

Constitution of the Canadian College for the Certification of Professional Ergonomists

Article 1. Name and composition

The Canadian College for the Certification of Professional Ergonomists (CCCPE) (hereinafter called 'the College') shall comprise professional ergonomists who are recognised by their peers as being competent to practice ergonomics in Canada.

Members of the College shall be entitled to designate themselves as Canadian Certified Professional Ergonomists (CCPE).

Article 2. Objectives

The objectives of the Canadian College for the Certification of Professional Ergonomists shall be:

- (1) to raise the standard of practice of professional ergonomics by defining minimal levels of professional competency;
- (2) to maintain a register of Canadian Certified Professional Ergonomists;
- (3) to enforce a Code of Ethics of professional behaviour among ergonomists;
- (4) to investigate, and if necessary to adjudicate with respect to, complaints into the professional conduct of a member of the College.
- (5) to publicize, to promote, and in general to inform the public of, the objectives and activities of the College.

Article 3. Recognition of a Canadian Certified Professional Ergonomist

Peer recognition is accorded to qualified applicants by the Board of the College who:

- (1) present evidence of competence as laid down in Schedule 1 of this Constitution;
- (2) agree to adhere to the Code of Ethics laid down in Schedule 2 of this Constitution;
- (3) pay the fees stipulated by the Board of the College.

Article 4. Official languages of the College.

The Board may conduct its business in the official language of its choice. A member of the College shall be entitled to address the Board in the official language of the member's choice.

This Constitution and its Schedules and all procedures and other documents published by the Board shall be published in both official languages. In the event that the two versions of any document appear to conflict in meaning, the correct meaning shall be decided by the Board.

Article 5. Business of the Board of the College.

The business of the Board shall be to implement the objectives of the College as defined in Article 2 and in particular shall include:

- (1) establishing documented procedures to be followed by candidates applying for initial recognition or for continued recognition as Canadian Certified Professional Ergonomists;
- (2) establishing documented procedures for examining the evidence presented by such candidates;
- (3) setting and collecting fees;
- (4) setting honoraria;
- (5) granting certificates to successful candidates;
- (6) establishing documented appeal procedures to be followed by any candidate refused certification or refused continued certification;
- (7) establishing documented procedures to be followed for investigating complaints made with respect to the Code of Ethics;
- (8) establishing documented appeal procedures to be followed by any member of the College found in violation of the Code of Ethics;
- (9) liaising with other bodies concerned with the certification of professional ergonomists, as the Board deems appropriate;
- (10) distributing audited statements of accounts of the College to members upon request;
- (11) maintaining and operating a business office.

Article 6. Composition of the Board of the College

The Board of the College shall comprise eight persons who are themselves Canadian Certified Professional Ergonomists.

The membership of the Board shall be such that it is, to the extent practicable and feasible, representative of the ergonomics profession in the following respects:

- (1) it includes both academic and practitioner interests, in both the physical and cognitive fields of ergonomics;
- (2) it includes members from all parts of Canada (specifically Atlantic Canada, Québec, Ontario and Western Canada) and both linguistic groups.

Article 7. Appointment of the first Board of the College

In the first instance, the President of the Association of Canadian Ergonomists/ Association canadienne d'ergonomie shall appoint an Interim President of the Board. The President of the Association and the Interim President of the Board shall between them invite seven other experienced professional ergonomists to serve with the Interim President as the Interim Board of the College. The seven ergonomists thus invited shall be chosen with a view to meeting the requirements of Article 5.

The members of the Interim Board shall each make application to the Interim Board for certification as a Canadian Certified Professional Ergonomist. In each case the application shall be examined by two other members of the Interim Board as directed by the Interim President. In respect of these applications, no honorarium shall be paid and no fee collected.

On approval of each application by the members of the Interim Board other than the applicant, and on the applicant agreeing to adhere to the Code of Ethics of the College, the applicant shall be recognised as a Canadian Certified Professional Ergonomist. The eight persons thus recognised shall comprise the first Board of the College. The Interim President shall become the first President.

The Board shall select from among its members four members whose terms of office shall run until 31 December 2000, and four members whose terms of office shall run until 31 December 2001.

Article 8. Election of the Board of the College other than the first

8.1 Terms of office

The term of office of a member of the Board shall be two years and shall run from 1 January to 31 December. Terms of office shall be such that four members of the Board shall retire on 31 December each year.

