography  1.2 Physiology &  Biomechanics   * 1. Psychology   2. Environmental Context  2.1 Physical  2.2 Social  2.3 Organizational | At least 2 credit hours  At least 2 credit hours |  |  |  |
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|  | | | TOTAL Credits: |  |
| **C. Core Methodology: Analysis & Design of Processes & Products** | **6 credit hours total** |  | | |
| 1. Statistics & Design of Investigations 2. Basic Process Analysis 3. Design Methods   4. Basic Usability | At least 2 credit hours  Each at least 1 credit hour |  |  |  |
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|  | | | TOTAL Credits: |  |
| **D. Application of Analysis, Design, Validations & Implementation Methods** | **8 credit hours total** |  | | |
| 1. Human-Machine Interaction  2. Human-Environment Interaction  3. Human-Software Interaction  4. Human-Job Interaction  5. Human-Organization Interface | At least 1 credit hour in 3 of the 5 areas of Human Interactions |  |  |  |
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|  | | | TOTAL Credits: |  |
| **E. Professional Issues** | **1 credit hour total** |  | | |
| 1. Ethics  2. Practice Standards  3. Marketing  4. Business Practice  5. Legal Liabilities |  |  |  |  |
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|  | | | TOTAL Credits: |  |
| OVERALL TOTAL CREDITS: | | | |  |

**\*Acceptable Course Work:**

* **“Academic Credit Hours Required” are semester credits and preferred to be from undergraduate or graduate courses by accredited\* institutions.  Acceptable academic courses can also be taken at an accredited\* academic institution or its affiliate(s) (such as university “extension” or “continuing education”) and involves lectures and some type of student assessment (e.g., an examination or project).**
* **Acceptable continuing education (CE) credit hours or “units” include: 1. CE credits that have been historically accepted by universities/colleges as “academic” credits/units; 2. CE credits offered through accredited universities extension/continuing education programs, and 3. CE credits offered by boards and professions related to our field and are approved by IACET (International Association of Continuing Education and Training).**
* **The CE credits or units assigned to a “short-course” are considered only with provision of official proof of enrollment, course content, contact hours, and assessment information. Attending a conference or symposium that offers CE credits for attendance are not considered educational CEUs and will not be counted towards the educational coursework requirement.**
* **Academic courses taken as “audit” need to be formally acknowledged by the providing institution (e.g., through transcript notation).**
* **Online courses (e.g., MOOCs such as Coursera, edX®, and Udacity®) are considered only with provision of official proof of enrollment, course content, contact hours, and assessment information.**
* **“Training” in areas related to the topics listed above does not constitute formal academic experience and will not be counted towards the educational coursework requirement.**

**\*The BCPE considers a college or university to be acceptable when it holds institutional accreditation from an accrediting body recognized by the Council for Higher Education Accreditation (CHEA). International degrees will be deemed acceptable based on the institution’s accreditation status in the presiding education system.**

**4. COMMUNICATIONS** (Please check if you agree.)

Mailing list. Agree to inclusion of name and address in mailing list rentals.

All other direct communications are kept to a minimum and are related to core business services, as described in the privacy policy. By signing this application, you agree to the privacy policy and receiving these communications.

**5. AUTHORIZATION TO BCPE**

I certify that the statements above (including any attachments submitted) are accurate to the best of my knowledge. I hereby authorize the BCPE to verify any information submitted. I understand that any falsification of information in this application (or attachments) may be cause for rejection or withdrawal of certification.

I agree not to indicate in any way that I am AEP/AHFP/AUXP eligible or that certification is pending.

I further agree to hold the Board of Certification in Professional Ergonomics harmless from any and all liability in the event this application is rejected on the basis of information furnished to the BCPE by me or third persons which would, in the judgment of the BCPE, make me ineligible for certification.

I have read and agree to the [Privacy Policy](https://bcpe.org/policies/).

The applicant hereby acknowledges that BCPE certification, if and when issued, attests to the achievement of certain prescribed minimum qualifications by peer review and/or examination, but does not attest to professional competency or suitability as to specific occupational performance.

**Signature\* Date**

\* print, sign and scan, or attach a jpg of signature.

The BCPE does not discriminate among applicants as to race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

**6. APPLY**

Check items as you verify you have completed them.

All sections of the application form have been completed as instructed.

Necessary steps have been taken to have an official transcript sent to the BCPE for each degree provided in Section 2:

Academic Qualifications. We accept [**electronic**](#Email_Address) or [**hard copy**](#Mailing_Address) transcripts as official when received directly from the issuing institution.

Certification will not be awarded until these transcripts have been received by the BCPE.

A copy of the application has been made for your records.

Ready to pay $135 application fee as part of the submission process. This fee is **nonrefundable** and **non-transferable.**

Please submit your completed application to BCPE at [bcpehq@bcpe.org](mailto:bcpehq@bcpe.org).

Paper submissions by mail will **NOT** be accepted.

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