

**Professional Certification in
Industrial Ergonomics or
Human Factors Engineering**



2015 APPLICATION FOR CERTIFICATION

First _____ M.I. _____ Last _____ Suffix _____

Home Address _____

Home Phone _____ FAX _____

Mobile _____ Email _____

I am requesting Certification in **Ergonomics**, **Human Factors Engineering**

I have _____ years of employment in that field.

List Discipline, Department, Address and Year graduated for each University or College from which you graduated.

Level	Field or Discipline	Institution	Department	Address & Zip Code	Year
PhD					
MS					
BS					

Specialize trainings, workshops, lectures I have attended (in the requested certification field).

I have also attached the required transcripts. Continue on separate sheet if required

Contact information for sponsors who will confirm my activities and expertise (in the requested certification field)

1. _____

2. _____

List of my publications, inventions, work products, technical papers. (in the requested certification field)

I certify that the statements on this form and attached materials are true and accurate. I understand false or misleading information on this form or attached materials will be grounds for automatic disqualification for Certification. My signature below indicates my full acceptance of this procedure and permission to verify the information in this application and attached materials.

Signature

Date

INSTRUCTIONS FOR 2015 APPLICATION FOR CERTIFICATION

The Oxford Research Institute invites application for certification in one of two professional areas: Certified Industrial Ergonomist (CIE), and Certified Human Factors Engineering Professional (CHFEP). Additionally, the designation as a Certified Associate Ergonomist (CAE) is offered to those who do not quite meet the requirements of the CIE or CHFEP designations

Applicants should be aware that if they are seeking certification, they have three elements to satisfy:

1. **Establish eligibility with work experience and education.** ⁽¹⁾
2. **Peer review of work products.** ⁽¹⁾
3. **Demonstrate subject matter knowledge by passing a rigorous ~ 150 question written exam with Q&A and Essay.**

Note: 1. More detail regarding items 1 and 2 are below in requirements for each of the certification level

Examination

- 1) Registration and attendance for the workshop is recommended, but not required to take the exam.
Cost: Early registration fee is \$695 on or **before due date. Fee is \$895 after due date**
- 2) Examination and certification application fees. Cost: \$475. Applications for certification should be submitted **at least 6 weeks prior to Exam Date** to provide ample time to evaluate the application and work products to determine eligibility for either the CIE or CAE exams.

The written exam is open book and has two parts:

- Part 1. Essay - to solve an ergonomics problem presented via video tape or CD (1 hour to respond).
Part 2. Multiple Choice, True False, Matching, fill in the blank. Approx. 150 items (1 hour 30 min to respond).

The open book exam is only one of several criteria in the evaluation/certification process.

We look at work samples very closely for the CIE or CHFEP designations, along with the letters of recommendation, academic preparation as reflected in University transcripts (and other courses taken), and the resume which shows the experience of the applicant. The work samples are heavily weighted for people applying for the CIE or CHFEP designation.

The CAE and CIE Examinations will be administered on the Saturday from 12:30 pm to 3:00PM (2.5 hours) to those who are registered to take the exam. The exam will be an essay response to a question on applied ergonomic and outcome solutions and multiple-choice type questions combined with fill-in blank, true/false and matching questions.

Certification Exam Content Information:

The CAE and CIE exam will be offered only to applicants who have applied for certification (see attached certification application). The exam will cover information, which may be found in the following books:

- ✓ Ergonomic Design For People at Work, Volume II by the Eastman Kodak Co., 1986 ISBN 0-442-22103-7
Publisher, Van Nostrand Reinhold or the latest edition.
- ✓ Effective Computer Display Design, Banks and Weimer, 1992, Prentice Hall Publishers, ISBN 0-13-401-027-2
(this document is primarily for those applicants who are applying for the Human Factors Engineering certification)
- ✓ Human Factors in Engineering and Design, Saunders and McCormick, 7th – 10th Editions, 1993 McGraw Hill
Publishers, ISBN 0-07-054901-X
- ✓ www.osha.gov/readingroom.html

Certified Industrial Ergonomist (CIE) Requirements

Successful CIE applicants must be able to meet the following criteria:

