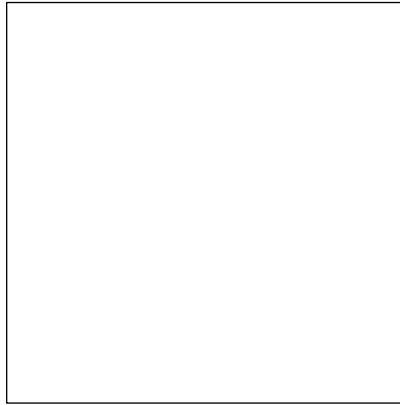


# APPLICATION FOR CERTIFICATION

## SECTION 1: APPLICANT PERSONAL INFORMATION



(Attach your passport-sized picture here – minimum 35mm x 51mm)

Full Name: (as in NRIC or Passport)		
NRIC No.: (Malaysian only)		
Passport No.:		
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Date of birth:		
Mobile Phone No.:		
Alternate Contact No.:		
Email Address:		
Alternate Email Address:		
Home (Permanent) Address:		
	State:	City:
	Country:	ZIP Code:
Correspondence Address (if different from above):		
	State:	City:
	Country:	ZIP Code:

**SECTION 2: EMPLOYMENT/WORKING INFORMATION**

- Please document your employment history.
- Begin with your current position and work backwards in time.
- If more space is needed, duplicate the employment information block before completing.

Name of Company/ Organization/Institution:			
Company Website:			
Office/Work Address:		State:	City:
		Country:	ZIP Code:
Office Phone No.:			
Work Email Address:			
Occupation:			
Work Mode:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	
Position/Title: (Describe roles and responsibility of your position)			
Dates of Employment:	From:		to
Appendix No.			
Name of Company/ Organization/Institution:			
Company Website:			
Office/Work Address:		State:	City:
		Country:	ZIP Code:
Office Phone No.:			
Work Email Address:			
Occupation:			
Work Mode:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	
Position/Title: (Describe roles and responsibility of your position)			
Dates of Employment:	From:		to
Appendix No.			

<b>SECTION 3: TYPE OF CERTIFICATION APPLIED AND CORRESPONDING FEES</b>		
I wish to apply for: <i>(Please tick where applicable):</i>		
Full certification, [Certified Professional Ergonomist (CPE)]	<input type="checkbox"/> <u>Members of HFEM</u> Processing fee <input type="checkbox"/> RM 150 GST included Examination <input type="checkbox"/> RM 200 GST included (optional)  <input type="checkbox"/> <u>Members of SEANES*/ACED**</u> Processing fee <input type="checkbox"/> USD 100 GST included Examination <input type="checkbox"/> USD 200 GST included (optional)  <input type="checkbox"/> <u>Others (not affiliated to any of the above)</u> Processing fee <input type="checkbox"/> USD 150 GST included Examination <input type="checkbox"/> USD 300 GST included (optional)	<u>Payment method</u> <i>(Please tick one):</i>  <input type="checkbox"/> Electronic Fund Transfer  <input type="checkbox"/> Credit Card <i>(Visa or Mastercard only)</i>  <input type="checkbox"/> Cheque  <input type="checkbox"/> Paypal  <input type="checkbox"/> e-wallet
Associate Professional, APHFE (Malaysian only)	<input type="checkbox"/> <u>Members of HFEM</u> Processing fee <input type="checkbox"/> RM 100 GST included Examination <input type="checkbox"/> RM 200 GST included  <input type="checkbox"/> <u>Non HFEM member</u> Processing fee <input type="checkbox"/> RM 150 GST included Examination <input type="checkbox"/> RM 200 GST included	<input type="checkbox"/> Cheque  <input type="checkbox"/> Paypal  <input type="checkbox"/> e-wallet
<u>Payment detail for Electronic Fund Transfer</u> Acc. Name: MyHFE LLP Bank Name: TBD Acc. No: xxxx xxxx xxxx Branch: TBD Bank Swift Code: MBBEMYKL  <u>Payment Detail for Paypal</u>  <u>Payment Detail for Credit Card</u>  <u>Payment detail for Cheque Issuance</u>		<u>Payment detail using e-wallet</u>
Appendix No.		

\*SEANES – Southeast Asian Network of Ergonomics Societies; HFEM, PEI, HFESS, EST & HFESP

\*\*ACED – List as per registered with IEA

**SECTION 4: ACADEMIC QUALIFICATION****Evidence of Education**

- Note for ALL APPLICANTS, all copies of tertiary qualifications (degree transcripts/certificates) from the institution you attended must be notarized/signed by Commissioner of Oath.
- Include details of course content and grades such as transcripts.
- Attach as appendices and number appropriately.

Academic Level	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD	Appendix No.
Name/Title of qualification		
Year awarded		
Institution		
Country		
Referee		

This program is acknowledged or accredited by HFEM / MyHFE / IEA Federated Societies.