A member shall not serve as a member of the Board for a continuous period exceeding four years. On retiring from membership of the Board a member shall not resume membership of the Board within a period of two years.

8.2 Method of election

Each year three members of the College shall be elected to the Board by vote of the members of the College. Following that election, one member of the College shall be appointed to the Board by the President acting on the advice of the four continuing and three newly-elected members of the Board.

8.3 Procedure for nomination of candidates

On 1 September of each year, the Board shall nominate three members of the College to replace the members due to retire on 31 December and shall invite members of the College to nominate additional candidates. Nominations of candidates not nominated by the Board shall require endorsement by five members of the College.

Any member of the College may accept nomination as a candidate for election with the following exceptions in accordance with the requirements of Article 7.1:

- (1) members of the Board who are in their fourth year of holding office shall not accept nomination;
- (2) members of the College who are in their first year of having retired from the Board shall not accept nomination.

In addition, members of the Board serving their first year of office following election shall not accept nomination.

No member of the College shall nominate more than one candidate in any year.

Candidates may nominate themselves and shall in any case countersign their nomination paper indicating willingness to serve if elected.

8.4 Election by members of the College

In the event that more than three candidates are nominated for election, a postal ballot shall be held. Ballots shall be distributed to all members of the College on 1 October. All ballots returned by 1 November shall be included in the count. In the event of *force majeure* the President of the Board may extend the date for return of the ballots, but not beyond 15 November.

8.5 Method of voting

Members shall vote by listing the candidates in order of preference. 1 shall indicate the most preferred candidate, 2 the second most preferred, and so on to the number of candidates.

Counting shall be by single transferable vote. Following the first count, the ballots of those members who gave first preference to the candidate having the least number of votes shall have their votes re-assigned to their second preferred candidate. If no further preference of candidate is indicated that ballot shall be counted as spoilt. This procedure shall be continued until all ballots have been assigned to three candidates and those candidates shall be declared elected.

8.6 Appointment of a member of the Board by the President

In December, the President, acting on the advice of the four continuing and three newly-elected members of the Board, shall appoint an eighth member of the Board. The process of consultation may be conducted by postal, electronic or other means. The person so appointed shall be a member of the College and shall be chosen with a view to meeting the requirements of Article 5.

8.7 Replacement of a member of the Board

In the event that a member of the Board resigns or otherwise leaves the Board before the completion of his or her term of office, another member shall be appointed by the President on the advice of the remaining members of the Board. This person shall be a member of the College and shall be chosen with a view to meeting the requirements of Article 5.

Article 9. Officers and meetings of the Board

When the provisions of Article 8 come into effect, the members of the Board shall, in January of each year, elect a President of the Board from among their number. The member so elected shall hold office for one year. A member may hold the office of President for more than one year, consecutively or otherwise.

The members of the Board shall elect, from among their number, other officers as they find necessary for the good operation of the Board. Such members shall hold office for one year but may hold that or another office for more than one term, consecutively or otherwise.

Meetings of the Board shall be called by the President. Meetings may be held in person or by electronic or other means as deemed appropriate by the Board. Members of the Board shall be entitled to claim reasonable expenses incurred as a consequence of meeting.

Article 10. Amendments to the Constitution

This Constitution, including the Preamble and the Schedules attached thereto, may be amended from time to time as the members of the College find necessary. They shall not be amended other than by the procedure stipulated in this Article.

10.1 Proposal to amend the Constitution including its Schedules

A proposal to amend the Constitution or its Schedules shall require either (1) a motion to that effect by the Board or (2) a petition to that effect signed by no less than twenty members of the College. Such motions and petitions shall be submitted to the President of the Board.

A motion or petition that has the effect of deleting or nullifying Schedule 1 (the Educational Requirements for Certification and the Competencies for Professional Experience) or Schedule 2 (the Code of Ethics) shall be deemed invalid.

10.2 Vote to amend the Constitution

On receipt of a motion of the Board or a petition from members of the College signed by not less than twenty members of the College, the President of the Board shall issue instructions for ballot papers to be distributed to all members on a date not less than ninety days from receipt at the business office of the motion or petition. The ballot paper shall include the text of the proposed amendment to the Constitution or its Schedules.

10.3 Counting of ballots

Members shall vote for or against the proposal. Each ballot received within thirty days following distribution of the ballots that indicates either a vote for or a vote against the proposal shall be counted. Unmarked or defaced ballots shall be regarded as spoilt ballots and not counted.

