

**Certification Name:** Associate Ergonomics Professional

**Designation:** AEP

04-Dec-97

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**Society**

Board of Certification in Professional Ergonomics  
PO Box 2811,  
Bellingham, WA 98227-2811

**Phone:** (360) 671-7601  
**fax:** (360) 671-7681  
**email:** BCPEHQ@aol.com

**Major Requirements**

**Education:** MS

**Years of Experience:** 4

**Examination Required:** Yes

**Continuing Education Required:** No

**Maintenance Required:** No

**Directorates**

Occupational Health Sciences

**Programs**

Ergonomics

**Certification Name:** Certified Professional Ergonomist

**Designation:** CPE

04-Dec-97

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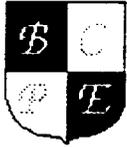
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Occupational Health Sciences

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## ~~Board of Certification in Professional Ergonomics:~~ Frequently Asked Questions

### Questions Regarding:

Minimum qualifications to take the exam

"Associate" level of certification

Procedures for certification

College degrees and certification

Experience and certification

Ergonomics/Human Factors courses which meet BCPE criteria

Examination preparation materials

BCPE examination topics

### Question:

What are the minimum qualifications I must have in order to take the BCPE certification examination?

### Answer:

#### 1. Academic Requirements

Applicants should have graduated from a regionally accredited college or university with a **Master's degree**, or equivalent, in one of the correlative fields of ergonomics, such as biomechanics, human factors/ergonomics, industrial engineering, industrial hygiene, kinesiology, psychology, or systems engineering. Not everyone trained in these fields necessarily has the capabilities required for certification. The Board uses other criteria to determine whether an applicant's ergonomics education has been sufficiently broad.

#### 2. Work Experience

Applicants must have completed at least four years of **ergonomic work experience**. Appropriateness of work experience is determined from the applicant's employment history, and evidence of participating in projects requiring ergonomic expertise.

#### 3. Work Product

**One work sample must be submitted with the application.** This work sample must demonstrate a breadth of ergonomic knowledge and the ability to use ergonomic methods successfully. The work sample must demonstrate, at a minimum, the candidate's capabilities in the application of ergonomic principles to the design of a product, system, or work environment. Allowable work products are technical reports, design papers, analysis reports, evaluation reports, patent applications, or a thorough written description of the project.

### Question:

Does BCPE offer an "Associate" category of certification?

*2 levels of certification*

### Answer:

Yes, the "Associate Ergonomics Professional (AEP)" category is a precursor to the CPE designation and is available to a person who:

- meets the education requirements for BCPE certification (MS in human factors/ergonomics or

- related field),
- has passed Part I (on "Basic Knowledge" of human factors/ergonomics) of the BCPE certification examination, and
- currently is working toward fulfilling the BCPE requirement of four years practical experience as a human factors and ergonomics professional.

A person can take the Basic Knowledge portion (Part I) of the BCPE exam immediately after fulfilling the education requirement. Parts II and III of the exam may be taken after fulfilling the other BCPE requirements. A person who has graduated from a human factors/ergonomics degree program accredited by an IEA Federated Society (e.g., HFES), will not have to take Part-I of the exam. The "Associate" category create a path by which individuals can achieve professional certification in progressive steps. This path is also linked to accredited educational degree programs by waiving Part I of the exam for applicants who have graduated from programs accredited by International Ergonomics Association (IEA) Federated Societies.

*Question:*

What are the procedures for certification?

*Answer:*

1. Request application materials by sending a US \$10.00 check to BCPE, PO Box 2811, Bellingham WA 98227-2811. Materials consist of four pages of instructions and seven pages of forms, including:
  - Section A. Personal Data
  - Section B. Academic Qualifications
  - Section C. Employment History
  - Section D. Work Experience (in ergonomic analysis, design and testing/evaluation)
  - Section E. Work Product Description
  - Section F. Signature and Payment (US \$290.00) Record.
2. Complete the application and submit it with an official academic degree transcript and a work product (article/technical report/project description/patent application, etc.).
3. A review panel evaluates all submitted materials and makes a recommendation to the Board whether or not the applicant qualifies to take the written examination.
4. A candidate becomes certified by taking and passing the written examination.

*Question:*

I have a MA/MS degree in X, does it qualify me for certification?

*Answer:*

The BCPE recognizes that people enter the profession of ergonomics/human factors by a variety of academic pathways. BCPE certification is designed for those who make ergonomics their career.

*Question:*

I do not have a Master's degree, but have been doing ergonomics for 10+ years; do I qualify?

*Answer:*

That depends. A waiver can be requested, but will only be granted if written evidence clearly demonstrates that the candidate has had an equivalent amount of education in ergonomics-related

courses that would be achieved in an academic ergonomics degree program. Doing otherwise, significantly reduces the likelihood that the candidate will be able to pass the BCPE written examination.

*Question:*

Where can I find courses in ergonomics/human factors which meet BCPE criteria?

*Answer:*

Both the Human Factors and Ergonomics Society (HFES) and the International Ergonomics Association (IEA) publish directories of academic degree programs in ergonomics. These are available from HFES,

PO Box 1369  
Santa Monica CA 90406-1369  
phone: (310) 394-1811  
FAX: (310) 394-2410  
E-mail: [72133.1474@compuserve.com](mailto:72133.1474@compuserve.com).

You should review these directories and contact the universities which meet your needs. These are independent organizations without any affiliation to BCPE, and BCPE can not vouch for the quality and/or content of courses.

*Question:*

Does BCPE offer "examination preparation" courses or "old tests"?

*Answer:*

No.

*Question:*

What topics are covered in the examination?

*Answer:*

The test samples broadly from both the "work content" and "work context" of professional practice in ergonomics. The approximate distribution of general topics are:

1. Methods and Techniques (30%)
2. Design of Human-Machine Interface (25%)
3. Humans as Systems Components (Capabilities/Limitations) (25%)
4. Systems Design and Organization (15%)
5. Professional Practice (5%)

More specific topics include:

Ergonomics Principles

- Ergonomics Approach
- Systems Theory

Human Characteristics

- Anatomy and Physiology
- Human Psychology of Work

- Social & Organizational Aspects of Work
- Physical Environments for Work

Work Analysis & Measurement

- Statistics and Experimental Design
- Computation and Information Technology
- Instrumentation
- Methods of Measurement and Investigation
- Work Analysis

People and Technology

- Technology
- Human Reliability
- Health, Safety and Well-Being
- Training and Instruction
- Occupational Hygiene
- Workplace Design
- Information Design
- Work Organization Design

Applications

"Work Systems" (e.g. manufacturing, aviation) which show knowledge/skill in problem solving through application of ergonomics analysis, design and test/evaluation.

Professional Issues

- Legislation/Regulation/Standards
- Economics of Ergonomics
- Marketing of Ergonomic Services
- Ergonomics-Practice Management
- Ethics in Ergonomics

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