Academic Level	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD	Appendix No.
Name/Title of qualification		
Year		
Institution		
Country		
Referee		

This program is acknowledged or accredited by HFEM / MyHFE / IEA Federated Societies.

Academic Level	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD	Appendix No.
Name/Title of qualification		
Year awarded		
Institution		
Country		
Referee		

This program is acknowledged or accredited by HFEM / MyHFE / IEA Federated Societies.

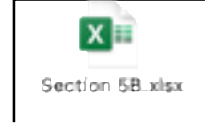
<b>SECTION 5A: KNOWLEDGE AREAS</b>		
<input type="checkbox"/> I graduated from program acknowledged or accredited by HFEM / MyHFE / IEA Federated Societies. (you are not required to fill this section)		
<ul style="list-style-type: none"> <li>• You must provide evidence of instruction received in the knowledge areas below (Questions A - F).</li> <li>• For each course provided, indicate the no. of credit or contact hour(s) and year it was completed.</li> <li>• Use numbered appendices to attach details about the course.</li> <li>• Attach copies of verified documentation as proof (i.e.: transcripts, certificate, etc.)</li> <li>• For each knowledge area, provide evidence on how the knowledge you acquired was applied in a practical application – attach as appendices.</li> <li>• This may include site visits, laboratory or classroom-based projects, video/written case studies/analyses, simulated tasks or scenarios etc.; and should cover the integrative, interactive, iterative and social aspects of ergonomics practice.</li> </ul>		
<b>A. List the instruction you have received on principles of ergonomics/human factors (Introduction/fundamental to the ergonomics, approaches, and its relation to science)</b>		
Tertiary or other HFE courses (no. of credit/contact hours):	Year	Appendix No.
Activities providing practical application of this knowledge area:		
<b>B. List the instruction you have received about human characteristics (Basic knowledge such as anatomy, physiology, demographics, human psychology, social and organisational aspects, physical environment; that have particular relevance for ergonomics).</b>		
Tertiary or other HFE courses (no. of credit/contact hours):	Year	Appendix No.
Activities providing practical application of this knowledge area:		
<b>C. List the instruction you have received about work analysis and measurement (Core methodology/techniques for analysis, measurement, investigation, and computation, such as statistics and experimental design, computation and information technology, instrumentation, methods of measurement and investigation, work analysis, design methods, basic usability).</b>		
Tertiary or other HFE courses (no. of credit/contact hours):	Year	Appendix No.
Activities providing practical application of this knowledge area:		

<b>SECTION 5A: KNOWLEDGE AREAS</b>		
<p><b>D. List the instruction you have received about people and technology</b>                      (Applied knowledge from engineering and human sciences that has particular relevance for applying ergonomics: such as systems theory, technology, human reliability, health, safety and well-being, training and instruction, occupational hygiene, workplace design, information design, work organisation design – interactions between human-machine, human-environment, human-software, human-job, human organization).</p>		
Tertiary or other HFE courses (no. of credit/contact hours):	Year	Appendix No.
Activities providing practical application of this knowledge area:		
<p><b>E. List the instruction you have received about social and organizational</b>                      (The application of social and organizational theory exploring the extensive consideration of behaviour, leadership, climate, and culture in designing job, work environment, education, and training program to improve performance and well-being)</p>		
Tertiary or other HFE courses (no. of credit/contact hours):	Year	Appendix No.
Activities providing practical application of this knowledge area:		
<p><b>F. List the instruction you have received about professional issues</b>                      (Including legislation, marketing, economics, business practices, issues of ergonomics investigations, professional ethics, practice standards, organisational responsibility, legal liabilities).</p>		
Tertiary or other HFE courses (no. of credit/contact hours):	Year	Appendix No.
Activities providing practical application of this knowledge area:		

## SECTION 5B: MAPPING OF KNOWLEDGE AREAS TO TOPICS IN HFE

Instruction:

1. Double click the following embedded file (icon): "Section 5B". This will launch the Microsoft Excel application.
2. Based on your input in Section 5A, insert all the "Title of Course / Paper Studied" into each Column (F-S) in Row 2 of the data sheet. If there are more than the columns provided you are free to add more columns to the right of the table and populate them.
3. For each course inserted in the column, mark the corresponding area (or areas) of knowledge that the course / paper fulfills with a "x" mark. As a single course or paper can cut across multiple areas of knowledge, make sure that they are being marked correctly.
4. Once you have completed, you can exit the Microsoft Excel application with or without saving the datasheet. The data inserted will be automatically save in the embedded Microsoft Excel.
5. Kindly ensure that this "Application Form" in the Microsoft Word application is saved to prevent any data losses.
6. Please ensure that this file, "Certification Application Form.docx" is sent alongside the pdf file format of this application form once they have been completed.



