

CEU COURSE REGISTRATION and EXAM FORM

Advanced Ergonomics and Injury Prevention: Theory, Practice and Litigation

Sponsored by the Oxford Research Institute Inc.

June 8th - 9th 2009 at:

AMRON Corporation -

1220 12th Street SE First Floor Conference room

Washington DC 20003

**For Course Registration Information call 301-524-3895 or 301-865-4506 or visit
www.OxfordResearch.org**

PLEASE PRINT

Name _____

Soc. Sec. Number _____ Highest Degree _____

Position _____

Employer _____

Home Address _____

City / State / Zip Code _____

Home Phone _____ FAX _____

Daytime Phone _____ E-mail _____

Tuition: _____ \$695.00 for early registration before May 1, 2009
\$895.00 after May1, 2009

Course location:

**AMRON Corporation
1220 12th Street SE First Floor Conference room
Washington DC 20003**

**(For Hotel Reservations, Contact the Hotels listed on pages 5-6 of this form) or Google ' Washington
Navy Yard'**

**Will you take the written examination that will be applied towards receiving your
certification credential:** _____(Yes) _____(No)

Please send your registration form and check made payable to The Oxford Research Institute to:

Oxford Research Institute Inc. (Non Profit Employer Identification Number 52-2216549)
**10153 Vantage Point Court
New Market, MD 21774**

For more information, visit :

www.OxfordResearch.org or call
(301) 524-3895 or (301) 865-4506
BillBanks@OxfordResearch.org

Occupational area:

- Safety and Health Industrial Eng Health Care
 Ergonomics Rehabilitation Insurance Other

Objective of enrolling in the course:

- Career advancement Knowledge/learning Certification
 Other _____

Note: People with disabilities who plan to attend the course should contact the course organizers in advance so they will have adequate time to make appropriate arrangements for accommodations.

EXAM CONTENT INFORMATION - The CAE and CIE exam will be offered only to applicants who have applied for certification (see attached certification application). The exam will cover information, which may be found in the following books:

- ✓ Ergonomic Design For People at Work, Volume II by the Eastman Kodak Co., 1986 ISBN 0-442-22103-7 Publisher, Van Nostrand Reinhold or the latest edition.
- ✓ Effective Computer Display Design, Banks and Weimer, 1992, Prentice Hall Publishers, ISBN 0-13-401-027-2 (this document is primarily for those applicants who are applying for the Human Factors Engineering certification)
- ✓ Human Factors in Engineering and Design, Saunders and McCormick, 7th – 10th Editions, 1993 McGraw Hill Publishers, ISBN 0-07-054901-X
- ✓ www.osha.gov/readingroom.html

Workshop (June 8 and 9st, 2009): Advance Registration For Course and CIE/CHFEP/CAE Examinations. The topics to be covered include the following:

- 1) Variance reduction theory in Ergonomics (advanced injury and human error reduction concepts), an important equation, which shows how performance, efficiency, productivity, safety, quality and ergonomics are interrelated in a behavioral model.
- 2) Statistical topics in ergonomics: How to statistically measure risks using past injury/error rates.
- 3) How to handle psychosomatic complaints (case study in NN Hospital).
- 4) How to conduct a Human Error analysis using HRA techniques.
- 5) An engineering approach to solving human error and injury problems with ergonomic solutions.
- 6) CALOSHA Requirements for surveillance and reporting of ergonomic injuries.
- 7) Problem solving in ergonomics: vision, lighting, lifting, hauling and cutting (case studies from manufacturing, meat packing, and telecommunications industries).
- 8) Task analysis and PRA (Probabilistic Risk Analysis) as seminal methods in ergonomics.
- 9) How to perform a quantitative cost benefit study in ergonomic Intervention of back injuries.
- 10) How to statistically validate a training program for ergonomic effectiveness.
- 11) How to meet existing OSHA recommendations and CAL OSHA RULES for an Ergonomic Program.
- 12) Review of ergonomic issues in both office and industrial environments.
- 13) Review of regulatory issues in ergonomics (standards, guidelines, etc.).

The written exam has two parts:

- Part 1. Essay - to solve an ergonomics problem presented via video tape or CD (1 hour to respond)
 Part 2. Multiple Choice, True False, Matching, fill in the blank 125 items (1 hr 30 min to respond).

