

# Board of Certification in Professional Ergonomics

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To: Interested CPE, CHFP and CUXP Professionals (including those retired)

From: Kris Rightmire

Director of Operations

Date: May 1, 2023

Re: BCPE Directorship Nominations

The Board of Certification in Professional Ergonomics is seeking nominees for election to the BCPE Board of Directors. Dynamic CPEs, CHFPs and CUXPs who are current in their certification (or with retired certification status) and would like to be considered for a director position are invited to submit a self-nomination. The BCPE Board of Directors is composed of eleven (11) volunteer directors. Each director serves a three-year term and is eligible to serve a second, consecutive, three-year term, if re-elected to the Board.

The BCPE strives to identify potential directors who have different areas of expertise and domain coverage to ensure Board decisions are representative of current ergonomics practices and strategic initiatives.

*This year, we have two (2) directorship positions available.*

1. One of the open positions is for a CPE/CHFP/CUXP.
2. The other open position is for Director-at-Large, which is a public position for a volunteer to be on the Board that knows the profession, yet would not intend to become certified, nor from a company that has BCPE certified employees (see attached job description at the end of this packet).

The mission of the BCPE is to provide Human Factors/Ergonomics/User Experience certification to protect the public, the profession, and its professionals by assuring standards of competency and advocating the value of certification. In pursuit of this aim, the Board’s goal is to ensure a high level of competence among the practitioners in the HF/E/UX profession by maintaining and administering a quality certification program.

Dedicated directors are critical to carrying out BCPE’s mission. Service as a director is challenging, but rewarding, and requires a commitment of knowledge, skills, resources, and time. **Directors are expected to attend monthly teleconference meetings (about 1-hour in length), attend two business meetings per year – a virtual mid-year meeting and an in-person annual meeting, each approximately two days in length, and to participate in committee work**. Current standing committees are: Certification, Communications & Media, Outreach and Accreditation. Due to the BCPE’s non-profit status and limited annual budget, directors are expected to cover their own travel expenses to the annual meeting held in conjunction with the HFES meeting.

Nominees will be selected from the nominations received and voted on by the Board of Directors. The results of the election will be announced in the summer and incoming directors will be installed in October at the close of the BCPE Annual Business Meeting, held at the end of the Annual Human Factors and Ergonomics Society Meeting.

On behalf of the Board of Directors, I hope you will consider donating your time and expertise to the advancement of BCPE and encourage you to submit your name for consideration as a director by completing the attached biographical summary.

**BCPE Director Nomination Timeline for 2023**

May 1, 2023 Invitation to submit director nomination announced.

May 31, 2023 Candidate nomination packets due back to BCPE headquarters.

June 2023 Staff verifies all submitted packets are complete.

Sends acknowledgement to each candidate that packet was received.

Nominating committee reviews all packets, candidates selected.

July - August 2023 Board vote.

Candidates notified of election results.

October 2020 Installment as new Director at the close of the annual business meeting in Washington, D.C.

**BCPE Director Nomination Packet**

In electing nominees to a BCPE Directorship, the Board of Directors will be looking for a diverse mix of individuals in order to capture a variety of knowledge, experience, and skills and to fulfill our strategic plan. Demographic factors considered include educational background, employment history, work experience, areas/domains of specialization/expertise, other skills/accomplishments, etc. The basic qualifications that apply to all potential directors are a commitment to the ergonomics profession.

Each BCPE Director is expected to:

1. Participate fully at Board meetings and monthly teleconferences

Create, implement, and monitor policies, rules, regulations, goals, and long range

plans in accordance with BCPE’s mission and vision.

2. Contribute through Standing and, when necessary, Ad Hoc Committees

**BCPE Standing Committees**

Certification (core competencies, applications, exam, CoC)

Communications & Media (website, newsletter, social media)

Outreach (students, employers, certificants, mentoring)

Accreditation (adhering to accreditation guidelines)

In addition, directors may be expected to:

1. Review applications submitted for certification.

2. Generate examination questions in his/her area/domain of specialization/expertise.

3. Respond to inquiries that are beyond the scope of knowledge and/or experience of the

BCPE Staff.

4. Represent the BCPE at special-interest meetings, such as the Intersociety Forum

**Board Meetings**

The Board of Directors makes its decisions at meetings held throughout the year including:

1. Monthly teleconference meeting (typically the second Friday of each month).
2. The Mid-year Meeting (usually a two-day virtual meeting April/May).
3. The Annual Business Meeting held in conjunction with the Annual Meeting of the Human Factors and Ergonomics Society (usually September/October).
4. Occasional special meetings as needed.

Directors are expected to attend all Board meetings when possible. The mid-year and annual meetings are usually held on a Friday and Saturday to minimize conflicting with work. Due to the BCPE’s non-profit status and a limited annual budget, directors are expected to cover their own travel expenses.

