IEA procedure for endorsement of a certification system

IEA Federated Societies may apply for **IEA endorsement** of their certification system. A certification system aims, by means of a peer review, to evaluate the professional training and experience of a person doing work in the field of ergonomics who wishes to get national or regional recognition as a professional ergonomist.

**Procedure for IEA endorsement**

- The IEA Certification Sub-Committee is authorised to process applications from national and regional ergonomics societies for endorsement of systems that have been set up to certify practicing ergonomists (certification systems).
- The IEA will charge $100 for processing the endorsement application. No refund is available for unsuccessful applications.
- The Certification Sub-Committee appoints members of a Review Group who assess the application according to how well the applicant system meets the following criteria.

1. Federated Society decides to apply for IEA endorsement

2. Federated Society submits application to IEA Certification Sub-Committee Chair using the document „IEA Endorsement Application for Certification Body“ and pays the assessment fee to the IEA.

3. Preliminary check by Sub-Committee Chair and information to PSE Chair and IEA President

   - Important information missing
   - Passes first assessment

4. Constitution of Review Board, setting of deadlines and rules for communication

5. Review Board members assess the application using the “Compliance Checklist” form and send this to the Sub-committee Chair

   - Modification required

   - Do all the members of the Review Board accept the application?

   Yes

   - Certification subcommittee recommends acceptance to IEA Executive Board

   No

   - IEA President notifies applicant society of success