

APPLICATION
FOR
IEA ENDORSEMENT OF A CERTIFICATION SYSTEM

(Version 2. December 2016)

Name of organization : *(List here the society or societies that are members of the IEA and will be responsible for the certification system)*

Website address :

Contact person :

Telephone :

Email :

Mailing address :

Other member of certification team:

Telephone :

Email :

Other member of certification team:

Telephone :

Email :

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1. IEA Member society information

1-1. General history and structure

(How long in existence? How many members does it have?)

1-2. Geographic scope of the society

(In what country or geographic region do the members of the society work? Do you have any restrictions on membership? If so, what are these?)

1-3. Governing structure of the society

(How is the society governed? Please include a list of all executive members.)

1-4. Legal status

(What is the legal status of your society? For example, is it a not-for-profit professional society? Is it registered with any national body, for example for taxation reasons?)

3-5. Rules and bylaws of the society

Please attach a copy of the laws / statutes of the society in English to this application

2. Description of the certification agency

2-1. General history and certification titles granted

(How long in existence? What title or titles do you give to certified people? Provide a copy of the certificate(s) that you give.)

2-2. Structure of the certification body

(Explain how the system is administered. Please include a list of all current certification board members and their qualifications. Are these people certified themselves? How are these people nominated/elected?)

2-3. Legal and financial status / relationship to national society

(What is the legal status of the certification agency? For example, is it a not for profit professional society? Is it registered with any national body? In what way does it connect to the national society applying for endorsement?)

2-4. Rules and bylaws of the certification body

Please attach a copy of the laws / statutes of the certification body in English to this application

2-5. Tally of applications and awarded certificates

(How many people have been certified? Please provide a list of certified ergonomists. What growth do you expect in the future?)

2-6. Other activities conducted by the certification body

(Mention things like organising professional meetings, providing lists to prospective employers, etc)

2-7. Most recent annual report of the certification body (in English) / Reviews of evaluation process

(What reports do you produce? Are there any statistics kept on the process? Are there regular reviews?

If so, please describe and provide these?)

2-8. Appeals procedure

(How does your certification system provide for independent reviews of applications in cases of dispute?

Who is on this Review Board and what are their qualifications?)

2-9. Code of conduct.

(Please provide a copy of the Code of Conduct that certified ergonomists must sign (with translation in English)

2-10. Any agreements or cooperation with other organizations

3. Financial status / Application fees

(What does the certification cost the applicants? Please describe how the certification system is funded.

Please also provide the summary details below.)

Financial Status of the Certification System – Summary

Fiscal Year	Revenue	Expense	Carried Forward	Accumulated Fund

4. Requirements for certification

(Describe in detail, or attach documents, to show what the minimum requirements for certification are in your system. This should include education, experience and any other criteria. If there is more than one level of certification, explain the levels.)

5. Application and evaluation process

(What information must be submitted? Attach a copy of the application form (national language is acceptable if an English summary is provided. How is the application processed by the certification board? Any examinations, interviews, etc.)

6. Requirements for maintaining certification

(Ongoing professional development? Does the certification expire after a certain amount of time? What happens then?)

7. Record-keeping

(Where are the records kept? How is their security ensured?)

8. Suspending, withdrawing or reducing the scope of certification

(Please explain what would happen if misconduct was reported to you and found to be correct. Is there a way of removing certification from an ergonomist?)

Appendices

Society applying for endorsement

- List of all current executive members
- Laws / statutes

Certification board

- Laws / statutes
- Copy of certificate/s
- List of current certification board members
- List of current certified ergonomists
- Any reviews or annual reports

Requirements for certification

- Application form for certification
- Code of conduct