

# APPLICATION FOR PROFESSIONAL CERTIFICATION IN ERGONOMICS



**ERGONOMICS SOCIETY  
OF SOUTH AFRICA**

PROFESSIONAL AFFAIRS BOARD

Swantje Zschoernack (Chair):  
[s.zschoernack@ru.ac.za](mailto:s.zschoernack@ru.ac.za)

- **The following document pertains to the application for professional certification in ergonomics from the Ergonomics Society of South Africa**
- **This application form is to be completed in its entirety**
- **Please ensure that all relevant additional documentation is included as a single attachment when submitting your application**
- **Please note that application fees apply**
- **For more information please visit our website at <http://www.ergonomicssa.com/>**

## I) Applicant Details

Applicants must be ESSA members in good standing. Once the application has been completed, this application form and any supporting documents accompanying the application shall be kept and handled in strict confidence.

Surname:

1<sup>st</sup> Name(s):

Date and Place of Birth:

Residential Address:

Postal Address:

Email:

Phone:

### la) Possible conflicts of interest

Please indicate any individuals or companies that could be in a conflict of interest when reviewing your application. This might be due to disclosure of personal or professional information, business competition or any other need for handling application details confidentially. All application information will be treated confidentially and only disclosed to members of the Assessment Panel (Certified Professionals from ESSA or from other professional bodies recognised by the International Ergonomics Association) for review purposes.

Name / Company (1):

Name / Company (2):

Name / Company (3):

Name / Company (4):

## II) Application for Certification

Please select appropriate application type based on accompanying definitions.

Certified Professional Ergonomist  
(CPE)

A Certified Professional Ergonomist (CPE) covers the entire breadth and depth of ergonomics knowledge to address complex problems and advanced ergonomics technologies and methods. A CPE is expected to provide leadership in professional matters, to apply and develop methodologies for analysing, designing, testing, and evaluating systems and thus may undertake the responsibility to perform ergonomics work on interfaces, work stations and work systems.

Certified Professional Ergonomist  
(CPE) in Training

A Certified Professional Ergonomist (CPE) in Training complies with the educational requirements of a CPE but has not fulfilled the requirements of Professional Practice in Ergonomics (see paragraph IV below).

Certified Ergonomics Associate  
(CEA)

A Certified Ergonomics Associate (CEA) is an interventionist who applies a general breadth of knowledge to analysis and evaluation of currently operating work systems. The scope of practice of a CEA is limited to the use of commonly accepted tools and techniques for the analysis and enhancement of human performance in existing systems. A CEA may for example be responsible for the co-ordination of an Ergonomics Facilitation team within their own industry to create an awareness of Ergonomics, to identify problems, to implement basic solution and to recognise when to consult a CPE.

Certified Ergonomics Associate  
(CEA) in Training

A Certified Ergonomics Associate (CEA) in Training complies with the educational requirements of a CEA but has not fulfilled the requirements of Professional Practice in Ergonomics (see paragraph IV below).

I have attached a brief CV (Attach as Document 1).

This is to allow the Professional Affairs Board a general overview on candidates. All relevant qualification data must be filled in the form below.

### III) Proof of qualification

- Please provide an overview of your qualifications. Please substantiate your information by attaching scanned copies of corresponding formal documents (e.g. certificates). Please enumerate the attachments according to the application form. Certified copies should only be sent on request.
- For evaluation purposes it is important that the minimum requirements are met for each criterion. You may however provide multiple or further evidence for the different items. In the last section of paragraph III, you may list other qualifications that are not assigned to any of the predefined categories.

#### ***Special considerations:***

- 1. Members of similar standing in foreign ergonomics associations should provide the Professional Affairs Board with details of the criteria used to assess their status. A certification will normally be recommended to ESSA if the applicant has a certification endorsed by the International Ergonomics Association.***
- 2. It is recognised that senior members of the ergonomics community in Southern Africa obtained their education at a time when there were no programs that provided the formal ergonomics focus. Candidates who meet the general academic education equivalent for CPE and provide at least 5 years of full-time professional experience in ergonomics after graduation, may apply with reference to this clause until 5 December 2019. However, as all candidates are evaluated against the same criteria, applicants must provide equally profound evidence of training and experience.***

### IIIa) General academic education (tertiary academic education)

#### **Requirements:**

CPE: A postgraduate education of no less than altogether five years (MSc degree or cognate MA or Engineering degree).

CEA: A successful undergraduate education of no less than three years (BSc degree or cognate BA or Engineering degree).

The courses/modules that contribute to the degree must be at least to one third related to ergonomics in its wider field (see section III.5 in the ESSA-Ergonomist Formation Model).

