Certified Professional Ergonomist

 - Preliminary Application

Name:

Mailing Address:

Email Address:

Telephone Number:

Dear Professional Affairs Board

Re: Stage 1 – Preliminary Application

Please accept my application for Stage 1 of the Certified Professional Ergonomist (CPE) programme which provides a summary of my activities in relation to the criteria for CPE membership (full details – copy of reports etc. to be provided in Stage 2, the formal CPE application).

I understand that on the receipt of this preliminary application, the Chair of the Professional Affairs Board (PAB) will contact me to discuss my application.

A decision will then be made to either link me with the Mentoring Co-ordinator, OR I will directly submit my application for Stage 2 of the formal CPE assessment.

I understand that at all times my application will be treated in the strictest confidence.

Outlined below is a summary of my activities in relation to the criteria specified by the PAB

\*Please note that the criteria for Part A are essential for Stage 1 and Stage 2 of the CPE application; criteria in Part B can be enhanced by involvement in the PAB Mentoring Scheme.

# Part A

I have completed an education programme that provides a comprehensive set of Ergonomics competencies (physical, cognitive and organisational domains).

Name of institution/s, course title and date of completion:

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| Name of Institution | Course Title | Date Completed |
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Part B

I can provide evidence of Expertise in Ergonomics through the provision of at least one major work sample completed within the past 5 years which is a case study of one or more of the following:

• The analysis of a system

• The design of a system involving human-machine product, or human-environment interaction

• The evaluation of a system

I can support this major work with one or more current work samples which may include, but is not limited to analysis or evaluation reports, designs, trial or deposition testimony, patent applications or patents, granted forensic reports, books or book chapters published by commercial publishing houses, scientific articles published in refereed journals.

Please tick  to confirm

Summary of the major work sample which will be provided in the full application, including date of completion; and/or commentary on how mentoring can assist me achieve these criteria:

\*\* all material will be treated confidentially.

Summary of supporting work sample/s & date/s completed; and/or commentary on how mentoring can assist me achieve these criteria:

\*\* all material will be treated confidentially.

I have completed and attached the “Checklist for major and minor work samples”.

Please tick  to confirm

I can provide evidence of a minimum of four years full-time practice (or part-time equivalent) in Human Factors and Ergonomics and confirm that I am currently working in the field, working as an ergonomics practitioner, educating others about ergonomics, or conducting ergonomics research.

Please tick  to confirm

I can nominate 2 referees to support my application with written reports, utilising the PAB referee form. (Note: their names and details to be provided in Stage 2, the formal CPE application).

Please tick  to confirm

Thank you for your consideration of this application.

I understand that I will be contacted by the Chair of the Professional Affairs Board by telephone to discuss this preliminary application, Stage 1 of the application for Certified Professional Ergonomist.

Signature:

Date: