



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 continuance of certification (COC) is a means of ensuring that Canadian Certified Professional Ergonomist (CCPE) certificants remain current in their professional practice and that they are continuing professional development. It is a necessary component for CCCPE to receive accreditation with the International Ergonomics Association.

How It Works:

CCPEs must accumulate 100 points over a 5-year period. Each member must submit a COC worksheet and supporting documentation (“COC submission”) in the January immediately following each 5-year period. The COC worksheet can be submitted electronically using the COC worksheet (MS Excel) available online at www.cccpe.ca. All supporting documentation must be submitted electronically in PDF format. Both forms of submission imply declaration or acknowledgement by the member that the information submitted is true and correct.

Each CCPE must submit a COC worksheet and supporting documentation by January 31 of the year immediately following each 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).

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 practising/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.

COC Submissions:

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

Insufficient Points Accumulation:

Those members who submit an application which does not total 100 points 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 has either not provided this new COC form or still does not meet the point criteria, he or she 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, his or her 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.



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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 CCPE designation will be suspended until the form is received. If a member has not provided a COC submission within that calendar year, his or her CCPE designation will be revoked. To receive the designation again, the member may need to resubmit a new CCPE application.

Exceptions:

If you are, or have been, absent from ergonomics/human factors practice during your current certification maintenance cycle, for such things as parental leave, loss of employment, long term disability, etc., must submit their written requests detailing the reasons for the exemption. You may request a leave of absence in writing before the COC application 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, during your certification maintenance cycle, would reduce your 5-year COC point requirement by $9 \times 1.667 = 15$ points (from 100 to 85). Requests for exceptions to the COC requirements must be submitted in writing to the CCCPE Secretariat at info@cccpe.ca and will be reviewed on an individual basis.

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, your regular duties must include the practicing or teaching of ergonomics/human factors. Documentation must include a current CV or a letter from your supervisor 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 your research and teaching includes the spectrum of competencies as described in the CCCPE application. In this case documentation can consist of your current CV outlining your research output and teaching responsibilities that relate to ergonomics/human factors. If you work part-time, your points should be pro-rated accordingly.
- 2. Developing/providing ergonomics/human factors-related training/education** – maximum 20 points over 5 years. Developing/providing instruction must be outside your normal practice duties. For example, you may teach a college course outside of work, or you may be a professor who provides a training course for industry. Training performed within your job can also count provided it is outside your normal work duties. Allow 0.5 point/hour of teaching. Teaching a full semester course (36 hours minimum) at a recognized university or college qualifies for the maximum 20 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 20 points over 5 years. Receiving instruction can be provided by your employer or outside of your normal work duties. Topics should pertain to 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 point/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, break outs, Q& A, exams, event overview, event recaps, and discussions. Hours do not include the non-technical portions: eg. generic welcome speeches, participant introductions, breaks, meals, networking, exhibitor time, roundtables or discussions with unspecified topics, social tours. You must provide 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 20 points over 5 years. One point for each quarter of volunteering, appointed, elected or mentoring (CCPE or AE applicant) activities. 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 20 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 20 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 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 | Active practice as certified ergonomist. | Current CV or letter from your supervisor verifying job duties and dates of employment. For consultants, a current CV outlining list of clients, stipulating dates of involvement. If your full-time occupation is a university faculty position in an ergonomics/human factors-related field, submit a version of your current CV outlining your research output and teaching responsibilities that relate to ergonomics/human factors. |
| 2 | 0.5/hour | 20 | Developing/providing ergonomics/human factors-related training/education. Instruction must be outside your normal practice duties. For example, you may teach a college course outside of work, or you may be a professor who provides a training course for industry. Training performed within your job can also count if it is provided outside your 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 | 20 | Receiving ergonomics/human factors-related training. | Letter from the company or organization verifying the course, a certificate, course |



| | | | | |
|---|-----------------------------------------------------------------------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | <p>Receiving instruction can be provided by your employer or outside of your normal work duties.</p> <p>Topics must pertain to the competencies for CCCPE.</p> | <p>outline and/or a letter of completion from the course sponsor.</p> <p>Registration for a webinar with confirmation (e.g. email notice) of attendance.</p> |
| 4 | 1/quarter | 20 | <p>Ergonomics/human factors-related service to societies, committees or standards development activities and mentoring of ergonomists.</p> <p>Volunteering, appointed, elected or mentoring (CCPE or AE applicant) activities.</p> <p>Supervising students as they are doing ergonomics/human factors-related field work.</p> | <p>Letter from a committee or organization indicating appointment, meeting frequency, duties and term of service.</p> |
| 5 | 5/refereed 2/non-refereed | 20 | <p>Publishing ergonomics/human factors-related articles, papers, books, book chapters, book reviews or research reports.</p> <p>Refereed articles.</p> <p>Non-refereed articles: for example, a book review for the ACE newsletter or a case study.</p> | <p>Copy/citation of the publication.</p> |
| 6 | 2/conference lasting one or more days 1/conference lasting less than one day 2/presentation | 20 | <p>Attendance or participation at ergonomics/human factors-related professional conferences.</p> | <p>Evidence of attending the conference (e.g. conference registration/receipt).</p> <p>Conference program with description of your presentation.</p> |



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CCCPE CONTINUANCE OF CERTIFICATION WORKSHEET

An electronic copy of this form (with macros to assist with calculations) can be downloaded from the Certificants area of www.cccpe.ca

If you submit the electronic form a signature is not required but you agree that the information contained herein is true and correct. You understand that you may be audited by the Board of the Canadian College for the Certification of Professional Ergonomists.

