

International Ergonomics Association - Endorsement of Certifying Bodies

Checklist: Compliance with Endorsement Criteria (Version 2, December 2016)

The purpose of this checklist is to aid Reviewers (appointed by the Professional Standards and Education Committee of the IEA) to assess an application from an IEA federated society that wishes to have endorsement of its certification system for ergonomists.

The Reviewers use the checklist to ascertain if the contents of the application are in compliance with the IEA accreditation criteria, as described in the document "Criteria for IEA Endorsement of Certifying Bodies".

Applicant Society:

Reviewer:

Date of Review:

	Fully complies	Partially complies	Does not comply	Comments
A. Features of the certifying body				
1. The certifying body is acceptable to the relevant Federated Society, or societies, recognized by the IEA for the region.				
2. The certifying body is national or international in scope.				
3. The certifying body is separate and independent from any educational body or institution.				
4. The certifying body has a governing body comprising at least three certified ergonomists, reflecting a range of ergonomic interests and ensuring impartiality.				
5. The certifying body has clear guidelines relating to duties and responsibilities of certifying personnel.				
6. The certifying body has the financial resources to conduct the certification procedure efficiently.				
7. The certifying body is not operated for financial gain.				
8. The certifying body has declared its legal status.				
9. Evaluation of applications for certification is carried out by qualified assessors, knowledgeable about ergonomics.				
B. Selection of certification personnel				
10. The certifying body has access to a pool of qualified and competent certification personnel to carry out certification and recertification reviews.				
11. There are certifying personnel who are competent in all the major areas of ergonomics practice.				
12. Up-to-date information is available on the relevant qualifications, training and experience of certifying personnel.				

C. Operation of the certifying body				
13. Minimum standards of ergonomics knowledge and experience are clearly defined by the certifying body.				
14. Eligibility criteria used by the certifying body are non-discriminatory in terms of gender, ethnicity, age, religion, and physical status.				
15. Eligibility criteria used by the certifying body are not dependent on whether the applicant is a member of any Ergonomics Society.				
16. The certification process applies appropriate measures to determine the applicant's competence to meet the standards.				
17. The certification process includes agreement with a Code of Conduct for professional ergonomists.				
18. Eligibility criteria used by the certifying body are related to contemporary ergonomics theory and practice.				
19. Eligibility criteria used by the certifying body refer to requirements for recency of an individual's practice.				
20. The information provided by the certifying body to applicants clearly outlines the formal procedures to be followed by the applicant in seeking certification and all costs.				
21. The information provided by the certifying body to applicants describes the standards of competency to be applied.				
22. The information provided by the certifying body to applicants includes the deadlines for applying for certification in any year.				
23. The information provided by the certifying body to applicants describes the process used by the certifying body to evaluate the suitability of the applicant for certification.				
24. The processes followed by the certifying body are properly documented and include rules relating to the current process of certification and policies relating to the granting of certification				
25. The processes followed by the certifying body are reviewed regularly to ensure their currency in relation to ergonomics practice.				
26. The certifying body has established processes for giving adequate feedback about deficiencies to applications who have not attained certification.				
27. The processes followed by the certifying body include a documented appeal mechanism.				
28. The certifying body has established a re-certification process and defines the period of currency for any certification awarded.				
Where an examination forms part of the review				
29. The standards expected are relevant to current practice and are clearly defined.				
30. Mechanisms exist to ensure confidentiality of the examination and its outcomes.				
31. The form of evaluation is a valid test of the competencies assessed.				
32. The methods used by the certifying body to				

test the reliability of the assessment are described.				
D. Records and accounts				
33. The certifying body keeps a record of all policies and regulations relating to its process.				
34. The certifying body keeps a confidential record of details of the certification procedure followed for every applicant.				
35. The certifying body produces an annual report, including reference to numbers of applicants and outcomes of the process.				
36. The certifying body maintains an up-to-date, publicly accessible, register of ergonomists who have been certified (but does not require publication of names).				
37. The certifying body produces financial statements annually.				
E. Suspending, withdrawing or reducing the scope of certification				
38. The certifying body has a policy and a documented procedure for suspension or withdrawal of the certification, or a reduction of the scope of certification, in the event of misconduct by the certified ergonomist.				

Summary Comments and Recommendations of Reviewer: