

# Board of Certification in Professional Ergonomics

2950 Newmarket Street, Ste 101 PMB 244

Bellingham WA 98226 USA

Phone: (888) 856-4685 Fax: (866) 266-8003

E-mail: bcpehq@bcpe.org http://www.bcpe.org

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

From: Kris Rightmire

Director of Operations

Date: June 9, 2025

Re: BCPE Directorship Nominations

The Board of Certification in Professional Ergonomics is seeking nominees for election to the BCPE Board of Directors. Certified Professionals 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.

The mission of the BCPE is to provide Human Factors/Ergonomics 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 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 midyear meeting and an in-person annual meeting, each approximately two days in length, and participate in committee work**. 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.

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

1. Each of the open positions are for certified professionals (CPE/CHFP/CUXP)
   1. We will give preference to a candidate with Organizational Ergonomics experience as defined by the [IEA](https://iea.cc/about/what-is-ergonomics/).
2. We also will give preference to candidates who are willing and able to contribute to our committee tasks and activities. As BCPE works to enhance our certification process we are eager for candidates who can actively contribute to the development and roll-out of these enhancements. Additionally, directors would be asked to serve on one or more of the following committees:
   1. **Certification:** Help with the core competencies, applications, exam, and CoC processes.
   2. **Outreach & Communications:** Help create content for our social media, tradeshow exhibit, web site, newsletter, and surveys, as well as engaging students, employers, liaisons, and volunteers.
   3. **IT & Web Site:** Help edit the web site (WordPress) and general advice on small business IT.
   4. **Strategy:** Help guide the direction and focus of BCPE into the future.

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 (ASPIRE) on Oct 17th & 18th.

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 2025**

June 9, 2025 Invitation to submit director nomination announced.

June 30, 2025 Candidate nomination packets due back to BCPE headquarters.

June - July 2025 Staff verifies all submitted packets are complete.

Sends acknowledgement to each candidate that packet was received.

Nominating committee reviews all packets, candidates selected.

July 2025 Board vote.

Candidate(s) notified of election results.

October 2025 Installment as new Director at the close of the annual business meeting in Chicago, IL.

**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 to Standing and, when necessary, Ad Hoc Committees

**BCPE Standing Committees**

Certification (core competencies, applications, exam, CoC)

Outreach & Communications (website, newsletter, social media, students, employers, certificants,   
 mentoring)

IT & Website (IT infrastructure & web site maintenance/improvement)

Strategic (define future vision, goals, and objectives of BCPE)

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 midyear 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 June 30, 2025**

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

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

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

Mailing Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: