

Constitution of the Canadian College for the Certification of Professional Ergonomists

Article 1. Name and composition

The Canadian College for the Certification of Professional Ergonomists (CCCPE) (the “College”) operating as a committee of the Association of Canadian Ergonomists (the “Association”), shall be comprised of Professional Ergonomists and Associate Ergonomists who are recognised by their peers as being competent to practice ergonomics/human factors in Canada by meeting the educational and professional competencies required for membership in the College.

Article 2. Objectives

The objectives of the College shall be:

- (1) to advance the standard of practice of ergonomics/human factors by defining minimal levels of professional competency;
- (2) to maintain a register of Canadian Certified Professional Ergonomists and Associate Ergonomists;
- (3) to enforce a Code of Ethics of professional behaviour for members of the College;
- (4) to investigate and, if necessary, to adjudicate with respect to complaints into the professional conduct of members of the College, according to the CCCPE’s Disciplinary Procedure;
- (5) to publicize, promote, and inform the public of the objectives and activities of the College.

Article 3. Recognition of a Canadian Certified Professional Ergonomist and Associate Ergonomist

Certification will be granted by the Board of Directors of the College (the “Board”) to applicants who:

- (1) present evidence acceptable to the Board, of competence in education and professional experience as prescribed in the CCCPE Certification Application Information and Guidelines and referenced in Schedule 1 to this Constitution;
- (2) agree to adhere to the Code of Ethics as referenced in Schedule 2 of this Constitution;
- (3) pay the fees stipulated by The Board.

In order to maintain their certification members of the College must stay current with respect to the profession according to the Continuance of Certification (COC) requirements (as referenced in Schedule 4 to this Constitution).

Article 4. Privileges of Members

Individuals who have met the required educational competencies and professional competencies for the Canadian Certified Professional Ergonomist (CCPE) designation, have received approval by the Board of Directors and are in good standing with the College shall be entitled to use the designation “Canadian Certified Professional Ergonomists” (CCPE).

Individuals who have met the required educational competencies for the “Associate Ergonomist” (AE), have received approval by the Board of Directors and are in good standing with the College shall be entitled to designate themselves as Associate Ergonomists (AE).

Members of the College (approved CCPE and AE designation holders in good standing with the College) shall have the following rights and privileges:

1. To describe themselves as members of the College in the category to which they have been accepted by the Board; and
2. to vote on all matters brought before the College

Only CCPE Members are permitted to be nominated for and hold elected office on the Board (Article 7).

Article 5. Official languages of the College

The Board may conduct its business in the official language of its choice (English or French). A member of the College shall be entitled to address the Board in the official language of the member’s choice.

This Constitution and its Schedules and all procedures and other documents published by the Board shall be published in both official languages. In the event that the two versions of any document appear to conflict in meaning, the correct meaning shall be decided by the Board.

Article 6. Business of the Board

The business of The Board shall be to implement the Objectives of the College as defined in Article 2 and in particular shall include but not be limited to the following:

- (1) establishing and maintaining documented procedures to be followed by candidates applying for initial certification or for continued certification as Canadian Certified Professional Ergonomists or Associate Ergonomists;
- (2) establishing and maintaining documented procedures for examining the evidence presented by such candidates;
- (3) being responsible for completion of reviews of applications submitted by candidates per the CCCPE Certification Application Information and Guidelines;
- (4) setting and maintaining the fee structures for the certification and continuation of certification programs, and collecting fees;
- (5) providing certificates to successful candidates;

(6) establishing and maintaining documented appeal procedures to be followed by any candidate refused certification or refused continued certification;

(7) establishing and maintaining documented procedures to be followed for investigating complaints made with respect to the Code of Ethics;

(8) establishing and maintaining documented appeal procedures to be followed by any member of the College found in violation of the Code of Ethics;

(9) liaising with other bodies concerned with the certification of professional Ergonomists, as The Board deems appropriate;

(10) maintaining and operating a business office.

Article 7. Composition of the Board

The Board of Directors of the College shall comprise eight persons who are Canadian Certified Professional Ergonomists.

The membership of the Board shall be such that it is, to the extent practicable and feasible, representative of the ergonomics/human factors profession in the following respects:

(1) it includes both academic and practitioner interests, in the field of ergonomics/human factors;

(2) it includes members from all parts of Canada and both linguistic groups; and

(3) it includes a minimum of two members fluent in English and two members fluent in French.

Article 8. Elections and Appointments to the Board

8.1 Terms of office

The term of office of a Director of The Board shall be two years and shall run from January 1st to December 31st of the next year.

A Director shall not serve on the Board for a continuous period exceeding four years, except if he or she is serving as a replacement Director as set out in Article 8.5.

Upon completing the maximum period of four years as Director a member cannot serve again as a Director of the Board until two years have elapsed.

In the event that all Board members retire at the end of the same year, The Board shall ensure that 3 of the retiring members make themselves available for a period of 3 months into the new term to assist with the transition.

