



CANADIAN COLLEGE FOR THE CERTIFICATION  
OF PROFESSIONAL ERGONOMISTS

CONSEIL CANADIEN DE CERTIFICATION  
DES PRATICIENS EN ERGONOMIE

## **Continuance of Certification (COC) For Canadian College for the Certification of Professional Ergonomists**

### **Premise:**

The Canadian Collection for the Certification of Professional Ergonomists Continuance of Certification (COC) is a means of ensuring that Canadian Certified Professional Ergonomist (CCPE) certificants remain current in their professional practice and are continuing ongoing professional development. Also, the COC is a necessary component for CCCPE to maintain accreditation with the International Ergonomics Association.

### **How It Works:**

CCPEs must accumulate 100 points of ergonomics/human factors-related activities and submit a completed COC worksheet covering the most recent 5-year period. The majority of required points (80%) are related to applied activities demonstrated through working as a practicing/teaching Ergonomist. The remaining points are related to a variety of sources of professional development including attending conferences, serving on ergonomics/human factors-related committees, providing or receiving ergonomics/human factors training, publishing articles, books or book reviews, etc.

Each member must submit a COC worksheet and supporting documentation ("COC submission") once every 5-year period. Each CCPE must submit a COC worksheet and supporting documentation by January 31 of the year immediately following every 5-year period. Certificants will begin their point accumulation on January 1 of the year following that in which the certification was received. For example, certificants who received their designation during 2010 will submit their COC documents to the CCCPE office by January 31, 2016 (2011–2015).

The COC worksheet is located on the CCCPE website ([www.cccpe.ca](http://www.cccpe.ca)) and all supporting documentation must be submitted electronically in PDF format. The completion of the COC worksheet and supporting documentation imply declaration or acknowledgement by the member that the information submitted is true and correct.

### **Point Reduction based on Experience:**

Once a Canadian Certified Professional Ergonomist achieves 10 years of experience, after the date on which the CCPE designation was received, the total number of required points for COC (to be submitted every 5 years) will be reduced by 1 point per year. For example, a member who attained their CCPE designation 15 years ago would require 95 points (100 points minus 5 points) and a member with 25 years' experience would only require a total of 85 points rather than 100.

### **COC Submissions:**

CoC worksheets and all relevant documentation (in PDF) shall be submitted to the CCCPE secretariat at [info@cccpe.ca](mailto:info@cccpe.ca) by January 31 of the year immediately following each 5-year period. A random selection of roughly 20% of those who submit their COC each year will be chosen for a more in-depth evaluation of their COC worksheets and documentation by the CCPE Board of Directors. The Board will contact the certificants to inform them of their status.



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### **Insufficient Points Accumulation:**

Those members who submit an application which does not achieve the required number of COC points over a 5-year period will be sent a letter stating that they are short of the required COC points and will be required to submit a new COC form by March 31 of that year demonstrating that they met the necessary points. If the CCPE member has either not provided this new COC form or still does not meet the point criteria, they will be suspended until a new form with the necessary points is submitted. If a member has not provided a new COC form within that calendar year, their CCPE designation will be revoked. To receive the designation again, the member will be required to provide proof of completed COC requirements and pay any applicable fees.

### **Late Submissions:**

Late submissions (not received by January 31) may be subject to a \$50 late fee and an automatic full document review. If the COC form is not received by May 31, the member's CCPE designation will be suspended until the form is received. If a member has not provided a COC submission within that calendar year, their CCPE designation will be revoked. To receive the designation again, the member must pay a \$150 processing fee and any unpaid member dues for up to 3 years.

### **Exceptions:**

If a CCPE member has been absent from ergonomics/human factors practice during their current certification maintenance cycle, for such things as parental leave, loss of employment, long term disability, etc., members must submit their written requests detailing the reasons for the exemption. The written submission must be received by the CCCPE secretariat at [info@cccpe.ca](mailto:info@cccpe.ca) before the January 1st COC submission deadline. The re-certification points required will be reduced by 1.667 points for each month period of the leave of absence. For example, taking a nine-month parental leave would reduce the 5-year COC point requirement by  $9 \times 1.667 = 15$  points (from 100 to 85).

### **COC Worksheet Notes:**

- 1. Active practice as a certified ergonomist** – maximum 80 points (16 points per year for 5 years). To qualify for active practice, regular duties must include the practicing or teaching of ergonomics/human factors. Documentation must include a current CV or a supervisor letter verifying job duties and dates of employment. Consultants can provide a current CV with an outline of current clients, stipulating dates of involvement. “Full-time” is considered to be at least 35 hours per week. Working full-time in a university faculty position in an ergonomics/human factors-related field counts toward active practice, provided that research and teaching include the spectrum of competencies as described in the CCCPE application. In this case, documentation can consist of a current CV outlining research output and teaching responsibilities that relate to ergonomics/human factors. If an individual works part-time, the points should be pro-rated accordingly.
- 2. Developing/providing ergonomics/human factors-related training/education** – maximum 25 points over 5 years. Developing/providing instruction must be outside normal practice duties. For example, teaching a college course outside of work, or providing a training course for the industry. Training performed within the job highlighted in section 1 can also count provided it is outside of normal work duties. Allow 0.5 points/hour of teaching. Teaching a full semester course (36 hours minimum) at a recognized university or college may qualify for the maximum 25 points. Documentation must include a letter from the college, company or organization verifying the course, a course outline, or a letter of completion from the course sponsor.
- 3. Receiving ergonomics/human factors-related training** – maximum 25 points over 5 years. Receiving instruction can be provided by a member's employer or outside of normal work duties. Topics should pertain to