Name: _____

CCCPE Certification Number*: _____ Period Covered: _____ to _____

*Your CCCPE certification number can be found next to your name in the CCCPE [directory of certificants](#).

To continue certification, a total of 100 points must be accumulated in a minimum of two categories over a 5-year reporting period. ****Please consult "COC Worksheet Notes" for more information and guidance on each category.**

- Active practice as a certified ergonomist.** Maximum of 80 points (16 points per year). Pro-rate points if practice is less than 5 years or only a portion of your employment involves ergonomics/human factors. Example: $\frac{3}{4}$ time for 5 years = 60 points.

| Category #1: Active practice as a certified ergonomist (16 points per year full-time) | | | | | |
|---------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------|--------------------------------------------------------------|------------------------------------------|--------|
| Dates | Number of months worked during each year (max = 12) | Employer and job title/description | % of work hours spent as an Ergonomist each year (max = 100) | Average hours worked per week (max = 35) | Points |
| | | | | | |
| | | | | | |
| | | | | | |
| Total points | | | | | |
| Reported points (total or max. 80 points) | | | | | |

- Developing/providing ergonomics/human factors-related training/education.** Maximum of 20 points over 5 years. Providing instruction must be **in addition to** usual job responsibilities. Allow 0.5 point per hour of teaching. Example: provision of a 3-hour course/session related to ergonomics/human factors = 1.5 points. Providing a full-day course (7 contact hours) is counted as 3.5 points.

| Category #2: Developing/providing ergonomics/human factors-related training | | | | |
|-----------------------------------------------------------------------------|--------------|-------------------------|------------|----------------|
| Date(s) of course or session | Course title | Sponsoring organization | # of hours | Points (x 0.5) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total of hours/points | | | | |
| Reported points (total or max. 20 points) | | | | |



3. **Receiving ergonomics/human factors-related training.** Maximum of 20 points over 5 years. Receiving instruction can be provided by your employer or outside of your normal work duties. Allow 0.5 point per hour of training. Topics must pertain to the competencies for CCCPE. Example: Attending a 1-hour webinar related to ergonomics/human factors = 0.5 points. Each full-day course (7 hours contact time) received is counted as 3.5 points.

| Category #3: Receiving ergonomics/human factors-related training | | | | |
|------------------------------------------------------------------|--------------|-------------------------|--------------------------------------------------|----------------|
| Date(s) of course or session | Course title | Sponsoring organization | # of hours | Points (x 0.5) |
| | | | | |
| | | | | |
| | | | | |
| | | | Total of hours/points | |
| | | | Reported points (total or max. 20 points) | |

4. **Ergonomics/human factors-related service to societies, committees or standards development activities and mentoring of ergonomists.** Maximum of 20 points over 5 years. Each year of volunteering, appointed, elected or mentoring activities will be counted as 4 points. Points for service for less than a year in duration should be pro-rated appropriately. Example = Volunteering on an ACE Regional Council for 0.5 years (2 quarters) = 2 points.

| Category #4: Ergonomics/human factors-related services to societies, committees or standards development activities and mentoring of ergonomists | | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----|------------------|----------------------|--------------------------------------------------|--|
| Year | Q1 | Q2 | Q3 | Q4 | Service provided | Society/organization | Points | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | Total of points | |
| | | | | | | | Reported points (total or max. 20 points) | |



5. **Publishing ergonomics/human factors-related articles, papers, books, book chapters, book reviews or research reports.** Maximum of 20 points over 5 years. Publications (reviewed or refereed) will be counted as 5 points/publication and 2 points will be awarded 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. The publication must relate to ergonomics/human factors.

| Category #5: Publishing ergonomics/human factors-related articles, papers, books, etc. | | | | |
|----------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------|----------------------------|--------------------------------|
| Year | Author(s) | Article and journal title/chapter and book title/report title | # of refereed publications | # of non-refereed publications |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Sub-total of points | | | (x5) = | (x2) = |
| Reported points (total or max. 20 points) | | | | |

6. **Attendance or participation at ergonomics/human factors-related professional meetings/conferences.** Maximum of 20 points over 5 years. Each conference or meeting lasting one or more days will count as 2 points and 1 point will be awarded for each conference or meeting lasting less than one day. Add 2 points for each presentation at a meeting or conference. The meetings must be technically or professionally based.

| Category #6: Attendance or participation at ergonomics/human factors-related professional meetings/conferences | | | | | |
|----------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------|---------------------------|-----------------------|--------------------|
| Date(s) of meeting or conference | Society/organization | Conference/meeting/title of presentation | # of full days attendance | Points for attendance | # of presentations |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Sub-total of points | | | | | (x2) = |
| Reported points (total or max. 20 points) | | | | | |

Total Points: _____

I hereby declare that the information contained herein is true and correct.

Signature _____

Date _____