8.2 Procedure for nomination of candidates

On September 1st of each year, the Board shall announce the number of positions available on The Board for the next term. One Director shall be appointed as set out in Article 8.4 and the remaining positions shall be filled by election in accordance with the nomination procedure.

The Board shall nominate the number of members from the members of the College that correspond to the number of available positions on the Board, minus one. Members nominated by the Board will replace the members of The Board who are completing their terms on December 31st and the Board shall invite members of the College to nominate additional candidates. Nominations of candidates not nominated by the Board shall require endorsement from five members of the College.

Any member of the College may accept nomination as a candidate for election with the following exceptions in accordance with the requirements of Articles 7 and 8.1:

- (1) Directors of the Board who are in their fourth year of holding office shall not accept nomination;
- (2) Directors of the Board serving their first year of holding office shall not accept nomination;
- (3) members of the College who are in their first year of having completed their term on the Board shall not accept nomination;
- (4) Directors of the Board may not concurrently hold positions on the Association's National Council and will not accept nominations that would result in this conflict.

No member of the College shall nominate more than one candidate in any year.

Candidates may nominate themselves.

All nominees shall countersign their nomination paper indicating a willingness to serve if elected.

8.3 Method of Election

In the event that there are more candidates nominated than elected positions available, an election shall be held. Otherwise the candidates shall be acclaimed to the Board positions.

8.3.1 Method of Voting

Voting may be held by electronic means (including but not limited to telephone and internet based voting systems) or by postal ballot.

The ballot shall clearly identify each nominated individual in alphabetical order by last name.

Nominees may prepare a brief statement for distribution with the ballot.

Members shall vote for the number of candidates matching the number of positions available for election. A member may only vote once for any given candidate.

Counting shall be by single transferable vote.

Candidates will be declared elected on the basis of plurality of votes cast.

8.4 Appointment of a Director by the Board President

The President, acting on the advice of the Directors of the Board, shall appoint an eighth member of the Board. The process of consultation may be conducted by postal, electronic or other means. The person so appointed shall be a member of the College and shall be chosen with a view to meeting the requirements of Article 7.

8.5 Replacement of a Director

In the event that a Director resigns or otherwise leaves the Board before the completion of his or her term of office, another Director shall be appointed by the President on the advice of the remaining Directors of the Board to complete the term of the departing Director. This person shall be a member of the College and shall be chosen with a view to meeting the requirements of Article 7.

Should the appointment occur in the first year of the departing Director's term, the appointed individual may be nominated for one additional term following the end of the replacement term. Should the appointment occur in the second year of the departing Director's term, the appointed individual shall be eligible to be nominated for two additional terms following the end of the replacement term.

Article 9. Officers and meetings of the Board

9.1 Election of the President, Secretary and Treasurer

In January of each year, the Board shall elect a President from among their number. The Director so elected shall hold office for one year. A Director may hold the office of President for more than one year, consecutively or non-consecutively.

The Directors of the Board shall also elect, from among their number, a Secretary and a Treasurer. Such Directors shall hold office for one year. A member may hold the elected office for more than one year, consecutively or non-consecutively.

Meetings of the Board shall be called by the President. Meetings may be held in person or by electronic or other means as deemed appropriate by the Board. Directors shall be entitled to claim reasonable expenses incurred as a consequence of meeting.

9.2 Responsibilities of Officers

9.2.1 President:

- a) To act as a voting member of the Board.
- b) To preside at Board meetings.
- c) To assist the Treasurer in preparation of an annual budget for adoption by the Board.
- d) To receive issues related to the Constitution or its Schedules.
- e) To be a signatory on the College bank account.
- f) To liaise with other professional associations on any issues that might impact the College.
- g) To prepare an annual report for members of the College.
- h) To oversee activities related to the Constitution.
- i) To conduct reviews of applications submitted by candidates for certification as set out in the CCPE Certification Application Information and Guidelines when needed.
- j) To participate in the conduct of audits of Continuance of Certification (CoC) information submitted by members when needed.

9.2.2 Secretary:

- a) To act as a voting member of the Board.
- b) To be responsible for the timely preparation and dissemination of the minutes of the Board meetings.
- c) To oversee revisions to the Constitution as needed.
- d) To liaise and report back to the Board as to the activities of any ad hoc committees as designated by The Board.
- e) To review the application process and propose revisions as needed.
- f) To be a signatory of the College bank account.
- g) To conduct reviews of applications submitted by candidates for certification as set out in the CCCPE Certification Application Information and Guidelines.

h) To participate in the conduct of audits of Continuance of Certification (CoC) information submitted by members.

9.2.3 Treasurer:

- a) To act as a voting member of The Board.
- b) To be a signatory of the College bank account.
- c) To supervise the finances of the College under the direction of the Board.
- d) To prepare an annual budget for adoption by the Board.
- e) To be responsible for managing the budget.
- f) To conduct reviews of applications submitted by candidates for certification as set out in the CCCPE Certification Application Information and Guidelines.
- g) To participate in the conduct of audits of Continuance of Certification (CoC) information submitted by members.

