



Tips for your AE Application

It is the applicant's job to clearly demonstrate that you meet all requirements. The Board are your auditors, but are not responsible for having to look up information to confirm your claims. To help facilitate the review process, be as specific as you can when providing your course descriptions. This will also reduce the chance that the reviewers have to come back to and ask you for more information, which delays the awarding of your designation

1. Most university courses are 3 hours x 13 weeks, providing only 39 contact hours, while some college courses may provide 3 hours x 15 weeks, for 45 contact hours. If you are claiming hours in excess of these limits, ensure your course log explains the additional hours (e.g. 3 hours lecture, 2 hours lab/week). Homework, course reading, etc. cannot be counted.
2. You do not need to include courses from your degree for which you are not claiming competency.
3. Courses claimed under Section A must be Foundational to ergonomics/human factors. Courses such as Biology, Biochemistry, Nutrition, and Chemistry should not be claimed unless justification can be provided.
4. Many of our applicants struggle with meeting the B category requirements. Hours claimed in this category must be taught with specific reference to, and examples from, the practice of Ergo/HF. It is recommended that you carefully consult the 'education topics' table in the Application Guide to ensure the hours are assigned to the appropriate knowledge areas. Reviewers will discount hours from the knowledge area calculations if the course description does not appear to match the knowledge area.

If the course description does not clearly explain how the course qualifies as "Specific", in addition to providing the course calendar description, please add details to explain the context in which the course information was taught (e.g the course outline). For example, a Biomechanics course falls in category A4. If claiming some of the lecture hours under B4, indicate "1 lecture covered lifting analysis for industrial workers" or for an Information Processing course – "Human performance is evaluated in the context of the capacity to perceive environmental stimuli, store information in memory, or process information from multiple inputs".

The Board is generally looking for ~3 dedicated ergonomics/human factors courses. If your education does not include ergonomics courses beyond Occupational Biomechanics, you may find it difficult to meet all Section B requirements.

5. In the case of independent study courses or research proposals, include a full description of your topic to allow justification of the hours.



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6. Laboratory work is defined as hours spent in a controlled environment under the direct supervision of the course instructor.
7. Field work hours require the application of knowledge in the workplace. Please ensure you indicate who supervised the work and their credentials. Please include details in the course allocation form on where you worked and the type of work you did.
8. If you are short on Field work, you may use some of your work experience following the completion of your educational requirements. If field work is completed following the educational degree, it must be mentored or supervised by a CCPE or as specified in the application kit. Your work experience counting toward your CCPE designation then starts after the completion of your Field work requirements.