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## FAQs FOR BCPE'S CONTINUANCE OF CERTIFICATION (CoC) PROGRAM

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### **Q: What is Continuance of Certification (CoC)?**

**A:** CoC, sometimes referred to as recertification, is a service that helps professionals remain current in their professional practice. The BCPE's CoC program offers a systematic approach for assessing continued professional development and practice in the ergonomics/human factors profession.

### **Q: What is the benefit of CoC?**

**A:** The benefits include:

- Recognizing continuing competence in ergonomics and human factors.
- Retaining professional status in the field.
- Remaining engaged in the field through knowledge of state of the art research and applications.
- Assuring the public that ergonomics and human factors principles are properly applied in design and practice.
- Staying connected with a community of professionals who are dedicated to the advancement of the profession.

### **Q: Why is CoC required?**

**A:** Competency is the cornerstone of BCPE certification. Competency, however, is not static. It requires the continued updating and acquisition of new knowledge, skills and techniques. Periodic assessment of our certificate holders continuing competence furthers the mission of the BCPE and enhances the credibility of the certification program.

### **Q: How does the CoC process work?**

**A:** The CoC process is designed to be simple. There are three steps:

1. Complete the two-page CoC Worksheet available for download from the BCPE Web site, <http://www.bcpe.org/page/coc-worksheet>. *Instructions are included with the worksheet.*
2. Submit the form within five years of your designated CoC start date.
3. Be prepared to furnish documentation in the event of an audit.

### **Q: What is a CoC Worksheet?**

**A:** The CoC Worksheet is a simple two-page form on which you record all activities that contribute to maintaining your knowledge and experience in ergonomics / human factors.

**Q: When and how often must I complete a CoC Worksheet?**

**A:** Your CoC schedule depends upon when you were first granted your BCPE certification. You must submit your first form no later than five years after the date you were granted your certification. Submit subsequent forms within five years after your approved reset date for CoC.

You may submit your form as soon as you accumulate enough points, or you can wait until the end of your five-year period.

**Q: What happens if I fail to submit my CoC Worksheet on time?**

**A:** If you miss your five-year deadline, you will be subject to a \$35 late fee (assessed 60 days after the worksheet submission deadline) and will be in jeopardy of losing your BCPE certification.

A leave of absence policy has been instituted for those certificate holders who have taken a temporary leave of absence from ergonomics practice. Such request must be submitted in writing at least six (6) months prior to the end of the certificant's CoC cycle. An approved leave of absence will extend a person's CoC cycle by the period of time equivalent to the leave of absence period.

**Q: How do I submit my CoC Worksheet?**

**A:** You should submit your completed CoC Worksheet by email to [bcpehq@bcpe.org](mailto:bcpehq@bcpe.org). Please be sure to provide a full signature and date your worksheet prior to submission.

**Q: How do I know if I have successfully completed CoC?**

**A:** BCPE will issue a Final Letter of CoC Approval indicating you have complied with the CoC process. Only after receiving a Final Letter of CoC Approval can you be sure that you have successfully complied, and that your certification is valid for another five years.

**Q: Must BCPE pre-approve courses, conferences or other professional events for use as CoC?**

**A:** No, BCPE does not evaluate events for CoC credit.

**Q: Does BCPE offer CEUs for courses and other events?**

**A:** No. For ethical reasons, a credible professional certification body cannot provide training directed towards its certification.

**Q: How do I know whether an activity will count toward CoC credit?**

**A:** See the instructions included with the CoC Worksheet for guidelines.

**Q: What kind of documentation is acceptable for CoC?**

**A:** See the instructions included with the CoC Worksheet for documentation guidelines. Steps may be taken to “sanitize” documents containing sensitive or private information. For example, the name of a company or client may be blocked out of a work product document for confidentiality purposes.

**Q: How will BCPE audit the CoC process?**

**A:** The CoC process relies on voluntary compliance. However, to assure the process is working and to abide by accreditation guidelines, BCPE will conduct periodic random audits.

**Q: What happens if I’m selected for a random CoC audit?**

**A:** If you are selected for an audit, you must supply copies of documentation supporting the points you identified on your Worksheet. BCPE supplies each certificate holder with a file folder designed to help you maintain your documentation records. We strongly recommend keeping your file up-to-date so that you can easily produce documentation in the event your file is audited.

**Q: How long do I need to maintain my CoC records?**

**A:** You may discard any documentation records once you have received a Final Letter of CoC Approval from BCPE. The approval letter is your record that you have met all requirements of the CoC process, and that your certification is valid for another five years. You may want to keep certain records for other purposes (e.g., tax, personal or professional reasons), but BCPE will not request such records once you have been granted a final letter of current CoC approval.