9.2.4 Director at Large (not an “officer” of the Board)

- a) To act as a voting member of the Board.
- b) To undertake and report to The Board on any duties assigned by the Board.
- c) To conduct reviews of applications submitted by candidates per the CCCPE Certification Application Information and Guidelines.
- d) To conduct audits of Continuance of Certification (CoC) information submitted by members.

9.2.5 CCCPE Executive Director

- a) To act as a non-voting member of the Board.
- b) To manage the business affairs of the Board.
- c) To collect the annual dues of members.

Article 10. Amendments to the Constitution

This Constitution, including the Schedules attached thereto, may be amended as the members of the College find necessary. They shall not be amended other than by the procedures stipulated in this Article.

10.1 Proposal to amend the Constitution including its Schedules

A proposal to amend the Constitution or its Schedules shall require either:

- (1) a motion to that effect by the Board;
- (2) a petition to that effect signed by no less than twenty members of the College.

Such motions and petitions shall be submitted to the President of the Board.

A motion or petition that has the effect of deleting or nullifying Schedule 1 (Education and Professional experience requirements and competencies as prescribed in the CCCPE Certification Application Information and Guidelines), Schedule 2 (the Code of Ethics), Schedule 3 (Disciplinary Procedure) or Schedule 4 (Continuance of Certification program) shall be deemed invalid.

10.2 Vote to amend the Constitution

On receipt of a motion of the Board or a petition from members of the College signed by not less than twenty members of the College, the President shall issue instructions for ballot papers to be distributed to all members on a date not less than ninety days from receipt at the business office of the motion or petition. The ballot shall include the text of the proposed amendment to the Constitution or its Schedules.

Voting may be held by electronic means (including, but not limited to, telephone and internet based voting systems) or by postal ballot.

10.3 Counting of ballots

Members shall vote for or against the proposal. Each ballot received within thirty days following distribution of the ballots that indicates either a vote for or a vote against the proposal shall be counted. Unmarked or defaced ballots shall be regarded as spoilt ballots and not counted.

10.4 Ratification of amendments

If two-thirds or more of the counted ballots are in favour of the proposal, the President of the Board shall submit the proposal to the Board for ratification. The proposal shall be implemented on ratification.

10.5 Where the Constitution conflicts with the bylaws of the Association, the Association bylaws shall prevail.

APPENDIX 1 - Schedules

SCHEDULE 1

CCCPE CERTIFICATION APPLICATION INFORMATION AND GUIDELINES

Core professional competencies and educational requirements (specified areas of education and required number of hours in each area) shall be subject to constitutional vote in order for amendments to be made/

TABLE 2: EDUCATIONAL REQUIREMENTS FOR CERTIFICATION

Categories	Knowledge Areas	Minimum Contact Hours
Section A: Foundational for Ergonomics/ Human Factors	A1. Design Concepts (other)	20
	A2. Evaluation	75
	A3. Other	5
	A4. Physical Demands	20
	A5. Human Performance	20
	A4 + A5 = minimum of 120 hrs	
	Minimum Total of Section A	300
Section B: Specific to Ergonomics/ Human Factors	B1. General	5
	B2. Design Concepts in Ergo/HF	10
	B3. Cognitive Ergo/HF	10
	B4. Physical Ergo/HF	10
	B5. Macro Ergo/HF	10
	Minimum Total of Section B	100
Minimum Total of Sections A + B		500
Section C: Laboratory Work	Foundational for Ergo/HF	80
	Specific to Ergo/HF	20
	Minimum Total of Section C	100
Section D: Field Work	Specific to Ergo/HF	30
	Minimum Total of Section D	30
Minimum Total of Sections C + D		150
Overall Minimum Total of Sections A, B, C & D		800

Foundational - may be taught with or without reference to the practice of ergonomics/human factors (Ergo/HF)

Specific - must be taught with reference to, and with examples from, the practice of Ergo/HF

Laboratory Work - Laboratory work applies the classroom theory and methods. There requirements for hour both **Foundational** for, and **Specific** to, the practice of ergonomics/human factors in a laboratory or other controlled environment under direct supervision of the course instructor. Only the hours spent in the lab under the supervision of the instructor count towards Contact Hours. Hours spent analyzing data and report writing do not count towards Laboratory Work Contact Hours.

Field Work - must involve application within the practice of Ergo/HF. Hours spent analyzing data and report writing count towards Field Work Contact Hours.