**Qualifications:**

Degree (1):	Nominal Duration:	
Awarding Institution:	Year Obtained:	Attached Certificate no.
Degree (2):	Nominal Duration:	
Awarding Institution:	Year Obtained:	Attached Certificate no.
Degree (3):	Nominal Duration:	
Awarding Institution:	Year Obtained:	Attached Certificate no.

### IIIb) Ergonomics Education

#### **Requirements**

- An applicant must have knowledge of all domains of ergonomics, namely physical, cognitive, and organisational ergonomics. Candidates are required to have a formal education in ergonomics to a total 360hrs for CEA certification and 660hrs for CPE certification, where one hour is considered as one clock hour for contact and/or studies. This includes 15-30% hands-on exercises with reports or the equivalent. The different areas of education must be covered with a minimum number of hours noted in the table below. For detailed curriculum requirements see section III.3 in the ESSA-Ergonomist Formation Model.
- The required education may be composed of any combination of courses performed for an academic degree at a nationally or internationally recognised University (e.g. for a Master's in Ergonomics) and of short courses that are recognised by the ESSA Professional Affairs Board.
- Education that is demonstrated via thesis or peer reviewed publication (towards which the applicant has provided a major contribution) can be considered for the corresponding categories up to one third of the total hours of education required.
- An applicant who does not meet the formal educational criteria but provides the required qualification may apply to the Professional Affairs Board for special consideration on the basis of a combination of tertiary study and other professional development experiences. In this case the applicant must demonstrate the achievement of competencies covering the above-mentioned domains of ergonomics.

Area of knowledge	Minimum Hours (hrs)		How was this obtained? <sup>1</sup>	Hours studied (hrs)	See attached document no <sup>1</sup>
	CEA	CPE			
<b>A. Ergonomics Principles</b>	≥12hrs	≥16hrs			
1. Ergonomics Approach	(X)	(X)			
2. Systems Theory		(X)			
<b>B. Human Characteristics</b>	≥40hrs	≥65hrs			
1. Anatomy and Physiology, Demographics	(X)	(X)			
2. Human Psychology	(X)	(X)			
3. Social and Organisational Aspects		(X)			
4. Physical Environment	(X)	(X)			
<b>C. Work Analysis Measurement</b>	≥50hrs	≥80hrs			
1. Statistics and Experimental Design		(X)			
2. Computation and Information Technology		(X)			
3. Instrumentation		(X)			
4. Methods of Measurement and Investigation	(X)	(X)			

<sup>1</sup> The same education/course may serve for different areas of knowledge, repeat entries where this is applicable.

Area of knowledge	Minimum Hours (hrs)		How was this obtained? <sup>1</sup>	Hours studied (hrs)	See attached document no <sup>1</sup>
	CEA	CPE			
5. Work Analysis	(X)	(X)			
<b>D. People and Technology</b>	≥50hrs	≥80hrs			
1. Technology	(X)	(X)			
2. Human Reliability		(X)			
3. Health, Safety and Well-Being		(X)			
4. Training and Instruction	(X)	(X)			
5. Occupational Hygiene		(X)			
6. Workplace Design		(X)			
7. Information Design		(X)			
8. Work Organisation Design		(X)			
<b>E. Applications (Project)</b>	≥160hrs	≥320hrs			
<b>F. Professional Issues</b>	≥5hrs	≥20hrs			
<b>Total</b>	≥360hrs	≥660 hrs			



### IIIc) Further qualifications

Please list any further qualifications, short courses, or suitable experience suitable to underpin this application.

- |    |                      |
|----|----------------------|
| 1. | Attached document no |
| 2. | Attached document no |
| 3. | Attached document no |
| 4. | Attached document no |
| 5. | Attached document no |
| 6. | Attached document no |