1. Provide two copies of a detailed resume of professional education, training, and experience that documents: (Five or more years of experience plus Masters; or three or more years experience plus a Ph.D. in ergonomics or a related ergonomic field of employment or as a provider of Ergonomics technical services.
2. Offer evidence of specialized training (workshops) or formal education (college and/or university transcripts) in fields directly or closely related with ergonomics and have at least **four years** of continuous work experience in the field of ergonomics.
3. Submit duplicate copies of at least two, but not more than three work samples or technical contributions to one or more of the above fields, which reflect the experience and competence of the applicant. Such samples of the applicant's submittals may include books, articles, technical reports, inventions, patents, awards, honors, technical evaluations, demonstrations, video tapes or other media in which the applicant was a major or primary contributor. One of these work samples should be quantitative and demonstrate competence in ergonomics and statistical measurement techniques.
4. Submit two letters of recommendations (and names and telephone numbers) from two professional sponsors of the applicant who are familiar with his/her work in the specialty field to which the applicant is applying. It is desirable that the sponsor be either a full members of the Human Factors Society or APA division 21, or either they are currently a certified Industrial ergonomist or have an equivalent of eight years of combined education and work experience in the field of Ergonomics.
5. A written exam is required with a score of 85% or higher

All applications will be evaluated by a blind review panel of two judges highly qualified, holding either a Ph.D. or Masters Degree, experienced and certified in the field selected by the applicant. If there is a concern about the applicant's qualifications, an additional reviewer will vote. Upon certification of the applicant, he/she will be notified and issued a Certification along with a registration number, which will be valid for the year in which the applicant was certified. An annual renewal fee of \$130.00 will continue the certification in subsequent years on an annual basis. There is an additional requirement of 2.0 CEU's every 24 months to demonstrate continued education and training in either Human Factors Engineering or Ergonomics.

6. Submit with the application, a processing fee of 475.00 to cover the cost of the review process.
7. Attach cover letter for CIE exam submit application to the below listed address, or e-mail,

**Oxford Research Institute, Ergonomic Certification Program
10153 Vantage Point Court
New Market, Maryland 21774**

**E-mail: tony@oxfordresearch.org
Tele: 510-778-8697**

Certified Associate Ergonomist (CAE) Requirements

1. For the CAE designation an applicant must provide two copies of a detailed resume which documents professional education, training, and experience:
2. Applicant should have at least one year of experience in ergonomics.
3. Applicant must have at least a BS/BA degree in an ergonomic or human factors -related field, e.g. PT, OT, IE, H&S, IH, Biomechanics, Performance Physiology, HFE, Safety, Loss control, Ergonomics, Health and other degrees, Transcripts of all undergraduate and graduate work should be provided.
4. Applicant must submit one letter of recommendation from a sponsor who has known the applicant for at least three years. For the CAE, the sponsor does not have to be an ergonomist but may be an employer, professor, or work associate.
5. Offer evidence of some specialized training or formal education in a field directly or closely related with ergonomics or Human Factors Engineering. This may include seminars, workshops or various lectures which the applicant has attended.
6. Submit copies of one work sample if available. The CAE does not require a work sample but it is desirable.
7. A written CAE exam is required with a passing score of 70%, or higher. The exam is about 2.5 hours in duration and contains an essay, matching, T/F, fill-in blank and multiple choice questions.
8. Submit with the application, a processing fee of 475.00 to cover the cost of the review process and the examination.
9. Attach a cover letter and mail, or e-mail these materials to:

**Oxford Research Institute, Ergonomic Certification Program
10153 Vantage Point Court
New Market, Maryland 21774**

**E-mail: tony@oxfordresearch.org
Tele: 510-778-8697**

10. The CAE credential may be upgraded to that of the CIE when all of the requirements for the CIE designation have been met and a petition has been filed with the Oxford Research Institute. The fee for a "change in status from CAE to CIE" is \$350.00, after all CIE criteria have been met.



Certified Assistant Ergonomist (CAE) Requirements

1. Pass the CAE exam with a score of 60% or higher.
2. Provide student copies of college transcripts or seminar certificates of attendance.
3. Fill out an application and register for the course.
4. Provide a resume detailing your training, work experience and the types of work you have performed.
5. Submit with the application, a processing fee of \$475.00 to cover the cost of the review process and the examination.
6. Attach a cover letter and mail these materials to:

**Ergonomic Certification Program
Oxford Research Institute
10153 Vantage Point Court
New Market, Maryland 21774**

CIE and CAE Application materials may also be obtained by visiting the web site:

www.OxfordResearch.org

**Oxford Research Institute
10153 Vantage Point Court
New Market, Maryland 21774**

**Telephone:
415-713-5364 California Office
301-524-3895 Maryland Home Office**