10.4 Ratification of amendments

If two-thirds or more of the counted ballots are in favour of the proposal, the President of the Board shall submit the proposal to the President of the Association for ratification. The proposal shall be implemented on ratification.

17 March 1999

PREAMBLE TO THE CONSTITUTION

COMPETENCIES FOR PROFESSIONAL EXPERIENCE

Preliminary Project Definition - Four out of six competencies must be demonstrated

1. Initially assessing and evaluating an ergonomics problem or proposed ergonomic project.
2. Designing an ergonomics study or investigation.
3. Establishing a consultant relationship with other professions involved in a design project.
4. Securing the collaboration of interested parties (executives, managers, supervisors, operators, union representatives, customers, clients, users).
5. Recruiting and securing the collaboration of subjects (persons whose activities form the major focus of interest in the project).
6. Accessing, acquiring and analyzing scientific and other literature relevant to the project.

Systematic Analysis - Three out of four competencies must be demonstrated

7. Conducting a systematic analysis of the relevant activities in the work setting.
8. Collating, analyzing and interpreting data and statistics derived from data.
9. Validate the data collected.
10. Prepare succinct written report that expresses the data in an appropriate manner relevant to the project or problem.

Participation in the Design Process - Three out of four competencies must be demonstrated

11. Identifying design specifications from the systematic analysis to meet the project objective.
12. Preparing design specification report for use by industrial designers, engineers, computing scientists, systems analysts, architects or other professionals.
13. Working in a design team or as a consultant to supervise the application of solutions in the workplace.
14. Evaluate new design in the workplace.

Other Competencies - Two out of four competencies must be demonstrated

15. Preparing succinct and comprehensible written reports and verbal presentations.
16. Facilitating the general application of ergonomics information and methods within an organization or organized activity.
17. Demonstrating breadth of ergonomics in its broadest sense, including aspects of physiology, psychology and work organization.
18. Demonstrating experience and understanding of project management, including timeliness and critical path, allocation of resources and progress monitoring.

SCHEDULE 2 CODE OF ETHICS FOR ERGONOMISTS

Preamble

By adhering to this Code of Ethics, members of the Canadian College for the Certification of Professional Ergonomists (CCCPE) and the Association of Canadian Ergonomists (ACE) will have common standards for practice that will not only set them apart but will also serve as an invaluable tool to guide them through situations they occasionally have to confront regarding complex professional conduct issues.

All certified professional ergonomists who are members of the CCCPE shall abide by the Code of Ethics. Adherence to this Code is also recommended for all ACE members.

To preserve the integrity of the members, a flexible and effective disciplinary process has been provided for in the Code.

In order to benefit potential clients, the Code and the members' directory shall be regularly updated and published.

1. Definitions

In this Code, the terms indicated below mean:

Ergonomist: an ergonomist or associate ergonomist who is a member of the Canadian College for the Certification of Professional Ergonomists (CCCPE) or of the Association of Canadian Ergonomists (ACE) who adheres to this Code on a mandatory (CCCPE) or voluntary (ACE) basis.

2. Professional Responsibilities

2.1 Confidentiality and professional secrecy

2.1.1 An ergonomist shall ensure secrecy of all confidential information gathered while exercising his or her profession.

2.1.2 An ergonomist shall disclose proprietary information only with permission from his or her client or when ordered to do so by law.

2.1.3 An ergonomist shall not use confidential information to harm a client or to gain direct or indirect benefits for himself or herself, or for others.

2.1.4 An ergonomist shall not, without explicit agreement from the concerned individuals, communicate or use personal information obtained during a study conducted confidentially, for means other than the ones initially stipulated. Personal information includes: information on the individual's state of health, photos and video recordings of the individual at work and information gathered during an interview.

2.2 Record keeping

2.2.1 Data collected during an investigation must be kept for at least two years.

2.2.2 Expert reports and relevant correspondence must be kept for at least four years.

2.3 Integrity

An ergonomist must fulfil his or her professional responsibilities in all honesty. He or she must particularly:

- 2.3.1 be objective and impartial when intervening in relationships between his or her client(s) and another party;
- 2.3.2 respect the facts, express an opinion based on honest beliefs and behave in such a manner as to maintain both integrity and the appearance of integrity;
- 2.3.3 inform the client(s) of the limitations of his or her (the ergonomist's) qualifications and the outcome;
- 2.3.4 immediately inform the client(s), by appropriate means, of any error he or she (the ergonomist) might have made.

