



ergonomics
SOCIETY OF
SOUTH AFRICA

PROFESSIONAL AFFAIRS BOARD
ergonomicssa.pab@gmail.com

APPLICATION FOR RENEWAL FOR PROFESSIONAL CERTIFICATION IN ERGONOMICS

- The following document pertains to the application for renewal for professional certification in ergonomics from the Ergonomics Society of South Africa
- This application form is to be completed in its entirety
- Please ensure that all relevant additional documentation is included as a single attachment when submitting your application
- Please note that re-certification fees apply
- For more information, please visit our website at <http://www.ergonomicssa.com/pab-certification/>

APPLICANT DETAILS

Surname*		Name*	
Title*		Date of Birth	
Residential Address			
Province*		Registration No.	
Postal Address			
Telephone			
Name for printing on certificates			

*Items that will appear on the register of certified professionals

Agreement to publish name and contact details on the ESSA website www.ergonomicssa.com	Yes		No	
I wish to be contacted by companies seeking ergonomics consultancy services	Yes		No	

Once the application has been completed, this application form and any supporting documents accompanying the application shall be kept and handled in strict confidence.

CONFLICT OF INTEREST

Please indicate any individuals or companies that could be in a conflict of interest when reviewing your application. This might be due to disclosure of personal or professional information, business competition or any other need for handling application details confidentially. All application information will be treated confidentially and only disclosed to members of the Assessment Panel (Certified Professionals from ESSA or from other professional bodies recognised by the International Ergonomics Association) for review purposes.

Name/ Company (1)		Name/ Company (2)	
Name/ Company (3)		Name/ Company (4)	

APPLICATION FOR RENEWAL

Certified Professional Ergonomist - CPE	
Certified Ergonomics Associate - CEA	

PROFESSIONAL PRACTICE SINCE LAST APPLICATION

Please describe all current employment (work positions) and include how much of the time is spent doing ergonomics, and how much of this is independent work (without the help of other ergonomists) - add more lines if necessary.

No.	Company	Position	Year (from)	Ergonomic work % of full-time job	Independence %	Appendix
1						
2						
3						

What other work positions have you held since you last applied for registration or renewal?

No.	Company	Position	Year (from)	Ergonomic work % of full-time job	Independence %	Appendix
1						
2						
3						

I have held professional positions with substantial ergonomics content for how many months since my last application (total):	
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Please indicate the distribution of the content of the ergonomics work for each work position held. The sum for each position does not need to be 100% – add more lines if necessary

Work No.	Counselling	Planning, Design and engineering	Applied/practiced research and development projects	Laboratory Research	Teaching at a University Level	Managing	Ergonomic risk assessment and risk management

Complementary description of each work position (content, example task etc.)

Work No.	Description: tasks, content etc.

Did you have any period of more than six months in which you were not working as an ergonomist? Please explain, if relevant:

PROFESSIONAL PROJECTS

Applicant must provide a summary of the nature and extent of their experience since the previous certification. This may additionally be substantiated by a log or diary format. Experience has to be demonstrated through the provision of 5 work samples, or until all the core competencies in ergonomics have been demonstrated. Please provide details of a range of projects for which you were the principal ergonomist. These should roughly cover the whole of the period since your last registration application, and be typical of the type of work that you did during the whole period. You should aim to provide evidence for a wide range of themes. As far as possible provide evidence for the following activities:

No.	Core Competencies	CEA	CPE
1	Investigates and analyses the demands for ergonomics design to ensure appropriate interaction between work, product and environment, and human needs, capabilities and limitations.	X	X
2	Analyses and interprets findings of ergonomics investigations.	X	X
3	Documents ergonomics findings appropriately.	X	X
4	Determines the compatibility of human capabilities with planned or existing demands.	X	X
5	Develops a plan for ergonomics design or intervention.	X	X
6	Makes appropriate recommendations for ergonomics changes.	X	X
7	Implements recommendations to improve human performance, health and well-being.		X
8	Evaluates outcomes of implementing ergonomics recommendations.		X
9	Demonstrates professional behaviour and does not work outside his/her area of competence.	X	X

The crosses (X) indicate the necessary core competencies for each certification category.

DESCRIPTION OF PROFESSIONAL PROJECTS

Project No.	Dates (start – end)	Description of content (title, aims, outcomes, etc.)	Contribution or level of responsibility	Core competencies met (please provide appendix page number most relevant)	Appendix	No. of hours
1						
2						
3						
4						
5						

LIST OF PUBLICATIONS (NOT COMPULSARY)

Include your list of publications (journals, articles, reports, books etc.), e.g.:

Sundin A, Participatory Ergonomics in Product Development and Workplace Design supported by Computerized Visualization and Human Modelling. 2001 Doctoral Thesis. Chalmers University of Technology. ISBN 91-7291-046-1

CONTINUED PROFESSIONAL DEVELOPMENT

Certified Ergonomists (Certified Professional Ergonomists and Certified Ergonomics Associates) are required to engage in continuing professional development activities. Continuing Professional Development (CPD) means maintaining and updating professional competence to ensure best practice of the profession. Continued professional development requires:

- Each Certified Professional Ergonomist (CPE) should accumulate 30 CPD points per calendar year (150 CPD points for the whole evaluation cycle).
- Each Certified Ergonomics Associate (CEA) should accumulate 15 CPD points per calendar year (75 CPD points for the whole evaluation cycle).
- Each certified activity that has been undertaken is valid for 60 months from the date that the activity took place.

Please see Appendix A (at the end of the application form) for a list of activities that qualify for CPD points and the allocation of points as well as Appendix B for a list of activities that do not qualify for CPD points.

