

Certified Functional Capacity Evaluator (CFCE) CRITERIA

(Complete to add CFCE credentials to your name!)

After completing OccuPro's FCE + RTW + WH/WC Training and/or Functional Capacity Evaluation Training (or an approved non-OccuPro program), clinicians are recognized as trained FCE evaluators using standardized testing, consistent reporting workflows, and defensible documentation practices. The CFCE credential helps differentiate your expertise, strengthen the defensibility of your work, and signal to referral partners that your evaluations meet a higher, standardized bar. By meeting the CFCE certification requirements after submitting an application for review, you will earn the CFCE credentials, unlocking the CFCE badge for your clinics and elevating your visibility and priority within OccuPro's referral network.

To apply, visit www.occupro.net/certification to start the Application Package.

Application Package

The Application Package consists of the following materials:

1. Certification Application Form - 1
2. Professional Experiences Form - 1
3. Statement of Professional Ethics and Practice Form - 1
4. Professional Reference Form - 2
5. Report Submission Form - 1



Certification Criteria

CFCE certification is earned by demonstrating competency through one of the pathways below: **(1) Portfolio Pathway:** complete and document a minimum of 10 functional capacity evaluations using OccuPro reporting workflows (or an approved equivalent) and submit your portfolio for review; or **(2) Advanced Training Pathway:** complete OccuPro's Advanced FCE Training and submit the required documentation. Applications are evaluated using a standardized scoring rubric that emphasizes test selection, documentation quality, job simulation validity, and defensibility of conclusions. Delivery options for training may include live in-person, live webcast, or on-demand formats when available.

For applicants whose pathway includes portfolio review, the items below are evaluated using a standardized rubric. A minimum overall score of 80% is required to achieve certification. The rubric focuses on clinical appropriateness, completeness, clarity, and the defensibility and reproducibility of the evaluation process and conclusions.

1. Provider tests all the appropriate tests for a Job Specific FCE or a Baseline FCE
2. Reports are concise, complete, appropriately modified for grammatical correctness/sentence structure/spelling
3. Appropriate job simulation tasks are tested, and tests are appropriately modified to ensure a high standard of test validity, properly documented, and from documentation the tests could be duplicated
4. Musculoskeletal testing is performed, is complete, and documentation is reflective of client's functional abilities

5. Recommendations and/or rehabilitation recommendations are listed and appropriate
6. Proper documentation is noted in regard to Consistency of Effort and Reliability of Pain
7. The appropriate physical demand level is noted based on the definitions outlined by the Dictionary of Occupational Titles for the client and the job
8. The overall purpose of the FCE is documented
9. Specialized pain and disability questionnaires are performed when necessary (i.e. Ransford, McGill and Oswestry)
10. Proper documentation is noted throughout testing in regard to abilities, a kinesiophysical approach, pain levels, pain behaviors, limiting factors, and biomechanical changes

Certification Eligibility and Process

To be eligible for certification as a Certified Functional Capacity Evaluator (CFCE) you must:

1. Be a fully qualified allied health professional who has completed the level of Bachelor of Science degree within an allied health profession
 - Course work to be considered an allied health professional to include anatomy, physiology, and kinesiology
2. Complete the OccuPro FCE + RTW + WH/WC Training, the OccuPro Functional Capacity Evaluation Training, or other approved non-OccuPro training programs
3. Demonstrate competency through one of the approved pathways (Portfolio or Advanced Training) as outlined in the Certification Criteria section
4. If using the Portfolio Pathway, submit a list of your completed FCEs (If you are an OccuPro FCE customer the system will search for the latest 10 FCE's you performed) and the required portfolio documentation as directed in the Application Package
5. Complete the required review step for your pathway: portfolio review (using OccuPro's standardized rubric) and/or completion of OccuPro's Advanced Functional Capacity Evaluation Training, as applicable
6. For portfolio review, submitted materials must meet the requirements, including an overall score of 80% or higher
7. Submit a completed Application Package within 4 years of completion of OccuPro's training programs or other approved non-OccuPro training programs
8. Submit a non-refundable processing fee:
 - US \$400.00 if you participated in an OccuPro training program, utilize the OccuPro FCE software, and choose the peer review process
 - US \$200.00 if you choose to participate in the Advanced FCE Training Course (OccuPro trained only)
 - US \$600.00 if you do not use the OccuPro software and/or participated in a non-OccuPro training program (Peer reviewed process required)
 - US \$100.00 per year to maintain your certification and your certification status for your clinics

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 industrial rehab with 8 of those hours focusing on FCEs

OR

Take or retake OccuPro's FCE + RTW + WH/WC Training (50% off), Functional Capacity Evaluation Training (50% off), or Advanced Functional Capacity Evaluation Training (50% off)

AND

2. Submit for critique 2 functional capacity evaluations to OccuPro which were performed since your last certification