



HFESA PROFESSIONAL CERTIFICATION PROGRAMME

Professional Membership Application

Notes of Guidance to Applicants

In your free-form CPE application, please address the PAB rules (as amended November 2002), paying special attention to areas 4.0 and 4.1.1. Providing sufficient information will assist the Board to process your application without delay.

In completing your application, you must attach copies of official certificates or other records relating to relevant academic and professional qualifications and any other supporting documentation you feel is relevant to other aspects of your application.

Please include details of membership of any relevant Societies and other committees and dates, and any official appointments you have held.

When choosing referees, please note that of the 2 referees, at least one must be a Member of the Society in good standing and preferably a Professional Member. The second referee may be an employer or client.

It is important that referees know you and your work sufficiently well to certify that your description of your experience and responsibilities is accurate, especially of those appointments relating to professional ergonomics practice.

Applicants must be personally responsible for approaching referees and gaining their approval for involvement before any material is forwarded to them or their names are submitted to the Board.

It is also the applicant's responsibility to forward to the two referees, photocopies of their completed Membership Application form. The referees should return their report form direct to the PAB c/o the HFESA Secretariat.

You are advised to retain a copy of the complete membership Application form for you own records.

If you are in doubt about your eligibility, or wish to seek guidance before completing and submitting your application, please ring the President, Secretary or another member of the Board for Assistance (details may be received from the Secretariat).

The completed original of your Membership application and any supporting material together with any other enclosures (plus two full copies of all), should be posted to the Professional Affairs Board, c/o The Human Factors and Ergonomics Society of Australia Inc., PO Box 7848, BAULKHAM HILLS BC NSW 2153.