Application for Certified European Ergonomist, Eur.Erg.

**New applicant**

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# INSTRUCTIONS

## Application procedure

Applications from all Nordic countries (except Finland) are handled by NES Assessment Board.

The assessment board has the following members that represent different partial areas within the ergonomics:

* Anders Sundin, Chairman and CREE representative,

Contact: 0733-989635, [anders.sundin@semcon.com](mailto:anders.sundin@semcon.com)

* Roland Örtengren, Treasurer

Contact: 0703-088082, [roland@ortengren.nu](mailto:roland@ortengren.nu)

* Ulla Munck
* Maria Gink Lövgren
* Cecilia Berlin

The assessment and registration fee for 5 years is SEK 6000 (or SEK 8000 for not being member in the national ergonomics society\*). The complete fee is to be invoiced after the application has been approved by the CREE Council.

The registration is valid for 5 years. After these years you must apply for prolongation to be able to use the title. The fee for prolongation is SEK 4000.

Send the signed Signature page (scanned), the Word and Excel documents, annexes etc. by e-mail to: [roland@ortengren.nu](mailto:roland@ortengren.nu) and [anders.sundin@semcon.com](mailto:anders.sundin@semcon.com)

**Application deadlines to send your application to NES NAB are 6 March and 6 September.** The CREE Council meetings held early June and late November each year after which decision is given back to the applicant.

With accordance to GDPR we need to inform you that by applying to European Ergonomist you also accept that we store your personal data. Being a certifying authority, we need to have this information stored about our members. The personal data will only be used within the organization and will not be handed over to any third party.

*\* Membership in Swedish EHSS cost SEK 400 a year, see* [*www.ehss.se*](http://www.ehss.se)*.*

## Assessment procedure

When the application arrives to the assessment board it will be registered and checked that it is complete. The result of the board assessment is summarized on the CREE web form. The summary form is assessed by all CREE Council representatives (17 countries) approximately one month before the CREE Council meeting held somewhere in Europe. At the meeting the CREE-representative presents the applicant and meets possible questions.

## 

## What are the requirements

In Annex 1 in this document you can see an *overview* on different approaches to meet the minimum requirements.

A more detailed description of demands to be fulfilled to become EurErg can be found in the document *CREE Minimal requirements* as support (sent to you together with the other documents). The minimum requirements cover the following three components:

1. Education: Three years at university level, at least one of which is dedicated to ergonomics.

2. Supervised Training: One year (The assessment board can permit exceptions to this requirement).

3. Professional Experience: Two years, following supervised training.

## How to fill in

The application consists of **two documents**: one Word-document and one Excel-document. The information given in these two documents will give us in the Assessment Board the information needed to assess if you meet the Minimal requirements. Please make sure to add accurate and well-defined information.

Start with the Word document and then continue with the Excel document for the point giving courses.

### Word document

Start by saving the Word-document with a new name according to "EurErg New *First name Surname*"

Fill in the application according to the instructions found on the following pages in this Word document.

Note that all claims need, as far as possible, to be verified with attested copies of degrees, certificates etc. Documents scanned electronically preferable.

Use your projects reports, CV and other documents to extract information from, e.g. cut and paste.

Note: Please write in English. If certain words are difficult to translate, write them in Swedish.

### 

### Excel document

Point-giving courses – Area of knowledge

Note! You fill in your point giving courses in the Excel-document “***Application EurErg Point giving courses”***

Start by saving the Excel-document with a new name according to "EurErg Application *name surname* ".

In the Excel-document, fill in the worksheet “*Point-giving courses*”.

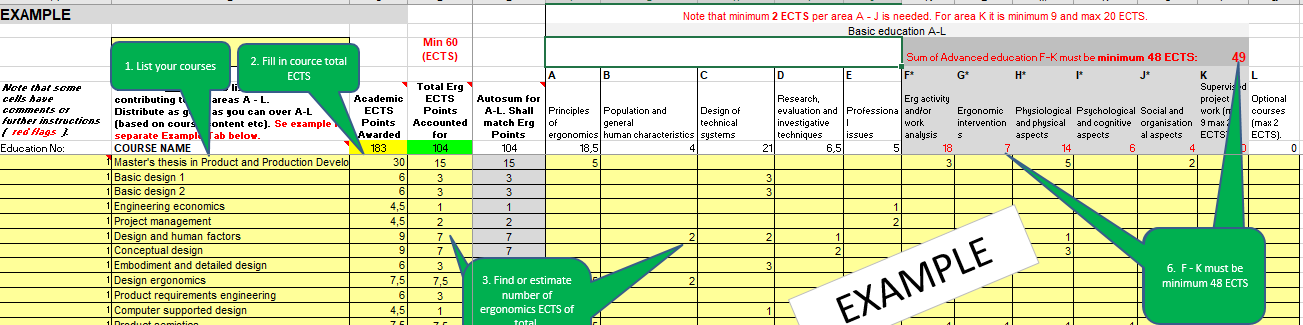
Note, see worksheet Example tab as an example and guide.

You also need to pay attention to instructions in some cells (marked as red triangles).

