

## Certified Office Ergonomic Evaluator

The **Certified Office Ergonomic Evaluator** certification through OccuPro is recognition of comprehensive office ergonomic training and a high level of demonstrated ability within the field of performing office ergonomic evaluations. Following the completion of OccuPro's Office Ergonomic Training continuing education course an attendee is certified as a trained office ergonomic evaluator. Following this course an attendee can decide to work towards level 2 certification by submitting 5 completed office ergonomic evaluations which are reviewed and scored by three other certified ergonomists. Or, following the completion of other recognized office ergonomic training programs you may apply to obtain the Certified Office Ergonomic Evaluator certification.

Number of office ergonomic evaluations completed to request certification.

Office Ergonomic Evaluations = 5

Following the completion of 5 office ergonomic evaluations the applicant shall request an application packet and ultimately submit a list of the 5 completed evaluations to OccuPro. OccuPro will choose 3 of these to review and these will be reviewed by a committee of 3 other Certified Office Ergonomic Evaluators. There are 10 criteria that need to be met with a total score of 70% for certification via the review process.

Criteria are as follows

1. Recognizes and measures the physical characteristics of humans with particular reference to anthropometrics within a workstation environment
2. Collects and interprets collected data in an appropriate fashion
3. Determines appropriate office ergonomic evaluations based on initial data.
4. Understands the major measuring devices used within the field of office ergonomics
5. Knows how to appropriately interpret results of major office ergonomic measuring devices
6. Determines appropriate and cost effective controls to mitigate risk factors
7. Implements solutions that not only help to improve health and safety but also pay attention to error free working and increasing production.
8. Provides customers with report that outlines injury data, tools used to determine risk factors, office ergonomic risk factors, and job modification solutions to mitigate risk factors in a format that is easy to read and well written.

### Certification Eligibility and Process

To be eligible for certification as a Certified Office Ergonomic Evaluator (COEE) the candidate must

1. Be a fully qualified professional and one who has completed the level of Associate of Science degree or higher
2. Complete the following courses offered by OccuPro
  - a. Office Ergonomics Training

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3. Perform 5 Office Ergonomic Evaluations
  - a. All must have been performed after the training session
4. Request a Certified Office Ergonomic Evaluator certification packet
5. Submit to the committee a list of each of the 5 evaluations completed
6. The committee will pick 3 of the 5 evaluations for critique
7. Successfully pass the peer review critique of 3 evaluations from 3 Certified Office Ergonomic Evaluators, or other ergonomic certifications, based on criteria outlined on front page
8. Submit a completed application package within 4 years of completion of OccuPro's Office Ergonomic Training program or other approved training programs.
9. Submit a non refundable processing fee
  - a. US\$300.00 if you had participated in an OccuPro training program
  - b. US \$500.00 if you had participated in a non-OccuPro training program

### The application package

The application package consists of the following materials and should be submitted to OccuPro. (Contact OccuPro to receive the application package)

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|---|-------------------------------------|
| 1. Certification Application Form (1)                     | 4. Professional References Form (3) |
| 2. Professional Experience Form (1)                       | 5. Report Submission Form (1)       |
| 3. Statement of Professional Ethics and Practice Form (1) | 6. Application Checklist (1)        |

### Re-Certification

The Certified Office Ergonomic Evaluator is required to renew their certification every four years. To be eligible for re-certification the candidate must.

1. Submit documentation of 16 hours of continuing education within the field of Office Ergonomics
- OR
2. Retake the Office Ergonomic Training course for \$200.00
- AND
3. Submit for critique one Office Ergonomic Evaluations to OccuPro performed since your last certification
  4. Submit a non-refundable fee of US \$300.00