2.4 Conflicts of interest

- 2.4.1 An ergonomist shall at all times avoid any situation where a conflict of interest or a potential conflict of interest may arise. There is a conflict of interest when the interests are such that the ergonomist's loyalty towards the client(s) might be affected.
- 2.4.2 An ergonomist shall notify the client(s) in the event of a conflict of interest or a potential conflict of interest as soon as he or she becomes aware of the situation; the ergonomist shall need to obtain permission to continue the project.
- 2.4.3 An ergonomist shall act in the general interest of the client(s) in carrying out all work. An ergonomist shall avoid situations where there is a conflict of interest or shall provide full disclosure of those conflicts to all potentially affected parties. An ergonomist shall not carry out work on the same project for two or more clients who have competing interests. An example of such a situation would be where the ergonomist is doing work for a union and the union's company seeks from the ergonomist information related to the issue under study.

3. Responsibilities and Obligations toward the Public

3.1 General obligation

An ergonomist shall act with honesty, integrity and impartiality and show competence at all times in his or her work.

3.2 Publicity

An ergonomist may present his or her competence and expertise in any advertisement or presentation. However, no ergonomist can:

- claim skills he or she does not have;
- produce or place a misleading advertisement;
- act to the detriment of his or her colleagues.

4. Responsibilities and Obligations toward the Profession

- 4.1 An ergonomist shall always seek to increase his or her competence.
- 4.2 An ergonomist shall contribute to the development of the profession as much as possible e.g.
- by sharing his or her knowledge and experience with other colleagues,
 - by providing training and mentorship in ergonomics,
 - by contributing to his or her professional associations such as CCCPE and ACE.

5. Responsibilities and Obligations toward Clients

- 5.1 Subject to his or her responsibilities and obligations to others, an ergonomist shall act in the interest of the client(s) and within the limits of his or her contract.
- 5.2 An ergonomist shall provide to the client(s) clear information as to the services to be provided.

6. Responsibilities and Obligations toward Colleagues

- 6.1 Where an ergonomist is faced with professional misconduct on the part of a colleague, he or she shall attempt to resolve the issue directly with the interested party. If the issue cannot be resolved by discussion between the two, he or she shall submit the issue to the President of the CCCPE or ACE.
- 6.2 Where there is a difference of opinion, an ergonomist shall avoid undermining a colleague's reputation.

7. Discipline

- 7.1 An ergonomist shall respect this Code. Adherence to the Code in writing is mandatory for all certified professional ergonomists who are members of the CCCPE. Adherence to the Code is recommended for all ACE members.
- 7.2 The CCCPE and ACE shall see to the proper communication and training of their members regarding professional conduct. They shall notify their members of the stipulated procedures for penalizing violations of the Code, including permanent striking of the member from the roll.
- 7.3 An ergonomist shall see to it that individuals working under his or her supervision are familiar with the Code and respect it.

8. Disciplinary Process

- 8.1 Any complaint against a CCCPE member or ACE member shall be submitted to the President of their organization. If the ergonomist is a member of both organizations, the complaint will be submitted to the CCCPE President.
- 8.2 When the CCCPE or ACE President receives a complaint that he or she judges to be of sufficient gravity, he or she will attempt to settle the dispute in an amicable way. In case of failure, the President will form a temporary disciplinary committee consisting of the President and two other members of the President's organization. This committee will be responsible to summon and hear the parties, judge whether the complaint is well founded and make recommendations to the CCCPE or ACE Board, as the case may be.

- 8.3 The disciplinary committee remains in control of the evidence and the procedure regarding any complaint received. The decisions are made by majority rule. Members of the committee shall maintain their duties until their decision has been rendered and their recommendations have been made to the Board.
- 8.4 The CCCPE or ACE Board, as the case may be, will make a decision, by vote of a simple majority during one of its meetings, further to the recommendations of the disciplinary committee. The decision will be incorporated in the Minutes of the meeting and the President will forward the decision and the reasons for it, in writing, to the member.
- 8.5 The actions taken against a guilty member can go from a reprimand to permanent striking from the membership roll. This can also result in lost certification. In case of lost membership or certification, no fees will be reimbursed.