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the competencies for CCCPE. Note that the competencies are broad and training pertaining to areas generally related to ergonomics/human factors is considered relevant. Allow 0.5 points/hour of training. Documentation must include a letter from the company or organization verifying the course, a certificate, course outline or a letter of completion from the course sponsor. The workshop, course or webinar must focus on technical content and must be a minimum of 1 hour and have at least 50% of the material related to ergonomics/human factors. These hours include, but are not limited to, presentations, lectures, breakouts, Q& A, exams, event overview, event recaps, and discussions. Hours do not include the non-technical portions: e.g. generic welcome speeches, participant introductions, breaks, meals, networking, exhibitor time, roundtables or discussions with unspecified topics, social tours. There must be proof of attending the training, in the form of a name tag, proof of registration, receipt etc.

4. **Ergonomics/human factors-related service to societies, committees or standards development activities and mentoring of ergonomists** – maximum 25 points over 5 years. A maximum of 2 points for each quarter of volunteering, appointed, elected or mentoring (CCPE or AE applicant) activities, performed outside of regular work duties, to a maximum of 8 points/year. A minimum of 4 hours of service is required to count a point in each quarter. Points for service for less than 4 hours in duration should be pro-rated appropriately. Documentation must include a letter from a committee or organization indicating appointment, meeting frequency and duties and term of service.
5. **Publishing ergonomics/human factors-related articles, papers, books, book chapters, book reviews or research reports** – maximum 25 points over 5 years. Five points for each publication (reviewed or refereed) and two points for other publications or non-refereed articles. For example, a book review for the ACE newsletter or a case study would count as a non-refereed article. **Articles must be available to the broader public and cannot be internal documents.** The publication must relate to ergonomics/human factors. Documentation includes a copy of the publication or URL to the publication.
6. **Attendance or participation at ergonomics/human factors-related professional conferences** – maximum 25 points over 5 years. Two points for each conference lasting one or more days and one point for each conference lasting less than one day. Add two points for each presentation delivered at a meeting or conference. The meetings must be technically or professionally based. Documentation includes evidence of attendance and/or presentation.



The following table provides a summary of the key elements of the COC:

Category	Points	Max	Activities	Evidence/Documentation
1	16/year	80	<b>Active practice as certified ergonomist.</b>	Current CV or letter from supervisor verifying job duties and dates of employment. For consultants, a current CV outlining a list of clients, stipulating dates of involvement.  If the full-time occupation is a university faculty position in an ergonomics/human factors-related field, submit a version of a current CV outlining research output and teaching responsibilities that relate to ergonomics/human factors.
2	0.5/hour	25	<b>Developing/providing ergonomics/human factors-related training/education.</b>  Instruction <u>must be outside of normal practice duties</u> . For example, teaching a college course outside of work, or a professor who provides a training course for the industry.  Training performed within a member's job can also count if it is provided outside of normal work duties.	Letter from the college, company or organization verifying the course, a course outline, and/or a letter of completion from the course sponsor.
3	0.5/hour	25	<b>Receiving ergonomics/human factors-related training.</b>  Receiving instruction can be provided by a member's employer or outside of normal work duties.  Topics must pertain to the competencies for CCCPE.	Letter from the company or organization verifying the course, a certificate, course outline and/or a letter of completion from the course sponsor.  Registration for a webinar with confirmation (e.g. email notice) of attendance.
4	2/quarter 4 hours per point	25	<b>Ergonomics/human factors-related service to societies, committees or standards development activities and mentoring of ergonomists.</b>  Volunteering, appointed, elected or mentoring (CCPE or AE applicant) activities, <u>must be outside of normal work duties</u> .  Supervising students as they are doing ergonomics/human factors-related fieldwork.	Letter from a committee or organization indicating appointment, meeting frequency, duties and term of service.



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5	5/ refereed 2/ non-refereed	25	<p><b>Publishing ergonomics/human factors-related articles, papers, books, book chapters, book reviews or research reports.</b></p> <p>Refereed articles.</p> <p>Non-refereed articles: for example, a book review for the ACE newsletter or a case study.</p>	Copy/citation of the publication.
6	<p>2/ conference lasting one or more days</p> <p>1/ conference lasting less than one day</p> <p>2/ presentation delivered</p>	25	<p><b>Attendance or participation at ergonomics/human factors-related professional conferences.</b></p>	<p>Evidence of attending the conference (e.g. conference registration/receipt).</p> <p>Conference program with a description of your presentation.</p>