Topics for Section A: Education Foundational for Ergonomics and/or Human Factors

Knowledge Area	Topics
<p align="center">A1</p> <p align="center">Design Concepts</p> <p align="center">(not specific to Ergo/HF)</p>	<ul style="list-style-type: none"> - anthropometry - applied systems engineering - design for manufacturing - design specifications - discrete event simulation - inclusive design - instructional design - process design - product design - product design cycle - speech interfaces - systems theory & design - training systems - universal design - work schedules
<p align="center">A2</p> <p align="center">Evaluation</p>	<ul style="list-style-type: none"> - cost-benefit analysis - error analysis - experimental design - FMEA - force & torque measurement - functional capacity analysis - interview methods - population variability - posture assessment - process evaluation - product evaluation - questionnaire methods - reliability and validity - statistics: descriptive - statistics: inferential - survey methods - systems analysis - systems evaluation

Knowledge Area	Topics
<p align="center">A3</p> <p align="center">Other Topics</p>	<ul style="list-style-type: none"> - corporate standards - economics - legislation - societal norms
<p align="center">A4</p> <p align="center">Physical Demands</p>	<ul style="list-style-type: none"> - biomechanics & physics - cardio respiratory-physiology - epidemiology - functional anatomy - human development - localized muscle fatigue - motor control - muscle physiology - occupational safety - psychophysics - whole body fatigue
<p align="center">A5</p> <p align="center">Human Performance</p>	<ul style="list-style-type: none"> - acoustics/noise - climate - cognitive psychology - decision making - displays - environmental ergonomics - fatigue effects on errors - fatigue effects on quality - human motor control - information processing - memory - Methods-Time Measurement - sensation & perception - tactile

Topics for Section B: Education Specific to Ergonomics and/or Human Factors

Knowledge Area	Topics
<p align="center">General</p> <p align="center">[B1]</p>	<ul style="list-style-type: none"> - ethics and codes of practice - history of ergonomics, human factors and/or macro Ergo/HF
<p align="center">Design Concepts specific to Ergo/HF</p> <p align="center">[B2]</p>	<ul style="list-style-type: none"> - designing for individuals - designing for populations - human-system/machine integration - interface design - participatory design processes - prototyping and evaluation, - use/user-centered design - work simulation
<p align="center">Cognitive Ergo/HF</p> <p align="center">[B3]</p>	<ul style="list-style-type: none"> - cognitive demands of work - cognitive work/task analysis - controls & visual displays - HF tools (eg. HFACS, HFIT) - human error analysis - human factors (HF) checklists - human-computer systems - input-output devices - mental workload & assessment - usability engineering - usability testing - user experience assessment

Knowledge Area	Topics
<p align="center">Physical Ergo/HF</p> <p align="center">[B4]</p>	<ul style="list-style-type: none"> - biomechanics software (eg. 3DSSPP) - ergonomics checklists - ergonomics tools (eg. Strain Index) - hand-arm vibration - occupational biomechanics - occupational hygiene - office ergonomics - physical demands descriptions - physiology equations (eg. Garg) - psychophysical data (eg. Snook) - rest allowance (eg. Rohmert) - safety/ergonomic programs - whole body vibration - work physiology - workplace injuries - workplace standards - workstation design
<p align="center">Macro Ergo/HF</p> <p align="center">[B5]</p>	<ul style="list-style-type: none"> - CIMOP for ME - computer-supported coop work - HITOP for ME - macroergonomics (ME) concepts - macroergonomics checklists - ME Analysis of Design (MEAD) - ME Analysis of Structure (MAS) - organizational design - sociotechnical systems approach - TOP Modeler for ME

PROFESSIONAL COMPETENCIES

Preliminary Project Definition – must demonstrate competencies 1, 2 and two others of the five.

1. Initially assessing and evaluating an ergonomics/human factors problem or proposed ergonomics/human factors project OR Designing and conducting an ergonomics/human factors study or investigation.
2. Critically reviewing, synthesising and utilising existing research-based knowledge to inform the evaluation, study design, interventions or other solutions.
3. Establishing a consultant relationship with other professions involved in a design project.
4. Securing the collaboration of interested parties (executives, managers, supervisors, operators, union representatives, customers, clients, other users).
5. Recruiting and securing the collaboration of persons whose activities form the major focus of interest in the project.

Systematic Analysis – must demonstrate competencies 6, 9 and one other of the four.

6. Conducting a systematic analysis: of the relevant activities in the work setting, or of products, or of services.
7. Collating, analyzing and interpreting data and statistics derived from data.
8. Verifying appropriateness and correctness of problem definition and assessment or intervention.
9. Preparing succinct ergonomics technical report that includes conclusions and recommendations supported by analysis of data that are presented in an appropriate manner relevant to the project or problem, and relevant scientific literature.

Participation in the Design Process - must demonstrate competency 13 and two others of the five.

10. Identifying design specifications from the systematic analysis to meet the project objective.
11. Preparing design specification report for use by industrial designers, engineers, computing scientists, systems analysts, architects or other professionals.
12. Working in a design team or as a consultant to supervise the application of solutions in the workplace.
13. Evaluating effectiveness of design of tasks, jobs, products, tools, equipment, systems, organizations, services, facilities or environments against design objectives (e.g. usability, cost, risk reduction, safety, productivity etc.) Must clearly outline the design objectives and the method of evaluating the design to meet the objectives.
14. Using economic considerations in ergonomics/human factors interventions.

