

 **BCPE CONTINUANCE OF CERTIFICATION WORKSHEET**

**(An electronic copy of this form can be downloaded from the Documents area of BCPE.ORG)**

**NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **BCPE Certification Number**: \_\_\_\_\_\_ **Period Covered:** \_\_\_\_\_\_\_ **to** \_\_\_\_\_\_\_\_\_

**To continue certification, a total of 100 points must be accumulated in a minimum of two categories over a 5-year reporting period.**

1. **WORK. Work as a certified professional.** 16 points maximum per year for full-time. Pro-rate points for partial work time. Work in the field may be, for example, **academic, consulting, supervisory, and management positions**.

 ***This form expands as you type.***

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| **Dates** | **Employer** | **Describe Relevant Work Activities**  | **Points** |
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| **Section 1 (Note: 80 points maximum for 5 years) Total Points**  |  |

**2. TRAINING. Receiving or providing HF/E/UX related training.** Training must be **in addition to (beyond)** your usual job responsibilities. Include job-related teaching or training as part of your active practice and **not** in this section. Four (4) points for each full-day course or each semester credit. Pro-rate points as needed (one training hour = 0.5 points). Include paid conference workshops **(in addition to conference registration fees)** here. Indicate instruction you Received with an **R** andinstruction you Provided with a **P**.

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|  **Dates** | **Sponsoring Organization** | **Course Title** | **R / P** | **Points** |
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| **Section 2 (Note: Enter meeting/conference attendance under section 5) Total Points**  |  |

**3. SERVICE. HF/E/UX-related service to societies, committees, or standards development.** One (1) point for each QUARTER of volunteer, appointed or elected activities. Chairing or monitoring a conference session is 1 point. Supervising or mentoring an HF/E/UX intern is 1 point when **not** part of normal work duties.

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| **Dates**  | **Society / Organization** | **Name or Function of the Activity**  | **Points** |
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| **Section 3 Total Points**  |  |

**4. REPORTS/PUBLICATIONS. Publishing HF/E/UX-related internal/external company reports, articles, or papers. Evidence is required if audited.** Four (4) points for each publication that you are the sole or first author and 2 points for each coauthored publication.

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| **Authors**  | **Publication Date** | **Article and Journal Title / Chapter and Book Title / Report Title** | **Points** |
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| **Section 4 Total Points**  |  |

**5. MEETINGS/CONFERENCES. Attendance or participation at HF/E/UX-related professional meetings/ conferences.** Two (2**)** points for each conference or meeting lasting one or more days. One (1) point for each conference that is less than one day. One (1) point for each unpublished presentation at a meeting.

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| **Society / Organization Name / Title (of presentation)**  | **Conference / Meeting Title** | **Dates** | **Points** |
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| **Section 5 Total Points**  |  |

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| **Sections 1-5 Total Points (must be not less than 100 points)** |  |

The information contained herein is true and correct. I understand my worksheet might be randomly selected for audit by the Board of Certification in Professional Ergonomics and, if audited, I will submit documentation supporting the activities listed in this document (see Audit Notes on the following page).

Please HAND\* sign to indicate agreement to the statement above.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email completed form to: info@bcpe.org OR Fax to: +1 866.266.8003

**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).