**SECTION 6: COMPETENCE (ONLY FOR CERTIFIED PROFESSIONAL)**

- Competence in these SIX knowledge areas must be demonstrated via peer reviewed publications in journals and/or conference proceedings and/or significant published works and/or intellectual properties or copyright registration and/or consultancy work and/or technical or scientific committee report within the past 5 years, most of which should be in the recent years
- Attach copies of your evidence (i.e.: articles, report, publications, etc.) as numbered appendices.

<b>Area of knowledge</b>	<b>Demonstration of competency: research/articles/papers/published works/IP/consultancy work/technical or scientific committee</b>	<b>Appendix No.</b>
1. Ergonomics Principles (The ergonomics approach and its relation to science, recognition of the integrated/systems nature of ergonomics and the centrality of the human.)		
2. Human Characteristics (Knowledge in fields such as such as anatomy, physiology, demographics, human psychology, social and organisational aspects, and physical environment that have particular relevance for ergonomics.)		
3. Work Analysis and Measurement (Techniques and methods for analysis, measurement, investigation and computation, such as statistics and experimental design, computation and information technology, instrumentation, methods of measurement and investigation, work analysis.)		
4. People and Technology (Applied knowledge from engineering and human sciences that has particular relevance for applying ergonomics; such as systems theory, technology, human reliability, health		



<b>Area of knowledge</b>	<b>Demonstration of competency: research/articles/papers/published works/IP/consultancy work/technical or scientific committee</b>	<b>Appendix No.</b>
safety and well- being, training and instruction, occupational hygiene, workplace design, information design, work organisation design.)		
5. Social and Organization (The application of social and organizational theory exploring the extensive consideration of behaviour, leadership, climate, and culture in designing job, work environment, education, and training program to improve performance and well- being)		
6. Professional issues (Including legislation, marketing, economics, business practices, issues of ergonomics investigations, professional ethics, practice standards, organisational responsibility, legal liabilities).		

## SECTION 7: EXPERIENCES

1. The applicant must practise ergonomics in the broad sense of the definition including aspects of physiology, psychology, and work organisation.
2. The applicant has a shared perspective with other professional ergonomists that is demonstrated via active and ongoing participation in a variety of ergonomics-specific activities such as professional development meetings, conferences, publication, and study.
3. The practise of the professional ergonomist must be carried out at a level equivalent to the level of a university graduate professional.
4. The applicant must demonstrate the ability to practice ergonomics as an intrinsic part of design activities.

Please indicate your experiences based on your employment history:			
Name of Company/ Organization/Institution:			
Work Mode:	<input type="checkbox"/> Full time <input type="checkbox"/> Part time		
Position/Title: (Describe roles and responsibility of your position)			
Dates of Employment: (Duration)			
Referee Name:			
Contact detail of referee: (Phone no./Email address)			
<b>Type of activity</b>	<b>Average hours/week</b>	<b>Details</b>	<b>Appendix No.</b>
HFE consultancy			
HFE design			
Field research in HFE			
Laboratory-based research in HFE			
Teaching HFE to degree- level students in tertiary institution			
Delivery of courses and training (public and corporate)			
Management of HFE related affairs (including supervision of field work)			
Other relevant HFE activities			

**SECTION 8: SUPERVISED TRAINING**

**An equivalent to Experiences (Section 7) can be obtained via formal Supervised Training.**

Applicant for Associate Professional who opt for Supervised Training shall have at least equivalent to ONE FULL-TIME YEAR (approximately 2000 hours) of supervised training in ergonomics practice.

Applicant for Certified Professional who opt for Supervised Training shall have at least equivalent to THREE FULL-TIME YEAR (approximately 6000 hours) of supervised training in ergonomics practice.

This may include project work, a thesis completed under supervision (as part of an ergonomics educational course) or working closely with other ergonomists on a joint project. This may be interleaved with or follow on from the formal ergonomics education component.

Supervision must be provided by a Certified Professional Human Factors/Ergonomist.

The quality and nature of the supervision, a log of direct contact hours and duration of the project must be verified by your supervisor/s.

This and any other supporting information should be attached as numbered appendices.

Summarized description of supervised training activity	Total no. of hours spent	Month, Year	Appendix No.

Name of supervisor(s):

Organisation:

Stamp and Signature:

**SECTION 9: DECLARATION**

**For ALL applicants**

- I certify that all documents and information provided in this application of certification are true and correct which contain no confidential information I am not authorized to reveal.
  - I have read and thus agree to conduct myself according to the Code of Professional Conducts and Ethics.
  - I have read and understand the Handbook for Applicants and agree to act in a manner consistent with the purposes of the Certification Body.
  - I understand that if any matter affecting my capability to perform effectively as a Certified Person arises, I will inform the Certification Body without delay.
- 

Applicant:

Stamp (if applicable):

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

NRIC No./Passport No.: \_\_\_\_\_

Date: \_\_\_\_\_

Witness:

Stamp (if applicable):

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

NRIC No./Passport No.: \_\_\_\_\_

Date: \_\_\_\_\_