Other Competencies – must demonstrate competency 15 and one other of the three.

15. Demonstrating integration of, or ability to integrate, biophysical, perceptual, cognitive and psychosocial considerations in ergonomic/human factors evaluation of existing design or recommendations for design changes in products, services or work processes. Many disciplines underpin effective ergonomics/human factors design. They include, but are not limited to physiology, perceptual and cognitive psychology, engineering, biomechanics, organisational behaviour, sociology, social psychology, economics. Proper ergonomics/human factors design considers physical, perceptual, cognitive, behavioural and social abilities, limitations and needs of all people in the system.
16. Preparing succinct and comprehensible materials and verbal presentations that communicate the application of ergonomics/human factors information and methods to a range of audiences (e.g. workers, employers, other professionals).
17. Demonstrating experience and understanding of project management including timeliness and critical path, allocation of resources and progress monitoring.

These requirements form an integral part of the most recently approved “CCCPE Certification Application Information and Guidelines” document at www.cccpe.ca and are the only items in that document which require a constitutional vote and amendment for modifications to be made.

SCHEDULE 2

CODE OF ETHICS FOR ERGONOMISTS

All Canadian Certified Professional Ergonomists (CCPE) and Associate Ergonomists (AE) shall abide by the Code of Ethics.

The most recently approved “Code of Ethics for Ergonomists” document is referenced at the “Code of Ethics” link at www.cccpe.ca and requires a constitutional vote and amendment for modifications to be made.

SCHEDULE 3

DISCIPLINARY PROCEDURE

DISCIPLINARY PROCEDURE

To preserve the integrity of members and to ensure that the standard of practice of the profession is maintained the College shall establish and follow a disciplinary procedure. Any complaints against a member shall be addressed according to the Disciplinary Procedure (the “Procedure”).

1.0 Definitions

In this Procedure, the terms indicated below mean:

College: The College for the Certification of Canadian Professional Ergonomists.

Member: An individual who has attained the designation of CCPE or AE and is in good standing with the College is considered to be a Member of the Canadian College for the Certification of Professional Ergonomists (CCCPE).

Ergonomist: A member of the Canadian College for the Certification of Professional Ergonomists (CCCPE).

CCPE: The designation awarded by the College to an Ergonomist who has met the required educational and professional competencies. The designation is that of “Canadian Certified Professional Ergonomist”.

AE: The designation awarded by the College to an Ergonomist who has met the required educational hours however has not yet attained the required professional competencies. The designation is that of “Associate Ergonomist”.

2.0 Submission of complaints

Any complaint against a member of the College shall be submitted, in writing, to the President of the College included the following:

- i. the name of the person whose actions are complained of (the "respondent");
- ii. in as much detail as possible the nature of the complaint; and
- iii, if possible, the sections of the Code of Ethics alleged to have been breached.

A copy of the written complaint and any additional documentation provided by the complainant may be provided to the respondent by the College.

2.1 If the complaint is against the President, the procedure set out herein will remain the same, but the complaint will be submitted instead to the Secretary, who will act in place of the President throughout the complaint. For clarity, the word "President" in this Procedure will, for that complaint, be read as though the word "Secretary" had been used.

2.2 If the complaint is against any other Director, that Director will absent himself/herself from that portion of any meeting at which the complaint against him/her is discussed, and will not have access, electronic or otherwise, to the case file. Further, no one with knowledge of the case will speak to that Director about it, or the manner in which it is being handled, outside of the process and procedure set out herein.

3.0 Complaints against non-members

If the complaint is made against a respondent who is not a member, the President will so advise the complainant, and may refer him or her elsewhere as may be appropriate.

4.0 Appointing an investigator

The President may appoint an investigator from the membership of the College, whose role would include reviewing documents, and interviewing the complainant, respondent, or witnesses in order to assist the President in determining whether a complaint had merit, whether it could be resolved through an informal discussion process, or whether a Disciplinary Committee should be established,

4.1 The President will keep copies of any records received or witness statements taken during an investigation for five years.

5.0 Alternative Dispute Resolution

Depending on the nature of the complaint, the President may attempt to resolve a complaint through an alternative dispute resolution process. If a complaint is resolved using this process, the matter will be considered closed following written acceptance of the resolution by both the complainant and the respondent.

6.0 Referral to Disciplinary Committee

The President may refer any complaint to the Disciplinary Committee that he or she views as meritorious and the complainant and the respondent will be notified in writing.

7.0 Discontinuing a complaint

At any time, the President, in consultation with the Board, may:

7.1 dismiss a complaint considered to be without merit, or if the complainant refuses to participate in the alternative dispute resolution process;

7.2 discontinue the proceedings if the complainant has refused to accept a proposed settlement that is deemed by the Disciplinary Committee to be fair and reasonable;

7.3 In either event, the President will notify the complainant and respondent of this decision.

8.0 Composition of the Disciplinary Committee

When a complaint is referred to a Disciplinary Committee, a Committee shall be struck and comprised of three members of the College selected by the President, either from a list pre-approved by the

Board, or from the general College membership. In the latter case, the Board must first approve the members selected by the President. Neither the President nor the investigator will sit on the Disciplinary Committee.

