

**2023-2024 APPLICATION FOR CERTIFICATION**  
**Certification application fee: \$495**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City /State / Zip Code \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

**Important: In addition to this form, to complete application you must pay the certification fee and complete on-line form go to: [www.oxfordresearch.org](http://www.oxfordresearch.org)**

Applying for certification in:     **Ergonomics CASe**     **Ergonomics CAE**     **Ergonomics CIE**

**Human Factors Engineering CHFEP**

I am requesting change in status from CAE to CIE: Upgrade fee is \$350.

**University/College Degree Information**

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/MA					
BS/BA					

**Experience and Training Information**

Number of years of employment in that field (Ergonomics, or Human Factors Engineering). \_\_\_\_\_ Years

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.

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

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**References**

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

1. \_\_\_\_\_

2. \_\_\_\_\_

Once your application is accepted you will be scheduled for the web based on-line examination. 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

**Submit this signed application form by e-mail to: [admin@oxfordresearch.org](mailto:admin@oxfordresearch.org)**

## **INSTRUCTIONS FOR 2023-2024 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) or, Certified Assistant Ergonomist (CAsE) is offered to those who do not quite meet the requirements of the CIE, or CHFEP designations.

### **1. Applicants have three elements to satisfy:**

- a) **Establish eligibility with work experience and education.** <sup>(1)</sup>
- b) **Peer review of work products.** <sup>(1)</sup>
- c) **Demonstrate subject matter knowledge by passing a rigorous ~ 150 question written exam with Q&A and Essay.**

Note: 1. More detail available on our web site at [www.oxfordresearch.org](http://www.oxfordresearch.org).

### **2. Submit with the application a processing fee of \$495.00, which includes cost of the exam.**

### **3. Application Supporting Documents**

The examination is only one of several criteria in the evaluation/certification process. We review your work samples 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. Work samples may also be requested for CAE and CAsE certification candidates.

### **4. Examination**

All applicants are required to sit for the certification exam. Your supporting documents 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/CAsE exams.

**The five-part written examination is web-based with a live proctored format.**

The CAE and CIE Examinations will be taken on-line and monitored by an on-line proctor. The exam includes an essay format on an applied ergonomic case study presented on video. The exam also has multiple-choice type questions combined with fill-in blank, true/false, and matching questions.

Part 1. Essay - to solve an ergonomics problem presented via an on-line video (1 hour to respond).

Part 2 thru 5 Multiple Choice, True False, Matching, fill in the blank. Approx. 150 items (1 hour 30 min to respond).

**Certification Exam Study Guide 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 and ORI's Advanced Ergonomics Course:

- ✓ Ergonomic Design For People at Work, Volume II by the Eastman Kodak Co., 1986 ISBN 0-442-22103-7 Publisher, Van Norstrand Reinhold, or the latest edition.
- ✓ Human Factors in Engineering and Design, Saunders and McCormick, 7<sup>th</sup> – 10<sup>th</sup> Editions, 1993 McGraw Hill Publishers, ISBN 0-07-054901-X
- ✓ Effective Computer Display Design, Banks, and Weimer, 1992, Prentice Hall Publishers, ISBN 0-13-401-027-2 (this reference is primarily for those applicants who are applying for the Human Factors Engineering certification)
- ✓ **OSHA** <https://www.osha.gov/ergonomics>
- ✓ **NIOSH Elements of Ergonomic Program** <https://www.cdc.gov/niosh/topics/ergonomics/ergoprimer/default.html>

Successful Certification applicants must be able to meet the following criteria.

**Certified Industrial Ergonomist (CIE) Requirements**

1. Provide two copies of a detailed resume of professional education, training, and experience that documents: Five or more years of full-time experience in the field of ergonomics plus a Masters degree; or three or more years of experience in the field of ergonomics plus a Ph.D. Candidates degree must be 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 **five 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 member 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. Complete a written examination with a score of 85% or higher.
6. Attach cover letter for CIE exam submit application to the below listed address, or e-mail.
7. If there is a concern about the applicant's qualifications, additional documentation may be requested for review.

**Certified Associate Ergonomist (CAE) Requirements**

1. For the CAE designation an applicant must provide a detailed resume which documents professional education, training, and experience. Applicant should have at least one year of full-time experience in ergonomics or a related ergonomic field of employment or as a provider of Ergonomics technical services.
2. 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.
3. 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.
4. 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.
5. Submit duplicate copies of at least one work samples or technical contributions to one or more of the above fields, which reflect the experience and competence of the applicant. The CAE requires at least one work sample, but additional samples may be requested to address this criterion. If available, the work samples should be quantitative and demonstrate competence in ergonomics and statistical measurement techniques. Such samples of the applicant's submittals may include books, articles, technical reports, inventions, patents, awards, honors,

## **Professional Certification in Ergonomics and Human Factors Engineering**



ERGONOMICS - HUMAN FACTORS ENGINEERING

technical evaluations, demonstrations, video tapes or other media in which the applicant was a major or primary contributor.

6. Complete the written CAE exam with a passing score of 70%, or higher.
7. 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 in the field, or related to ergonomics.
3. Provide a resume detailing your training, work experience and the types of work you have performed.

### **Certification Renewal and Code of Conduct**

An annual renewal fee is required to be paid on an annual basis to maintain in good standing your certification in subsequent years.

There is an additional requirement of 1.0 CEU's every 12 months to demonstrate continued education and training in either Human Factors Engineering or Ergonomics. These can be submitted on-line at time of payment of renewal fee or emailed in advance to [ceu@oxfordresearch.org](mailto:ceu@oxfordresearch.org).

The renewal of your certification indicates that you continue to meet the CEU requirements and abide by the code of conduct established for a Certified Ergonomist. 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.

**Once you complete on-line application at [www.oxfordresearch.org](http://www.oxfordresearch.org) please e-mail signed applications to:**

**[admin@oxfordresearch.org](mailto:admin@oxfordresearch.org)**

Certification Application materials may also be obtained by visiting the web site:

[www.OxfordResearch.org](http://www.OxfordResearch.org)