

# Board of Certification in Professional Ergonomics®

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**PROFESSIONAL CERTIFICATION 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 | | | |
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| 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)* | |
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| *(Telephone Area Code) (Number)* | | *(Mobile Area Code) (Number)* | | | | *(e-mail)\** SEND E-MAIL HERE | | |
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\* e-mail addresses are mandatory

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| PREFERRED DESIGNATION (CHECK ONE) | CERTIFIED PROFESSIONAL ERGONOMIST (CPE) |  |
| CERTIFIED HUMAN FACTORS PROFESSIONAL (CHFP) |  |
| CERTIFIED USER EXPERIENCE PROFESSIONAL (CUXP) |  |

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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 Research/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 | 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: | | | |  |

\***Notes:**

* **“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. EMPLOYMENT HISTORY**

Please document your employment history demonstrating you have at least three years full-time equivalent experience as a human factors/ergonomics/HFE/user experience practitioner. Begin with your current position and work backwards in time.  
  
 Check here if you are a graduate of an HFE/User Experience doctorate program and are requesting one-year of work experience equivalency (transcript verification required).

If more space is needed, duplicate the employment information block before completing.

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| POSITION TITLE | EMPLOYER NAME | EMPLOYER ADDRESS |
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| DATES OF EMPLOYMENT | NAME AND TELEPHONE NUMBER FOR VERIFICATION OF EMPLOYMENT | FULL TIME  PART TIME |
|  |  |
| DESCRIBE THE RESPONSIBILITIES OF THIS POSITION | | |
|  | | |

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| --- | --- | --- |
| POSITION TITLE | EMPLOYER NAME | EMPLOYER ADDRESS |
|  |  |  |
| DATES OF EMPLOYMENT | NAME AND TELEPHONE NUMBER FOR VERIFICATION OF EMPLOYMENT | FULL TIME  PART TIME |
|  |  |
| DESCRIBE THE RESPONSIBILITIES OF THIS POSITION | | |
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**5. WORK PRODUCTS**

Submit work products to demonstrate your proficiency as an ergonomics/human factors/user-experience professional. These work products should reflect your knowledge and skill of the profession.

Work products may include, for example, technical reports, design papers, analysis reports, evaluation reports, patent applications, or articles authored by you in ergonomics/human factors/user experience publications.

Work products must align with the sections of the [BCPE Core Competencies](https://bcpe.org/wp-content/uploads/2020/03/BCPE_Core-Competencies-2019.pdf)

1. **Analyze**
2. **Design**
3. **Integrate** (Implement, Validate)

Submit a maximum of six work products. Two work products must demonstrate competency in Analyzing. Two work products must demonstrate competency in Designing. Two work products must demonstrate competency in Integrating.

A work product may be used to satisfy one or more sections of the BCPE® Core Competencies. For example, a single work product may demonstrate competency in analyzing, designing and integrating, or any one of the sections.

Completion of at least two of the work products must have occurred in the past five years. The remaining work products must have been completed in the past 10 years.

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| Provide titles for your work products and enter this information below. Determine the links between your work products and the sections of the [BCPE Core Competencies](https://bcpe.org/wp-content/uploads/2020/03/BCPE_Core-Competencies-2019.pdf)   * Mark the appropriate section boxes (Analyze, Design, Integrate) for each work product. * Align your work products to the [BCPE Core Competencies](https://bcpe.org/wp-content/uploads/2020/03/BCPE_Core-Competencies-2019.pdf) sections and tasks. | | | Analyze (2) | Design (2) | Integrate (2) |
| **Work Products** | **Core Competency**  **Section(s)** | **Core Competency**  **Task(s)** |
| *Example*:  Company XYZ’s Ergonomic Improvement Initiative (2018) | Analyze  Design | I-1, I-5  II-4 | 1 | 1 |  |
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|  | | **Totals** |  |  |  |

If necessary, for context, annotate your work product or provide additional information to complement any of your products. Your work product submission should indicate your thought processes and methods you applied in performing the work.

Attach the additional information to the appropriate work product and include the heading, “Your last name” “Work Product Title” and the “work product number” you listed in the application.

Acceptable work products frequently represent the work of two or more professionals. If you feel that you cannot show work product examples produced solely by you, then choose a work product for which a definable major part of the product was yours, identify that part clearly, and certify that the contribution was yours by signing this application.

**Work products must be submitted to BCPE electronically. PDF format is preferred but Word and PowerPoint formats are accepted. Locked documents will not be accepted.**

There is a 20-page maximum per each work product.

**6. EXAM PREFERENCE**

Please indicate your exam preference:

APRIL 2022. Application deadline: 11/30/21.

SEPTEMBER 2022. Application deadline: 4/30/22.

APRIL 2023. Application deadline: 11/30/22.

SEPTEMBER 2023. Application deadline: 4/30/23.

**7. 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.

**8. 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 CPE/CHFP/CUXP 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.

**9. 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 are received by the BCPE.

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

Ready to pay $165 application fee during the online application process. This fee is nonrefundable and non-transferable.  
A separate nonrefundable exam fee of $385 is due upon notice of eligibility to take the exam.

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

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

Payment of $165, a non-refundable, non-transferable application fee is requested online during the application process.

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