9.0 Disciplinary procedures

While the Disciplinary Committee has the power to control its own internal processes, it will follow the procedures outlined in the sub-sections below. The Disciplinary Committee's procedure is as follows:

- 9.1 The Disciplinary Committee members will objectively and impartially adjudicate the complaint, will state any potential conflict of interest, and will decline to serve on the Disciplinary Committee if they have a conflict of interest.
- 9.2 The respondent will be advised of the names of the members of the Disciplinary Committee, as well as provided a copy of its procedures.
- 9.3 The Disciplinary Committee will select one of its members to act as Chair, who will then correspond with the parties, schedule meetings or hearings, make procedural rulings (after consultation with the other Disciplinary Committee members), and ultimately write any decision of the Disciplinary Committee.
- 9.4 The Disciplinary Committee will request a written statement from the respondent. The Disciplinary Committee will specify the time allotted for the respondent to submit his or her reply, which period of time will be at least 30 days. If the time allotted is not sufficient, the respondent may request an extension of time. Such a request must be in writing, and must specify the reasons for the request. The Disciplinary Committee will consider the request, and will provide its answer to the respondent as soon as possible, in writing.
- 9.5 Any written material received by the Disciplinary Committee in respect of the complaint may be forwarded to the complainant, and to the respondent along with the request for his or her written statement. The Chair has the discretion however, to withhold any information that he or she considers inappropriate such as information which may harm a third party or disclose personal information about a third party.
- 9.6 If the respondent does not respond within the prescribed time limit, the Disciplinary Committee will adjudicate the complaint based on the information in hand.
- 9.7 The Disciplinary Committee will consider:
 - 9.7.1 the material received and determine whether a decision can be reached based on the written record, or
 - 9.7.2 The Disciplinary Committee will communicate in writing to the respondent and to the complainant to summarize the substantive aspect of the complaint, the written evidence received, and the intended action of reviewing only the written record.
- 9.8 The decision will be in writing, and will be provided to the Board, the complainant, and the respondent. The decision will summarize the complaint, the evidence received, the Disciplinary Committee's findings, and the sanctions imposed, if any.
- 9.9 The respondent is entitled to an opportunity to respond to the complaint in writing prior to the Disciplinary Committee coming to its decision.
- 9.13 The Disciplinary Committee's decision will be in writing, and will be provided to the complainant, and the respondent. The decision will summarize the complaint, the evidence received and/or heard, the Disciplinary Committee's findings, and the sanctions imposed, if

any. The Board will be informed in writing of the outcome of the Disciplinary Committee's decision, and the sanctions to be imposed, if any.

- 9.14 The Disciplinary Committee's decision is made by majority rule, except as otherwise specified herein.

10.0 Consideration for sanctions

If a complaint is found by the Disciplinary Committee to have merit, in determining the appropriate sanction the Disciplinary Committee will have regard to any factor it deems appropriate, but at a minimum shall consider:

- 10.1 the public interest,
- 10.2 the need to assist and educate the respondent to ensure that the complained of behaviour does not re-occur,
- 10.3 the need to educate the members of the profession.

11.0 Types of sanctions

The Disciplinary Committee can impose any of the following sanctions, either alone, or in conjunction with one or more other sanctions. Possible sanctions include:

- 11.1 Educative Letter - This sanction alone is appropriate when the ethics violation appears to have been inadvertent; or where the respondent's submissions indicate a new awareness of the problem and he or she resolves to refrain from future ethical violations.
- 11.2 Continuing Education - If the Disciplinary Committee orders continuing education, it will specify the nature of the education that must be successfully completed by the respondent, and the time period in which the specified education must be completed. The respondent will provide evidence to the President that he or she has successfully completed the required education. The Disciplinary Committee will decide the form of evidence of successful completion that will be required. All costs of compliance will be borne by the respondent.
- 11.3 Private Admonishment - The respondent will be admonished privately. All records of the disciplinary proceeding, and the private admonishment, will be kept in a confidential file that may be accessed only by the President or his or her successors or designates, or by a subsequent Disciplinary Committee involving the same respondent.
- 11.4 Suspension - The Disciplinary Committee may suspend the respondent's certification on for a specified period, and he or she will not receive membership benefits during the suspension. The respondent will be required to continue to pay dues and fees during the suspension period.
- 11.5 Revocation of designation - Revocation of designation is the maximum punishment for a violation of the Code of Ethics. Revocation requires unanimity among the members of the Disciplinary Committee. A respondent whose designation is revoked is not entitled to a refund of dues and fees.

