

Certified Office Ergonomic Evaluator (COEE) CRITERIA

(Complete to add COEE credentials to your name!)

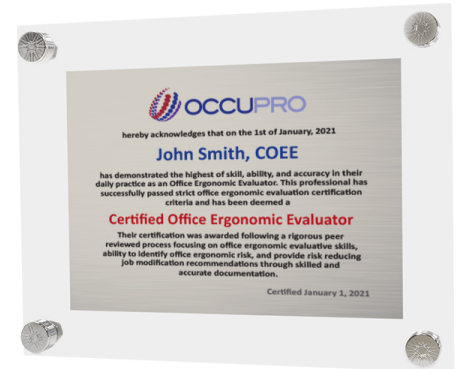
By completing our Office Ergonomic Evaluator Training, you will receive a certificate outlining your contact hours and recognizing your abilities within the field of office ergonomics. Upon completing this course or an approved non-OccuPro training program, you may add COEE credentials to your name by applying to become a Certified Office Ergonomic Evaluator (COEE).

To apply, visit www.occupro.net/certification to start the Application Package.

Application Package

The Application Package consists of the following materials:

1. Certification Application Form - 1
2. Professional Experiences Form - 1
3. Statement of Professional Ethics and Practice Form - 1
4. Professional Reference Form - 3
5. Report Submission Form - 1



Certification Criteria

You must perform 5 office ergonomic evaluations and complete our Application Packet. OccuPro will choose 3 of the 5 to be reviewed by a committee of 3 other Certified Office Ergonomic Evaluators.

The following criteria need to be met with a total score of 70% for certification via the review process:

1. Recognizes and measures the physical characteristics of humans with particular reference to anthropometrics within a workstation environment.
2. Collects and interprets collected data in an appropriate fashion.
3. Determines appropriate office ergonomic evaluations based on initial data.
4. Understands the major measuring devices used within the field of office ergonomics.
5. Knows how to appropriately interpret results of major office ergonomic measuring devices.
6. Determines appropriate and cost-effective controls to mitigate risk factors.
7. Implements solutions that not only help to improve health and safety but also pay attention to error-free working and increasing production.
8. Provides customers with a report that outlines injury data, tools used to determine risk factors, office ergonomic risk factors, and job modification solutions to mitigate risk factors in a format that is easy-to-read and well-written.

Certification Eligibility and Process

To be eligible for certification as a Certified Office Ergonomic Evaluator (COEE) you must:

1. Be a fully qualified professional and one who has completed the level of Associate of Science degree or higher.
2. Complete the OccuPro Office Ergonomic Evaluator Training.
3. Perform 5 office ergonomic evaluations (All must have been performed after the training session).
4. Submit to the certification committee a list of 5 evaluations completed.
 - a. The committee will pick 3 evaluations for critique. You must pass critique based on front page criteria.
5. Submit a completed Application Package within 4 years of completion of OccuPro's Office Ergonomic Evaluator Training or other approved non-OccuPro training programs.
6. Submit a non-refundable processing fee:
 - a. US \$350.00 if you participated in OccuPro's Office Ergonomic Evaluator Training.
 - b. US \$550.00 if you participated in a non-OccuPro office ergonomic program.

Re-Certification

You are required to renew your certification every 4 years. To be eligible for re-certification you must:

1. Submit documentation of 16 hours of continuing education within the field of office ergonomics

OR

Retake the OccuPro Office Ergonomic Evaluator Training (50% off).

AND

2. Submit for critique 1 office ergonomic evaluation to OccuPro which was performed since your last certification.
3. Submit a non-refundable fee of US \$350.00.