#### IV) Professional Practice in Ergonomics

##### Requirements

- The minimum period of relevant ergonomics experience is four years full time for CPE and two years for CEA (or the equivalent amount part time). Experience may include working as an ergonomics practitioner, educating others about ergonomics, or conducting ergonomics research, where ergonomics practice also forms part of the person's total activity. At least two thirds of the professional practice must be obtained after ergonomics education has taken place. Nested sequences of education and practice will be considered accordingly.
- The required amount of professional practice may be shortened by 25% for the time the candidate is assisted by a mentor. A mentor has to have a CPE status and both candidate and mentor have to interact regularly with at least three documented meetings per annum. A report of mentoring has to be submitted with the application.
- Applicants must provide a summary of the nature and extent of their experience. This may be in either log or diary format (preferably by completing the table provided below with the indicated supporting documentation) and must include a detailed outline of their experience in ergonomics, showing relevant dates.
- Experience has to be demonstrated through the provision of at least one major work sample (where the contribution of the applicant was more than 300 hours), supported by one or more work samples or products of smaller magnitude (where the contribution of the applicant was typically less than 300 hours) until all the core competencies in ergonomics have been satisfied. The competencies that the applicant must demonstrate in their work samples are:
  1. *Investigates and analyses the demands for ergonomics design to ensure appropriate interaction between work, product and environment, and human needs, capabilities and limitations.*
  2. *Analyses and interprets findings of ergonomics investigations.*
  3. *Documents ergonomics findings appropriately.*
  4. *Determines the compatibility of human capabilities with planned or existing demands.*
  5. *Develops a plan for ergonomics design or intervention.*
  6. *Makes appropriate recommendations for ergonomics changes.*
  7. *Implements recommendations to improve human performance, health and well-being.*
  8. *Evaluates outcomes of implementing ergonomics recommendations.*
  9. *Demonstrates professional behaviour and does not work outside his/her area of competence.*
- The work samples must accompany this application and may include items such as research, analysis, specification, evaluation or recommendation reports, theses or dissertations, designs, trial or deposition testimony, patent applications or patents granted, forensic reports, books or book chapters published by commercial publishing houses, and scientific articles published in refereed journals.
- For each of the work samples the applicant must clearly indicate which of the core competencies in ergonomics are addressed. This information must be supplied in a format that is clear and easy to reference, preferably by completing the applicable table provided below.

**IVa) Description of Professional Practice experience.**

	Dates (Start-End)	Description (explain your role, also your role and contribution in cooperative projects)	Duration (hours total)	Explanation / work sample: attached document number
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**IVb) Work sample reference to core competencies in ergonomics.**

	Core competency	Work sample: attached document numbers	Most relevant page/paragraph numbers in the work sample that support the competency
1.	Investigates and analyses the demands for ergonomics design to ensure appropriate interaction between work, product and environment, and human needs, capabilities and limitations.		
2.	Analyses and interprets findings of ergonomics investigations.		

	<b>Core competency</b>	<b>Work sample: attached document numbers</b>	<b>Most relevant page/paragraph numbers in the work sample that support the competency</b>
3.	Documents ergonomics findings appropriately.		
4.	Determines the compatibility of human capabilities with planned or existing demands.		
5.	Develops a plan for ergonomics design or intervention.		
6.	Makes appropriate recommendations for ergonomics changes.		
7.	Implements recommendations to improve human performance, health and well-being.		

	<b>Core competency</b>	<b>Work sample: attached document numbers</b>	<b>Most relevant page/paragraph numbers in the work sample that support the competency</b>
8.	Evaluates outcomes of implementing ergonomics recommendations.		
9.	Demonstrates professional behaviour and does not work outside his/her area of competence.		

## V) Referees

Initial applicants must include the names of at least two referees who can testify to the applicant's overall competence, experience and professional conduct in ergonomics. A referee shall be a professional or a person suitably qualified to provide an opinion on the applicant's ergonomics skills and competencies.

### Referee 1:

Name and Surname:

Affiliation:

Email:

Phone:

### Referee 2:

Name and Surname:

Affiliation:

Email:

Phone:

### Referee 3 (optional):

Name and Surname:

Affiliation:

Email:

Phone:

## VI) Agreements

I agree the all information in this application and attached documents can be made available to the members of the assessment panel (Certified Professionals from ESSA or from other professional bodies recognised by the International Ergonomics Association) except those mentioned in the “Conflict of Interest Section”. All involved persons have committed themselves to handle this information confidentially.

I agree that any information provided by me in this application may be verified for correctness by the Professional Affairs Board.

I have submitted a signed copy of the ESSA Code of Conduct for Professional Ergonomists with this application form, and I am aware that the Professional Certification may be withdrawn in case of violation of professional conduct.

I have paid the application fees of R1500 - CPE / R1000 - CPE in Training / R1000 - CEA / R700 - CEA in Training to the Professional Affairs Board. Bank details below.

Date:

Signature:

Please email the filled-out form, together with the appendices document to [ergonomicssa.pab@gmail.com](mailto:ergonomicssa.pab@gmail.com) .

**Appendices Checklist**

1. Brief Curriculum Vitae
2. Proof of Qualifications
3. Ergonomics education documents
4. Additional qualifications documents
5. Professional practice documentation

**Please send all appendices as a single document attachment separate to this application form**

**ESSA Banking Details:**

Account: Ergonomics Society of Southern Africa

Bank: First National Bank

Account Number: 55850007079

Code: 250655

Type: Business non-profit organisation

Reference: PAB "your surname"