Activity and Topic	Date	Level	Number of CPD Point
<i>Example: Attendance of ESSA conference 2019 (both days)</i>			
Sum (minimum 150 points for CPE and minimum 75 points for CEA)			

FUTURE DEVELOPMENT (NOT COMPULSORY FOR RECERTIFICATION)

To allow for future development of the profession and to assist in providing professionals with continued profession development activities, please provide area of development interest. Try to highlight areas of development within ergonomics and related areas in your work. These activities could be in the form of courses, workshops, webinars etc. Consider areas to:

- broaden your ergonomics knowledge.
- deepen your ergonomics knowledge.
- stimulate and transfer ergonomics knowledge between industries in South Africa.

FUTURE LOGBOOK (NOT COMPULSORY FOR RECERTIFICATION)

It is a good idea to form the habit of continuously recording information on courses you attend, lectures you hold, etc. to document how you develop your professional competence. It is not essential to complete; however, this information will assist when applying for recertification in the future.

AGREEMENT

- ☐ I agree that all information in this application and attached documents can be made available to the members of the assessment panel (Certified Professionals from ESSA or from other professional bodies recognised by the International Ergonomics Association) except those mentioned in the “Conflict of Interest Section”. All involved persons have committed themselves to handle this information confidentially and in accordance with the POPI Act (2013).
- ☐ I agree that any information provided by me in this application may be verified for correctness by the Professional Affairs Board.
- ☐ I have submitted a signed copy of the ESSA Code of Conduct for Professional Ergonomists with this application form, and I am aware that the Professional Certification may be withdrawn in case of violation of professional conduct.
- ☐ I have paid the recertification fees as published from time-to-time on the website to the Ergonomics Society of South Africa. Bank details below.

APPENDICES CHECKLIST (Please send all appendices as a single document attachment separate to this application form)

- ☐ Work samples (5)
- ☐ Signed Code of Conduct
- ☐ Proof of Payment

Please email the filled-out form, together with the appendices document to ergonomicssa.pab@gmail.com

Signature:

Date:

ESSA Banking Details:

Account: Ergonomics Society of Southern Africa
Bank: First National Bank
Account Number: 55850007079
Code: 250655
Type: Business non-profit organisation
Reference: PAB “your surname”

APPENDIX A: LIST OF ACTIVITIES THAT QUALIFY FOR CPD POINTS AND THEIR LEVELS:

Level 1

These are activities with non-measurable outcomes, presented as once-off activities. These activities are allocated *1 CPD point per hour of activity up to a maximum of 8 CPD points per day*. Presenters of activities may also claim points but only once in the case where activities are repeated (e.g. if the same presentation is given more than once).

These activities include:

- Breakfast meetings or presentations
- Formally arranged inter-institutional sharing sessions
- Case study discussions
- Formally organised site visits with open invitations to all professionals
- Formally organised lectures which have open invitations to all professionals
- Mentoring/supervision of CEAs or CPEs
- Conferences, symposia, refresher courses, short courses, international conferences without a measurable outcome (i.e. certificates of attendance not certificates of competence)
- Formally constituted Interest group meetings with fewer than 6 meetings per year

Level 2

These are activities that have a measurable outcome/output but each activity does not constitute a full year of CPD points (i.e. less than 30 CPD points). These activities include formal training courses with certificates of competence, research outputs, external examination of theses, dissertations, and research reports, and reviewers of research and professional articles. CPD points are allocated as follows:

Activity	Number of CPD points
Interest group meetings with 6 or more meetings per year	2 per meeting
Successfully completing the online questionnaire at the end of the ESA journal	5 per issue
Interactive workshop of no shorter than 5 hours but no longer than one day with an assessment of competence	5
Successful completion of all learning material (online or face-to-face) with an assessment of competence	3 per assessment
Remain current in performing ergonomics tasks and duties	10 for every 300h of ergonomics work per year up to a maximum of 20 points per year
Receiving training to operate manufactured products, software, devices, and services with an ergonomics function	1 per hour of training
Principal author of peer-reviewed journal article or book chapter	10
Co-author of peer-reviewed journal article or book chapter	5
Reviewer of peer-reviewed journal article or book chapter	3

Principal presenter/author of paper/poster at a conference	10
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Co-presenter/author of paper/poster at a conference	5
Guest lecturer/occasional lecturer (where lecturing is not in the person's job description)	2
External examiner of Masters/Doctoral thesis	5
Successful completion of a single module of Masters' degree	5

Level 3

These are activities which comprise of structured learning activities lasting for 1 year and offered by a recognised institution of higher learning. The following activities are recognised.

Activity	CPD points
Postgraduate degree or diploma that extends beyond their current qualification (e.g. Masters degree for a CEA and PhD degree for a CPE).	30 per year for the normal duration of the degree
Short courses with practical hands-on training, a minimum of 30 hours of contact time, and which includes a formal evaluation of competence	30

APPENDIX B: ACTIVITIES THAT DO NOT QUALIFY FOR CPD POINTS:

- Time spent planning or organising an activity
- Non-referenced letters to Editors of accredited journals
- Staff and administrative meetings
- Lectures if this is in the normal course of employment
- Holding a portfolio on the ESSA Executive Committee or the Professional Affairs Board
- General public presentations and publications in non-scholarly journals and magazines
- Presentations from manufacturing and technical companies on products, devices, and services
- Training where the purpose is to operate manufactured products, devices, and services
- Promotional presentations from manufacturing and technical companies on products, devices, and services

