



CANADIAN COLLEGE FOR THE CERTIFICATION
OF PROFESSIONAL ERGONOMISTS

CONSEIL CANADIEN DE CERTIFICATION
DES PRATICIENS EN ERGONOMIE

Canadian College for the Certification of Professional Ergonomists
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Tips for your AE Application

1. Most university courses are 3 hours x 13 weeks, providing only 36 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. Our applicants struggle the most 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. If the course description does not clearly explain how the course qualifies as “Specific”, you are required to add to the course description to explain the context in which the course information was taught. For example for a Biomechanics course – “Case studies included 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”.
3. In the case of independent study courses or research proposals, include a full description of your topic to allow justification of the hours.
4. Laboratory work should be used to claim hours spent in a controlled environment under direct supervision of the course instructor. Field work hours require the application of knowledge in the workplace. If field work is completed following the educational degree, it must be mentored or supervised by a CCPE or similar. Please ensure you indicate who supervised the work and their credentials.
5. If you are short on Field work, you may use some of your work experience following the completion of your educational requirements. Your FTE then starts after the completion of your Field work requirements.
6. 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.