



Certified Office Ergonomic Evaluator (COEE)

By completing our Office Ergonomic Evaluator Certification Course, you will receive a certificate outlining your contact hours and recognition for a high level of demonstrating ability within the field of performing office ergonomic evaluations.

Upon completion of the above course or an approved non-OccuPro training program, you may apply to become a **Certified Office Ergonomic Evaluator (COEE)** by submitting 5 completed office ergonomic evaluations which are reviewed and scored by COEE Ergonomists and by completing our Application Packet. This process allows you to add COEE credentials to your name.

The Application Package

The Application Package consists of the following materials and should be submitted to OccuPro. Contact OccuPro to receive the Application Package.

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

Certification Criteria

You must perform 5 office ergonomic evaluations and complete our Application Packet. OccuPro will choose 3 of the 5 to be reviewed by a committee of 3 other Certified Office Ergonomic Evaluators.

The following 8 criteria need to be met with a total score of 70% for certification via the review process:

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) you must:

1. Be a fully qualified professional and one who has completed the level of Associate of Science degree or higher.
2. Complete the OccuPro Office Ergonomic Evaluator Certification Course.
3. Perform 5 office ergonomic evaluations (All must have been performed after the training session).
4. Submit to the certification committee a list of 5 evaluations completed.
 - a. The committee will pick 3 evaluations for critique. You must successfully pass critique based on front page criteria.
5. Submit a completed Application Package within 4 years of completion of OccuPro's Office Ergonomic Evaluator Certification Course or other approved non-OccuPro training programs.
6. Submit a non-refundable processing fee:
 - a. US \$350.00 with completed Application Packet if you had participated in an OccuPro training program.
 - b. US \$550.00 with completed Application Packet if you had participated in a non-OccuPro training program.

Re-Certification

You are required to renew your certification every 4 years. To be eligible for re-certification you must:

1. Submit documentation of 16 hours of continuing education within the field of office ergonomics.

OR

2. Retake the OccuPro Office Ergonomic Evaluator Certification Course (50% off).

AND

3. Submit for critique 1 office ergonomic evaluation to OccuPro which was performed since your last certification.
4. Submit a non-refundable fee of US \$350.00.