

Certified Industrial Ergonomic Evaluator (CIEE) CRITERIA

(Complete to add CIEE credentials to your name!)

By completing our Industrial Ergonomic Evaluator Training, which includes a quiz, low back ergonomic evaluation, and an upper extremity ergonomic evaluation, you will receive a certificate outlining your contact hours and recognizing your training and experience within the field of industrial, warehouse, and manufacturing ergonomics. Upon completing the course, you may add CIEE credentials to your name by applying to become a Certified Industrial Ergonomic Evaluator (CIEE).

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 Eligibility and Process

To be eligible for certification as a Certified Industrial Ergonomic Evaluator (CIEE) you must:

1. Be a fully qualified healthcare or safety professional or have completed the level of Associate of Science degree or higher in a related field
2. Successfully completed the Industrial Ergonomic Evaluator Course
 - Perform the quiz and 2 hands-on ergonomic practicums
3. Submit a completed Application Packet
4. Submit a non-refundable processing fee of US \$400.00
 - US \$100.00 per year to maintain your certification and your certification status for your clinics
5. Applications are reviewed by Certified Professional Ergonomists. Once approved, a CEE approval certificate is generated and added to My Certificates
6. Upon approval, the applicant's Company Name, Name, Email Address, Address, and Phone Number will be listed on the Injury Prevention Services Network page at www.occupro.net

Certification Criteria

The following criteria need to be met for certification:

1. Successful completion of the CIEE course including:
 - Pass a 20-question quiz at the end of day 1 of the course and obtain an 80% score or better
 - Perform the Practicum Day 2 - NIOSH Lifting Guideline and one other material handling evaluation (your choice) on day 2 of the course and obtain a score of 80% or better
 - Perform the Strain Index and one other Day 3 Practicum - upper extremity
2. Completion of all components of the Application Package:
 - Certification Application Form
 - Professional Experiences Form
 - Sign the Statement of Professional Ethics and Practice Form
 - Professional Reference Form – 2 completed references required (system will send email invitations)
 - References are completed online via email invitation: applicant enters each reference's name and email, the system sends a secure link to complete and submit the form, and the completed form is recorded
 - The system notifies the applicant when a reference form is opened and when it is submitted (complete)
 - If a reference does not respond, the applicant may send a backup reference invitation (up to 3 total invitations) to obtain the required 2 completed references
 - Complete the report section by uploading your 2 full industrial ergonomic reports

Ergonomic Report Requirements

1. Basic information about the company, job being evaluated, reason for the EJA, employee information
2. Job title and description of job tasks (physical demands)
3. Include pictures of each job tasks if available
4. Identify and describe the ergonomic evaluation tools including scoring criteria. Two tools must be used and documented for each report
5. Choose two tools from the list below for each report submitted. Accurately and thoroughly complete each evaluation tool. Include or attach completed forms to your report.
 - RULA
 - REBA
 - Strain Index
 - ACGIH TLV for Lifting
 - ACGIH TLV for Hands
 - Washington State Hazard Zone Checklist and/or Lifting Evaluation
 - NIOSH Lifting Evaluation
 - Other tool of your choice: You may use this as one of your tools if your company has its own tool they prefer you to use or if you have one that meets the company's needs better than those from the list above

6. Based on the results of the ergonomic evaluations, identify the risk factors related to each job task. You may use pictures, tables or words to describe this.
7. For each risk factor, identify 2-3 risk reduction methods (follow the NIOSH intervention recommendation hierarchy)
8. For each reduction recommendation, include a picture and/or description of the recommendation, the cost, and where the items can be purchased. If it is an administrative control, please describe the control measure in detail.
9. Include a summary of your findings. This can be at the beginning of the report or at the end

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 ergonomics

OR

Retake the OccuPro Industrial Ergonomic Evaluator Training (50% off)

AND

2. Submit for critique 2 industrial ergonomic evaluations to OccuPro which were performed since your last certification