Add your courses, then distribute your ECTS contributing to Areas of knowledge in columns A to L (Principals of ergonomics, Population and general human characteristics, Design of technical systems, etc).

* Add only courses contributing to Areas of knowledge A-L. All other courses from your educations don´t need to be listed.
* Total ergonomics ECTS points accounted for in A-L must be minimum 60 ECTS
* Sum of Advanced education in F-K must be minimum 48 ECTS
* Note that only minimum 2 ECTS per area A-J is needed. Points above 2 ECTS is good and is strengthening your case. For area K it is minimum 9 and max 20 ECTS.

Example tab in the Excel:



The step spreading out your points is important but not easy. Therefore, you need to think over the content of each of your courses. Estimate as good as you can! If you have problems, don´t hesitate contacting someone in the assessment board.

# PARTS TO BE FILLED IN – Word document

Please fill in the following pages.

## Applicant data

|  |  |
| --- | --- |
| Applicant name |  |
| Title |  |
| Home address |  |
| Home Email |  |
| Home phone |  |
| Work address |  |
| Work Email |  |
| Work phone |  |
| Date of birth (xxxxxx-xxxx) |  |

|  |  |
| --- | --- |
| For correspondence: Work or Home address? | Work/Home |
| Agreement to publish name and address on the CREE website [www.eurerg.org](http://www.eurerg.org)? | Yes/no |
| Available as consultant? Displayed on the CREE website [www.eurerg.org](http://www.eurerg.org)? | Yes/no |
| Besides having the certificate as PDF, also want to receive a paper certificate with wet signature? | Yes/no |
| Invoice address for fee? | Work/Home |
| Give complete invoicing information for your organization including address, organizational number etc, (Also make sure that the company are ready to pay) | Invoicing information: |

***With my information supplied in this documentation I hereby apply for registration as European Ergonomist, Eur.Erg, and assure that it is true and accurate. I will also follow CREE Code of Ethics (see Annex 2).***

Applicant´s signature:

-----------------------------------------------------

## Academic programs

Academic exams

((högskole)engineer, physiotherapist, bachelor’s degrees, candidate exams etc.)

For older exams, give the higher number of points as given for similar exam today (ECTS).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Education/program** | **School** | **Duration (years)** | **From YYMM** | **To YYMM** | **Degree** | **Points** | **Annex** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Higher academic exams

(Civilingenjör, Master, Magister, Licentiate, Ph.D., higher exams, e.g. Psychologist, international master and doctoral degrees)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Education/program** | **School** | **Duration (years)** | **From YYMM** | **To YYMM** | **Degree** | **Points** | **Annex** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Other information (facts not fitting the headlines above)

|  |
| --- |
|  |
|  |

## Other educational programs

Here you put other educational programs or courses with some ergonomics content, not giving academic credit points. The applicant has to estimate of the number of points based on that:

One week study = 1p = 1.5 ECTS

Educations on "gymnasie" level can be taken up here but points are not credited. The content can be relevant to put forward to give a more complete picture. Please show course plan if possible

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Education/course** | **School** | **Duration (years)** | **From YYMM** | **To YYMM** | **Degree** | **Points** | **Annex** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

## Thesis and project work (reports), included in program or courses

Work included in exams or educations (Master thesis work "examensarbeten", project work etc).

**Note, thesis work "examensarbeten", project work etc included in higher ergonomics education might be possible to count for supervised work up to 6 months, please fill in also under the title “supervised work experience/training”**

**Points from thesis work shall also be put in Points-giving courses, in the Excel document.**

|  |  |
| --- | --- |
| **Project number** | 1 |
| **Project Title** |  |
| **Period months** | From mm/yy: To mm/yy: |
| **School** |  |
| **Own part in the project, responsibility** | *Description of the parts you did in the project.* |
| **Project description / Achievements** | *Include description of: (Client), Project team, Question, Approach, Result, Reflection/Learnt* |
| **Possible reference person** |  |
| **Publication/ report** |  |
| **Appendix** | *Attach pdf if possible* |

Copy this template if having several examples.

## Supervised work experiences/training

Tasks, projects etc where the applicant has worked and been supervised by a person that meet the requirements equivalent as for Eur.Erg (preferably).

The work need to be done after completed education, at least 12 months of full time work of which 50% contains pure ergonomics activity.

Projects or degree thesis etc. included in higher ergonomic education can be counted in up to 6 months. Points should then also be inserted in the excel sheet, Point-giving courses

Note: Exception from supervised work experiences can be given: If no supervised experience has been obtained, the independent professional practice must be for at least 3 years, not 2 years.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of practice: | Company: | Extent: | Supervisors name: |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| I have supervised time within ergonomics of totally (Months): |  |

|  |  |
| --- | --- |
| Totally Academic education (Years): |  |

|  |  |
| --- | --- |
| Totally Ergonomics education (Months): |  |

|  |  |
| --- | --- |
| Laboratory/practical experience (yes/no) |  |

## Professional work experience

Current and prior

Employments, own activity etc. after completed education. State how big proportion of your ergonomic work that is carried out independently

