

## Board of Certification in Professional Ergonomics (BCPE) FAQs

Established as a non-profit in 1990, BCPE is the largest Human Factors/Ergonomics professional certification body, internationally renowned and endorsed by the International Ergonomics Association (IEA).

### FAQs About Getting Board-Certified:

#### 1. What's the difference between the designations CPE and CHFP?

You choose the designation that best markets you. The application and exam are **the same for all**.

#### 2. What is the difference between a Certificate and a Certification?

A **certificate** program assesses whether a student has learned specific objectives provided in an educational or training program.

A **certification** program tests the knowledge, skills and abilities to perform a job. Becoming certified is evidence of a minimum level of professional competence.

#### 3. Is certification right for me?

You should consider getting certified by BCPE for the following reasons:

- Increase your **credibility**.
- Increase the number of **potential opportunities**.
- Higher potential base **salary**.
- Distinguish yourself as a **leader** in the field.
- Personal **satisfaction**.

#### 4. What topics are on the test?

All applications and exam questions are based on the [Core Competencies](#).

#### 5. What coursework will I need to show? What books would be good to read for background information? Is there a study guide for the exam?

[Resources](#) are available to help you prepare for the application and exam, including a list of [recommended references](#) and [sample exam questions/answers](#).

#### 6. Is there someone who can help me navigate the certification process?

BCPE has a complimentary [mentor program](#) to help you through steps such as determining eligibility, completing the application, studying for the exam, etc.

#### 7. Where can I take the exam?

The exam is administered online. Sites are available across the US, Canada, and internationally.

#### 8. How long is the exam?

The exam consists of 125 multiple-choice questions and takes approximately 3 hours to complete.

## 9. What will it cost to get certified?

For most updated cost breakdown please visit <https://bcpe.org/certification-fees/>

### **CPE/CHFP**

Application Processing Fee: \$165.00  
Examination Fee: \$385.00  
Certification Maintenance Fee: \$165.00

### **Transition from AEP/AHFP to CPE/CHFP**

Application Processing Fee: Not Applicable  
Examination Fee: \$385.00

### **AEP/AHFP**

Application Processing Fee: \$135.00  
Certification Maintenance Fee: \$110.00

## 10. What percentage of people pass the exam on the first try? What score do you need to pass the exam?

The passing score is 350 Scaled Score 200-500. Exam statistics for each Fall and Spring offering are available in each newsletter. [Past newsletters](#) are available.

## FAQs Directed to BCPE Board-Certificants:

### 1. What activities qualify for Continuance of Certification (COC) "credit"?

Accumulate COC points in five areas:

- i. Working as a certified ergonomist.
- ii. Receiving or providing ergonomics-related training.
- iii. Ergonomics-related services to societies, committees or standards development activities.
- iv. Publishing ergonomics-related articles, papers or internal/external company reports.
- v. Attendance or participation at ergonomics-related professional conference/meeting.

### 2. How can I get involved in helping BCPE and my fellow certificants?

Contact Kris Rightmire ([bcpehq@bcpe.org](mailto:bcpehq@bcpe.org)) or connect via LinkedIn.

### 3. How can I find a job where my certification will be useful?

Try the [BCPE Job Bank](#) listings.

### 4. How can I change my designation (CPE or CHFP)?

Contact Kris ([bcpehq@bcpe.org](mailto:bcpehq@bcpe.org)). There is a \$25 administrative fee.

### 5. I would like to retire my certification, what do I need to do?

Contact Kris ([bcpehq@bcpe.org](mailto:bcpehq@bcpe.org)) and pay a one-time fee of \$165.00