 

Application for Certified European Ergonomist, Eur.Erg.

**Prolongation**

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# INSTRUCTIONS

## **Application procedure**

Prolongation 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 prolongation application consists of one Word-document; *Application for European Ergonomist #date# Prolongation.doc.*

Start by saving the Word-document with a new name: "EurErg Prolongation *First name Surname*"

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.

Send the signed Signature page (scanned), the Word document, 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.

The prolongation assessment fee is SEK 4000 (being member in the national ergonomics society\*). The fee is to be paid after the application has been approved by the CREE Council.

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 secretariat it will be registered and checked that it is complete. The result of the board assessment is summarized on the CREE web form visible for the CREE Council members. 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 responds to possible questions.

# PARTS TO BE FILLED IN

## **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 prolonged registration as European Ergonomist, Eur.Erg, and assure that it is true and accurate. I will also follow CREE Code of Ethics.***

Applicant´s signature: Date:

~~-----------------------------------------------------~~

## **Professional work experience**

Prior and current employments

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work No** | **Company** | **Position** | **YYMMDD** (from-to) | **Ergonomic work, % of full time** | **Indepen-dence %** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  |  |  |  |  |  |

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 a half 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, Result, Reflection/Learnt* |
| **Publication/ report** |  |

## **List of publications**

Write or paste your list of publications the last five years (industry reports, 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 to reflect on and to write down what you have learnt! E.g. new areas, concepts, methods etc.

### Attended conferences

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

### Attended courses

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

### Other

|  |
| --- |
|  |

## **Plan for CPD**

Try to 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 Sweden or European countries.

My development plan:

|  |
| --- |
|  |

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.

# Annex 1 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.