Exclude work that is stated under Supervised work experiences.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work No** | **Employer and place** | **Position/role** | **YYMMDD-YYMMDD** (from-to) | **Ergonomic work, % of full time** | **Indepen-dence %** | **Annex** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| Total years of **independent** experience since finishing education and supervision Years: |

Complementary description of each work (contents, example tasks etc.)

|  |  |
| --- | --- |
| **Work No** |  |
| 1 |  |
| 2 |  |
| 3 |  |
|  |  |

## Professional projects

Descriptions of projects in working life. These items are extra important for the assessment procedure. **Copy template and describe ca 5 projects.** Shortly described on max half a A4.

|  |  |
| --- | --- |
| **Project number** | 1 |
| **Project Title** |  |
| **Period months** | From mm/yy: To mm/yy: |
| **Estimated own part hours** |  |
| **Own part in the project, responsibility** | *Description of the parts you did in the project.* |
| **Project description / Achievements** | *Include description of: Client, Project team, Question, Approach, Methods, Result, Reflection/Learnt* |
| **Publication/ report** |  |

## List of publications

Write or paste your list of publications (journals, articles, reports, books etc.) as full reference, e.g:

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

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## Continuous Professional Development - CPD

Important is to reflect on and to write down what you have learnt! E.g. new areas, concepts, methods etc.

Attended conferences

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Days or hours** | **Course name** | **Purpose and what have you learnt** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Attended courses

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Days or hours** | **Course name** | **Purpose and what have you learnt** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Other

|  |
| --- |
|  |

Logbook **for coming prolongation**

When applying for prolongation, after 5 years, CPD will be assessed (i.e. taken courses, seminars, and professional projects). Thus it is handy to keep fill in such items/development continuously over the coming 5 years. This will be a help for you until a prolongation. Plan for CPD

Write down a plan for how you would like to develop within ergonomics and related areas in your work, from now and during the next 5 years.

A plan how to:

- broaden your ergonomics knowledge.

- deepen your ergonomics knowledge.

- stimulate and transfer ergonomics knowledge in European countries.

My plan:

|  |
| --- |
|  |

## 

# PARTS TO BE FILLED IN – Excel document

## Point-giving courses – Area of knowledge

Please fill in the separate Excel-document.

Add your courses contributing to Areas of knowledge in columns A to L (Principals of ergonomics, Population and general human characteristics, Design of technical systems, etc).

Guide:

* Add only courses contributing to Areas of knowledge A-L. All other courses from your educations can be omitted.
* Total ergonomics ECTS points accounted for in A-L must be minimum 60 ECTS
* Sum of Advanced education in F-K must be minimum 48 ECTS
* Note that minimum 2 ECTS per area A-J is needed. For area K it is minimum 9 and max 20 ECTS.

# Annex 1 Requirements overview

**REQUIREMENTS FOR REGISTRATION OF CERTIFIED EUROPEAN ERGONOMISTS - Overview**

Different approaches to meet the minimum requirements.

For detailed instructions, see the document: CREE Minimum Requirements, REQUIREMENTS FOR REGISTRATION OF EUROPEAN ERGONOMISTS (Eur.Ergs.)

Academic education at the level of a Masters Degree with at least 60 (ECTS), or equivalent, in ergonomics.

Usually a work position with management or guidance by a EurErg or similar.

At least 50% within ergonomics

Education

Supervised training 1 year

Professional work

2 years

Thesis work can be count for as supervised training for max 6 months. At the same time point giving.

Education

Thesis work/Supervised training, max 6 months

Supervised training 6 months

Professional work

2 years

Without a supervised training period, a more detailed examination of the standard of professional work will be conducted.



Education

Professional work

3 years

# Annex 2 Code of Conduct (from CREE Quality Manual V13)

Ergonomics practice covers a wide area of application and it is not expected that a European Ergonomists is an expert in all fields. Signing the Code of Conduct signals that the applicant is aware of the limits of his or her own competence. It aims to encourage cooperation with others specialists.

**Code of Conduct**

Code of Conduct for those registered as European Ergonomists

1. In the conduct of their profession they shall maintain high standards of integrity and respect for evidence, and maintain high ethical standards.

2. They shall present themselves as having expertise and abilities only in those areas in which they are competent.

3. They shall continually endeavour both to improve their competence in ergonomics and to contribute to the body of ergonomics knowledge.

4. They shall continuously endeavour to safeguard the welfare and interests of all those affected by their work.

5. They shall protect the privacy of individuals or organisations about whom information is collected and maintain the confidentiality of personal or commercially sensitive information.

6. They shall not allow their work to be affected by considerations of religion, sex, ethnic origin, age, nationality, class, politics or any other factors extraneous to the conduct of the work in which they are engaged.

7. They shall not accept any consideration from a client beyond that which was contractually agreed, neither shall they receive benefits from other sources for the same work without the agreement of all the parties involved.

8. Where they perceive a question of professional misconduct which they cannot resolve with the individual concerned, they shall report it without malice to their national professional body or the Board of CREE.

9. They shall ensure that all those working with them are aware of this code, and that those they supervise adhere to it.