Overview of BCPE Certification
Requirements and Process

There are 3 main areas of requirements:

1) Education
2) Experience & Work Products
3) Examination

EDUCATION

- A bachelor's degree from a regionally accredited school; all majors are accepted.
- Academic coursework is required across specific categories, amounting to a minimum of 24 total semester credit hours. The application form provides the framework of expected coursework topics and associated credit hours. Below is the education coursework requirement in more detail.

Human Factors/Ergonomics/User Experience is a broad profession. BCPE understands that each applicant has an area of strength, however, some breadth of knowledge is required.

The detailed **Educational Requirements** provides information that can help you assess the relevance of courses you have taken or give insight to the courses you need to take. We recommend you map out your relevant courses using the application form to determine if you meet this requirement. If you need to supplement your background refer to the educational resources on the **Documents** page.

If you have graduated from an **HFES** identified human factors/ergonomics graduate degree program, you do not need to list your courses on the application form. The original transcript is still required.

For more information visit the **Educational Requirements** page.
Application forms are available on the **Documents** page.

Transcripts

All courses listed in the application require documentation to verify attendance or completion. Copies should be attached, such as transcripts, CEU certificates, or registration confirmation.

Original transcripts must still be sent from the college/university directly to BCPE as described in the application form.

EXPERIENCE AND WORK PRODUCTS

EXPERIENCE

A minimum of 3 years, full-time equivalent experience working in the profession is required. Full-time equivalent provides for those who might have part-time employment to build up experience.

Work Experience Accepted

- Field placement requirements, such as internships and coop work experiences during academic programs, can be included towards work experience.
- A paid research assistant or teacher's assistant position relevant to Human Factors/Ergonomics/User Experience can be considered as work experience.
- One year of work experience equivalency is granted to graduates of a Human Factors/Ergonomics/User Experience PhD program, verified by a submitted transcript.

On the application form, the most recent employment should be listed first. A name and telephone number of an individual who can verify the employment is required. The application asks for a description of responsibilities of each work experience that is listed as contributing towards demonstrating the minimum three years of experience.

Sample of the area of the application form requiring employment history:

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			

WORK PRODUCTS

Work products are required to demonstrate your proficiency working in the profession. These work products should reflect your knowledge and skill of the field and have been predominantly your work. 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.

Acceptable Work Products

Sample work products may include, for example, relevant segments of technical reports, design papers, analysis reports, evaluation reports, patent applications, or articles authored by you in ergonomics/human factors/user experience publications. Work examples that are part of independent work, such as a master's thesis or doctoral dissertation are acceptable. Varied work products are encouraged to demonstrate your proficiency.

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. The intent is for BCPE to determine that you have the appropriate knowledge and skills, so explanation on many work products is necessary. Be sure to 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.

Confidential Work Products

Work performed for the government or industry is often proprietary or confidential. All BCPE staff and volunteers involved with applications, examinations, or personal information of other certificants, sign non-disclosure and confidentiality agreements.

Applicants are also welcome to edit their products and redact sensitive information. The HF/E/UX component of the work which is being reviewed can usually be independent of knowing the brand or name of the system or device of the project.

Submitting Work Products

Work products must align with the sections of the BCPE Core Competencies:

  I)   **Analyze**
  II)   **Design**
  III)   **Integrate** – (Implement, Validate)

Submit a maximum of <u>six</u> work products. Two work products must demonstrate competency in Analysis. Two work products must demonstrate competency in Design. Two work products must demonstrate competency in Integration.

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 analysis, design, and integration, or any one of the sections. There is a 20-page maximum per work product.

Work Products	Core Competency Section(s)	Core Competency Task(s)	Analyze (2)	Design (2)	Integrate (2)
Example: Company XYZ's Ergonomic Improvement Initiative (2018)	Analyze Design	I-1, I-5 II-4	1	1	
1.					
2.					
		Totals			

Work products must be submitted to BCPE electronically through the online system. PDF format is preferred but Microsoft Word® and PowerPoint® formats are accepted. Locked documents cannot be accepted.

The application form requires the titles of the work products to be entered in a table (example above) with the appropriate sections and tasks of the core competencies indicated, that align with the work product.

EXAMINATION

Sitting the Exam

There is one examination for Professional certification, regardless of desired designation. The exam consists of 125 multiple-choice questions and takes approximately 3 hours to complete. It is administered within a one-month window, twice a year.

Spring offering: April 1-30   Application deadline November 30

Fall offering: September 1-30   Application deadline April 30

Exception to these deadlines is not possible due to the time needed to process and evaluate each application.

Scheduling the Exam

Your application has been approved and you have paid the exam fee. It is time to register for the exam. **3-4 weeks prior to the exam** window you will receive a letter that steps you through the registration process.

You can schedule your exam for any time during the available one-month exam window of your chosen exam offering, following the instructions in your registration letter. The examination has two delivery modes: 1) ONLINE proctored or 2) ONSITE proctored. You will choose which option you prefer as part of the registration process.

For onsite proctored exams, visit the **EXAM SITE MAP** to explore your options. Each exam center maintains its own hours of operation and may or may not offer weekend/holiday hours. Identify your preferred sites on the map so that you can look them up during the registration process to select your date and time to take your exam.

For online proctored exams, use of a personal computer is strongly recommended due to company firewalls which might interfere with a remote proctor's observation ability.
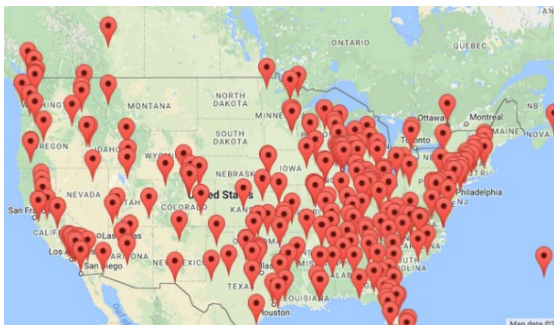
Site availability can change, so please check the map frequently.

Exam Day

Onsite exam at testing centers:

On the day of your exam, you will need to bring a printed copy of your registration confirmation received by email, as well as a government issued form of identification (such as a driver's license). The proctor will set up the exam and you will begin.

Online remote testing:

Prior to your scheduled exam day, test your system settings by completing an online exam system **check**. You must also install a **secure browser** and set up your **Biometric Profile** *prior* to your scheduled exam time.

On the day of your exam, your assigned remote proctor will need access to your computer camera so they can observe you throughout the exam and ensure you stay on task.

- No personal items are permitted, including cell phones, watches, calculators or purses. (A timer and calculator are on the exam interface.)
- No breaks are allowed with the online proctored option. If leaving the camera view is necessary, the exam will end.

Accommodation cannot be provided on the exam day. Please contact the BCPE for accommodation at least 30 days prior to the exam or at time of application (**bcpehq@bcpe.org**).

Results
The exam is scored using a scaled score system of 200-500, with 350 as a pass score. Your exam results will be provided within 4 weeks of the end of the exam window. Successful candidates receive a certificate, provided access to the Private Certificant Directory, and allowed use of one of our internationally recognized credentials, selected at the time of application.

Candidates wishing to retake the exam may do so by contacting BCPE (**bcpehq@bcpe.org**).

Preparing for the Exam
Exam content is based on the **2019 Exam Specification**.

Sample exam questions and answers are available, as is a list of **recommended references**.

You may wish to consult this list of **professional development** resources to find possible courses for reviewing subject matter. The BCPE does not review, sponsor or endorse any preparation materials or review courses for the certification examination. Separation from courses is a best practice for certification bodies to be sure there is no conflict of interest.