**Committees**

Much of the Board’s work is conducted through Standing and Ad Hoc Committees.

Directors are assigned to committees based on their expertise, personal interests, and the Board’s needs. Activities involve personal time, verbal and/or written communications, and committee meetings.

**Review of Certification Applications**

All certification applications are evaluated by an Applications Review Committee, composed of at least two evaluators. Evaluators are expected to give prompt, careful review to applications submitted to them, and to render timely decisions.

**Examination**

The written examination assesses a candidate’s abilities across the spectrum of the Core Competencies. The examination is administered electronically and a professional psychometrician conducts analyses. Directors are called upon to run the process of generating new exam items, periodically reviewing the core competencies, and recording processes and outcomes for accreditation purposes.

**Inquiries**

From time to time, received inquiries are beyond the scope of knowledge and experience

of BCPE staff. These inquires will be forwarded to the Board

of Directors, usually via email, for guidance and input, and may require a direct response from a director.

**Special-Interest Meetings**

On occasion, the BCPE is invited to participate in related special-interest meetings, such as the Annual Meeting of the Intersociety Forum. Depending on the location of the meeting and the schedule, a director may be asked to represent the BCPE in lieu of BCPE staff..

## Conflict of Interest

The duties and responsibilities of being a BCPE Director are important. It is critical to the organization that individuals seeking a BCPE directorship, or serving out their directorship term, recognize the need to avoid any conflicts of interest or the appearance of any such conflicts.

**Biographical Summary for BCPE Directorship Nomination**

**Due May 31, 2023**

**Please submit by email to bcpehq@bcpe.org**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:

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Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly state why you would like to serve on the Board including what you hope to accomplish and what committees would be of interest to you? (Certification & Exam, Communications & Media, Outreach, Accreditation):

Are you willing and able to serve a three (3) year term of office? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Note: A CV/resume may be submitted in lieu of completing the following three sections, However, please ensure that the CV clearly demonstrates the skills you would bring to the board.)

Education Background:

Brief Synopsis of Employment History:

Brief Synopsis of Work Experience:

Areas/Domains of Specialization/Expertise (e.g., Human-Computer Interaction, Materials Handling, Manufacturing & Quality Assurance, Transportation Systems, etc.):

Other Skills/Qualifications (e.g., Experience in Examination Development, Psychometrics, Newsletter Editing, Website Development/Maintenance, Marketing, etc.):

Other Professional Certifications, Licenses, Memberships:

**BCPE Director-at-Large**

**Description**

The BCPE Director-at-Large position is open to any non-BCPE certified experienced industry or business leader or other member of the public who brings strategic value or guidance to the board. This position represents the general and independent views of industry, research, or academia. This role represents the public interest in support of the profession and should bring an outside point of view to balance the governance interests of the board and public.

The Director-at-Large offers an independent point of view, and a different leadership and administrative skill set to the Board. **Candidates should**:

* Be industry leaders with experience in roles related to health, safety, design, or other areas that benefit from, are influenced by, or may be consumers of the work of professional ergonomists.
* Have experience in executive leadership, marketing, communications, financial management, business development, legal, or other specialties brings value to the board and to certificate holders.
* Bring an understanding of the value of professional BCPE certification.

Their different skill set and experience helps to ensure that the public/non-employer interests are represented on the board. Examples of applicable industries may include: insurance, consulting, product design, construction, maintenance, manufacturing, service, healthcare or other labor-intensive fields, government, or other public services, etc.

The Director-at-large may be called on to apply their skill set where they can add the most value, often serving on outreach, nominating or communication committees. They may also act as a liaison with outside organizations or groups as they represent the board and certificate holders.

To maintain independence and ensure that the public interests are served, **candidates may not be**:

* a BCPE certificate holder.
* member of the profession that may reasonably pursue future certification.
* the supervisor, subordinate, manager, or employee of individuals whose profession may include current or future BCPE certification.
* the recipient of income derived directly from the professional practice of ergonomics.
* an employee of any other certification body.

The Director-at-large may serve on the executive committee so long as they do not oversee or have input into exam preparation. They **cannot serve on the exam or certification committee**:

* as their detailed knowledge and experience should be insufficient to add value to exam preparation or application review;
* to maintain a level of independence between the exam and Board interactions with outside organizations;
* to otherwise maintain the integrity of the exam.

The Director-at-Large serves a three-year, renewable term, as do all other board members. It is also a volunteer position that greatly benefits from an employer that is supportive of the mission of the board. The position requires participation in monthly conference calls, committee work and travel to two meetings a year lasting roughly two days each. There is no reimbursement for time or travel-related expenses.