



Overview of BCPE Certification Requirements and Process

(As described on www.bcpe.org)

BCPE Staff and Board of Directors congratulate you on making the important decision to consider getting board-certified. We hope this document helps you quickly understand the certification requirements and process.

This document covers the three (3) main areas of requirements:

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1. 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.

BCPE recognizes that an applicant may specialize in human factors, ergonomics, or user experience. Though, to ensure depth and breadth in the field, board-certified professionals are required to demonstrate a baseline knowledge across each of these areas given they all constitute the Human Factors & Ergonomics (HF/E) field.

The detailed Educational Requirements provide information that may help you to assess the relevance of courses that you have taken or give insight into the topics of courses which you need to take. You may also download the document. We recommend that you map out your relevant courses in the application form to determine if you meet the requirements. If you need to supplement your background refer to the BCPE.org>Resources>Documents page for guidance to courses.

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.

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.

Helpful Links:

- For more information on Education go to: [BCPE.org>Get Certified>Educational Requirements](#)
- Application forms can be downloaded from: [BCPE.org>Resources>Documents](#)
- Education resources can be found at: [BCPE.org>Resources>Documents](#)

2. 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.

Acceptable work experience varies from data collection and research, through engineering design of systems and products, to the implementation of programs within organizations to optimize human well-being and system performance.

Experienced gained during education also counts:

- Field placement requirements, such as internships and coop work experiences during and following academic program completion, can be included towards work experience.
- A paid research assistant or teacher's assistant position relevant to the areas of ergonomics, human factors, or user experience can be considered as work experience.
- One year of work experience equivalency is granted to graduates of ergonomics, human factors, or user experience PhD programs, 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:

E)

POSITION TITLE	EMPLOYER NAME	EMPLOYER ADDRESS
DATES OF EMPLOYMENT	NAME AND TELEPHONE NUMBER FOR VERIFICATION OF EMPLOYMENT	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>
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

Examples of work products are required to show the applicant's Ergonomics/Human Factors experience and expertise in the profession. **At least TWO project examples in each of the following three areas** must be provided pertaining to human-machine, human-environment, human-software, human-job, or human- organization interfaces:

- **Analysis** (e.g. conducting a function analysis, function allocation, or task analysis)
- **Design** (e.g. designing a workstation, a software interface, or materials for use in a job)
- **Validation & Implementation** (e.g. acquisitioning performance measures, assessing system performance compared to system requirements or verifying ergonomics specifications have been met).

Sample work products may include, for example, relevant segments of technical reports, design papers, analysis reports, evaluation reports, risk assessments, informational briefings, intervention implementation, patent applications, or articles authored by you in ergonomics, human factors, or user experience-related publications. Samples need to indicate the applicability and value to user-system, physical ergonomic, and human factors needs. 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 ergonomics/human factors/user experience 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 be submitted to BCPE electronically through the online system. Work products must align with the sections of the BCPE Core Competencies:

- **Analyze**
- **Design**
- **Integrate** – (Implement, Validate)

Find BCPE Core Competencies at: [BCPE.org>Get Certified>Core Competencies](https://www.bcpe.org/Get-Certified/Core-Competencies)

Submit a maximum of six 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)
<i>Example:</i> Company XYZ's Ergonomic Improvement Initiative (2018)	Analyze Design	I-1, I-5 II-4	1	1	
1.					
2.					
		Totals			

PDF format is preferred, but Microsoft Word® and PowerPoint® formats are 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.

3. EXAMINATION

Exam Structure

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.

The exam is administered electronically within a one-month window, twice a year at proctored sites across the globe.

Annual Exam Offerings	Exam Date Timeframe	Application Deadlines*
Spring	April 1 st to April 30 th	November 30
Fall	September 1 st to September 30 th	April 30

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

Scheduling the Exam

Once your application has been approved and you have paid the exam fee, you are ready to register for the exam. Approximately **2-3 weeks prior to the exam** window you will receive an Exam Invitation letter that steps you through the exam registration process.

You can schedule your exam for any time during the available one-month 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.

Onsite Examination at Testing Centers:

- Visit the [EXAM SITE MAP](#) to explore your options.
- Note that 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.
- Site availability can change, please check the map frequently as you getting ready to take the exam.

Online/Remote Examination:

- It is highly recommended that you use of a personal computer is strongly recommended due to company firewalls which might interfere with a remote proctor's observation ability.
- Plan ahead and select a quite location away from distractions.
- To avoid potential connectivity or technical issues, prior to your scheduled exam day, you **must** 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.

Exam Day

Onsite Examination 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 Examination:

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.

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

Reasonable Accommodations: Please contact the BCPE to request any reasonable accommodations at least 30 days prior to the exam or at time of application (bcpehq@bcpe.org). Please note that due to the necessary logistics, reasonable accommodation cannot be provided on the exam day.

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 be listed in the Private 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).