

Certified Office Ergonomic Evaluator (COEE) CRITERIA

(Complete to add COEE credentials to your name!)

By completing our Office Ergonomic Evaluator Training, you will receive a certificate outlining your contact hours and recognizing your abilities within the field of office ergonomics. Upon completing this course or an approved non-OccuPro training program, you may add COEE credentials to your name by applying to become a Certified Office Ergonomic Evaluator (COEE).

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



Professional References Process: You will enter each reference's name and email address in the application.

The system will email a secure link to each reference so they can complete the existing web-based reference form and submit it directly into your application. You will receive notifications when a reference opens the form and when it is completed. If needed, you may send an additional (backup) reference request.

Certification Criteria

You must submit 2 office ergonomic evaluation reports and complete our Application Packet. Your 2 reports will be reviewed and scored by a Certified Professional Ergonomist.

The following criteria need to be met with a total score of 80% 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 Training
3. Complete 2 office ergonomic evaluations (Both must have been performed after the training session)
4. Submit 2 office ergonomic evaluation reports for review and scoring by a Certified Professional Ergonomist
5. Submit a completed Application Package within 4 years of completion of OccuPro's Office Ergonomic Evaluator Training or other approved non-OccuPro training programs
 - 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 office ergonomics

OR

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

AND

2. Submit for critique 1 office ergonomic evaluations to OccuPro which was performed since your last certification