12.0 Failure to comply

A respondent who fails to comply with an order of the Disciplinary Committee will be subject to such further sanction, as the President deems appropriate, after consultation with the members of the Disciplinary Committee and the Board.

13.0 Reinstatement to CCCPE

A respondent whose membership has been revoked may apply to the Board for reinstatement no earlier than one year from the date of suspension. Reinstatement is not guaranteed. The applicant must meet the membership qualifications in effect at the time of reapplication.

14.0 Reporting on Disciplinary Committee activities

The Disciplinary Committee of the College will provide an annual report to its membership which will include the following information:

- i. the number of written complaints received since the last annual report;
- ii. the number of complaints dismissed by the President;
- iii. the number of complaints referred to alternative dispute resolution;
- iv. the number of complaints resolved through the alternative dispute resolution process;
- v. the number of complaints referred to the Disciplinary Committee; and
- vi. the outcome of the complaints referred to the Disciplinary Committee.

The report to the membership will not provide any information that would allow the complainant or respondent to be identified,

15.0 Appeals of Disciplinary decisions

Either party to a complaint may appeal the Disciplinary decision to the Board in writing within thirty days of receipt of the written decision.

15.1 With respect to the appeal the Board will:

- a) exclude the involvement of any Director who was directly involved in the original Disciplinary Process;
- b) review the record of the Disciplinary Committee to ensure that the process was executed in a manner that is consistent with the Disciplinary Procedure outlined herein,
- c) review all material received and considered during the original Disciplinary Process to ensure that the decision is fair, reasonable, and based on the information provided during the Disciplinary Process, and
- d) provide a written decision to the party requesting the appeal with a copy to the other party, This response shall be the final decision of the College regarding the complaint.

SCHEDULE 4

CONTINUANCE OF CERTIFICATION

The College of Canadian Certification of Professional Ergonomists will maintain a Continuance of Certification (COC) program as a means of ensuring that Canadian Certified Professional Ergonomists (CCPE) remain current in their professional practice and that they are continuing professional development. CCPEs must accumulate a prescribed number of points within a prescribed duration of time, according to the current CCCPE Continuance of Certification program.

The most recently approved “Continuance of Certification” document is referenced and posted at the “Continuation of Certification Requirements” link at www.cccpe.ca, and only the core requirements (i.e. the prescribed total number of points that must be obtained and the prescribed time in which they must be obtained) require a constitutional vote and amendment for modifications to be made.

CODE OF ETHICS FOR ERGONOMISTS:

PREAMBLE

By adhering to this Code of Ethics, (hereto referred to as “the Code”), members of the Canadian College for the Certification of Professional Ergonomists (CCCPE) will have standards for practice that will not only set them apart but will also serve as an invaluable tool to guide them through situations they occasionally have to confront regarding complex professional conduct issues.

All Canadian Certified Professional Ergonomists (CCPE) and Associate Ergonomists (AE) shall abide by the CCCPE’s Code of Ethics.

In order to benefit potential clients, the Code and the members’ directory shall be regularly updated and published.

1. DEFINITIONS

In this Code, the terms indicated below mean:

CCPE: The designation awarded by the College to an Ergonomist who has met the required educational and professional competencies. The designation is that of “Canadian Certified Professional Ergonomist”.

AE: The designation awarded by the College to an Ergonomist who has met the required educational hours however has not yet attained the required professional competencies. The designation is that of “Associate Ergonomist”.

Ergonomist: A CCPE or AE who is a member in good standing of the Canadian College for the Certification of Professional Ergonomists (CCCPE), and adheres to this Code on a mandatory basis.

The Board: The Board of Directors of the College for the Certification of Canadian Professional Ergonomists.

2. PROFESSIONAL RESPONSIBILITIES

2.1 Confidentiality and professional secrecy

2.1.1 An Ergonomist shall maintain confidentiality with respect to all client-specific information gathered while exercising his or her profession.

2.1.2 An Ergonomist shall disclose proprietary information only with permission from his or her client or when ordered to do so by law.

2.1.3 An Ergonomist shall not use confidential information to harm a client or to gain direct or indirect benefits for himself or herself, or for others.

2.1.4 An Ergonomist shall not, without explicit agreement from the concerned individuals, communicate or use personal information obtained during a study conducted confidentially, for means other than the ones initially stipulated. Personal information includes: information on the individual’s state of health, photos and video recordings of the individual at work and information gathered during an interview.

2.2 Record keeping

Record keeping procedures shall be in accordance with the current "record keeping" policy and procedures of the CCCPE.

2.3 Integrity

An Ergonomist shall fulfil his or her professional responsibilities with integrity and honesty. In particular, he or she shall:

- 2.3.1 be objective and impartial when intervening in relationships between his or her client(s) and another party;
- 2.3.2 respect the facts, express an opinion based on honest beliefs and behave in such a manner as to maintain both integrity and the appearance of integrity;
- 2.3.3 inform the client(s) of the limitations of his or her (the Ergonomist's) qualifications and the outcome; and
- 2.3.4 immediately inform the client(s), by appropriate means, of any error he or she (the Ergonomist) might have made.

2.4 Conflicts of interest

- 2.4.1 An Ergonomist shall, at all times, avoid any situation where a conflict of interest or a potential conflict of interest may arise. There is a conflict of interest when the interests are such that the Ergonomist's loyalty towards the client(s) might be affected.
- 2.4.2 An Ergonomist shall notify the client(s) in the event of a conflict of interest or a potential conflict of interest as soon as he or she becomes aware of the situation; the Ergonomist shall need to obtain permission to continue the project.
- 2.4.3 An Ergonomist shall act in the interest of the client(s) in carrying out all work. An Ergonomist shall avoid situations where there is a conflict of interest or shall provide full disclosure of those conflicts to all potentially affected parties. An Ergonomist shall not carry out work on the same project for two or more clients who have competing interests. An example of such a situation would be where the Ergonomist is doing work for a union and the union's company seeks from the Ergonomist information related to the issue under study.

3. RESPONSIBILITIES AND OBLIGATIONS TOWARD THE PUBLIC

3.1 General obligation

An Ergonomist shall act with honesty, integrity and impartiality and demonstrate competence at all times in his or her work.

3.2 Publicity

An Ergonomist may present his or her competence and expertise in any advertisement or presentation. However, no Ergonomist can:

- claim skills he or she does not have;
- produce or place a misleading advertisement;

- claim to provide courses, workshops etc. that offer “certification” in ergonomics independent of the CCCPE certification process; or
- make statements that are to the detriment of his or her colleagues.

4. RESPONSIBILITIES AND OBLIGATIONS TOWARD THE PROFESSION

4.1 Competence

An Ergonomist shall always seek to increase his or her competence.

4.2 Development of profession

An Ergonomist shall contribute to the development of the profession as much as possible e.g.

- by sharing his or her knowledge and experience with colleagues,
- by providing training and mentorship in ergonomics/human factors,
- by contributing to his or her professional associations.

4.3 Disclosure of sanctions

An Ergonomist is required to disclose to the Board:

- any sanctions placed upon them by other professional associations or regulators related to the practice of ergonomics,
- any criminal convictions related to the practice of the profession.

4.4 Loyalty to the Association and the College

An Ergonomist shall be loyal to the Association and the College and shall not engage in activity which either harms or impedes the work of the Association or the College, or has the potential to harm or impede the work of the Association.

This includes when he or she is:

- (a) acting on behalf of the Association or the College; or
- (b) acting as a member of the Association or the College.

4.5

4.5.1 An Ergonomist acting as a member of the Board of the Association, the Board of the College or on behalf of the Association or College shall at all times avoid any situation where a conflict of interest or a potential conflict of interest may arise. There is a conflict of interest when the Ergonomist's own financial interests are such that the Ergonomist's loyalty towards the Association or College might be affected.

4.5.2 An Ergonomist referred to in subsection 4.5.1 who has a conflict of interest or a potential one shall immediately disclose it to the Association or the Board and refrain from participating in any voting or decisions with respect to the area in which he or she has a conflict.

5. RESPONSIBILITIES AND OBLIGATIONS TOWARD CLIENTS

5.1 Interest of the client

Subject to his or her responsibilities and obligations to others, an Ergonomist shall act in the interest of the client(s) and within the limits of his or her contract.

5.2 Informing the client

An Ergonomist shall provide to the client(s) clear information as to the services to be provided.

6. RESPONSIBILITIES AND OBLIGATIONS TOWARD COLLEAGUES

6.1 Observation of professional misconduct

Where an Ergonomist observes professional misconduct on the part of a colleague, he or she shall attempt to resolve the issue directly with the interested party. If the issue cannot be resolved by discussion between the two, he or she shall submit the issue to the President of the CCCPE. (Refer to the CCCPE "Disciplinary Procedure".)

6.2 Undermining a colleague

Where there is a difference of opinion, an Ergonomist shall avoid undermining a colleague's reputation. (Refer to Section 2.3 Integrity)

Where there is a difference of opinion provided in expert witness testimony or assessment of work of a colleague, that difference of opinion must be supported by objective facts or otherwise expressly identified as personal opinion that addresses the underlining issues and not the professional competence of the colleague.

7. DISCIPLINE

7.1 Respect of the Code

An Ergonomist shall respect this Code. Agreement to adhere to the Code in writing is mandatory for all members of the College (CCPE and AE).

7.2 Communication of the Code

The CCCPE shall notify members of the Disciplinary Procedure, this Code of Ethics and the consequences for failing to comply including the revocation of his or her designation.

7.3 Responsibility to subordinates

An Ergonomist shall see to it that individuals working under his or her supervision in an ergonomics-related capacity are familiar with the Code and respect it.

7.4. Disciplinary process

The disciplinary process shall conform to Schedule 3 of the CCCPE Constitution, "Disciplinary Procedure".