The exam is only one of several criteria in the evaluation/certification process... We look at work samples very closely for the CIE or CHFEP designations, along with the letters of recommendation, academic preparation as reflected in University transcripts (and other courses taken), and the resume which shows the experience of the applicant. The work samples are heavily weighted for people applying for the CIE or CHFEP designation.

The CAE and CIE Examinations will be administered on the 9th of June 2009, from 1:00PM to 3:30PM (2.5 hours) to those who are registered to take the exam. The exam will be an essay response to a question on applied ergonomic and outcome solutions and 100 multiple-choice type questions combined with true/false and matching questions.

The first day of Classes (June 8) Monday, will begin at 8:00 am and end at 4:45pm.
 The second day (June 9st) Tuesday, will begin at 8:15 am and end at 12:00PM.
 The CIE, CHFEP and CAE exams will be given at 1:00 on the 31st and end at 4:05PM

Attendance will be limited to the first 25 people who sign up for this workshop and certification examinations in advance.

Two (2) CEU's will be awarded to those who attend this workshop.

Tentative Instructors:

Mr. William Banks, MS, CIE, – Oxford Research Institute Inc.

Dr. Richard D. Doolittle, CAE– Oxford Research Institute Inc.

Dr. Arthur N. Beare, CHFEP – Oxford Research Institute Inc.

The conference room is on the first floor of the Maritime Plaza II building (there are two Maritime Plaza buildings side by side make sure you specify 1220 12th St, Maritime II).
1220 12th St. S.E.

Washington, DC 20003

Please note, when entering the building, you are entering on the G (Ground) level and must take the elevators up one floor to the first level. There is no room or suite number on the conference room door so I suggest someone make a couple of signs to direct the attendees to the correct location once they come off the elevator.

There is a deli on the Ground floor that is open for lunch; other than that, there is not anything close for lunch.

There is plenty of parking, but it is paid parking at \$8/day.

There are several Hotels within several blocks of the training location.

Each attendee is responsible for their own reservations...see the last pages of this file or contact priceline .com for up to 50% off the list price of these hotels

Attendees should be aware that if they are seeking certification, they have two components to apply for:

- 1) Attendance at the workshop, **June 8-9, 2009**. Cost: \$695 before May 1, 2009 and \$895 on, or after May 1, 2009.
- 2) Examination and certification application fees. Cost: \$475. Applications for certification should be submitted at least one month **prior to June 8th, 2009** to provide ample time to evaluate the application and work products to determine eligibility for either the CIE or CAE exams.

Professional Certification in Industrial Ergonomics or Human Factors Engineering.

The Oxford Research Institute invites application for certification in one of two professional areas: Certified Industrial Ergonomist (CIE), and Certified Human Factors Engineering Professional (CHFEP). Additionally, the designation as a Certified Associate Ergonomist (CAE) is offered to those who do not quite meet the requirements of the CIE or CHFEP designations.

Successful CIE applicants must be able to meet the following criteria:

1. Provide two copies of a detailed resume of professional education, training, and experience that documents: (Five or more years of experience plus Masters; or Three or more years experience plus a Ph.D. in ergonomics or a related ergonomic field of employment or as a provider of Ergonomics technical services.
2. Offer evidence of specialized training (workshops) or formal education (college and/or university transcripts) in fields directly or closely related with ergonomics and have at least **four years** of continuous work experience in the field of ergonomics.
3. Submit duplicate copies of at least two, but not more than three work samples or technical contributions to one or more of the above fields, which reflect the experience and competence of the applicant. Such samples of the applicants

submittals may include books, articles, technical reports, inventions, patents, awards, honors, technical evaluations, demonstrations, video tapes or other media in which the applicant was a major or primary contributor. One of these work samples should be quantitative and demonstrate competence in ergonomics and statistical measurement techniques.

4. Submit two letters of recommendations (and names and telephone numbers) from two professional sponsors of the applicant who are familiar with his/her work in the specialty field to which the applicant is applying. It is desirable that the sponsor be either a full members of the Human Factors Society or APA division 21, or either they are currently a certified Industrial ergonomist or have an equivalent of eight years of combined education and work experience in the field of Ergonomics.
5. Submit with the application, a processing fee of 475.00 to cover the cost of the review process.
6. A written exam is required with a score of 85% or higher

All applications will be evaluated by a blind review panel of two judges highly qualified, holding either a Ph.D. or Masters degree, experienced and certified in the field selected by the applicant. If there is a concern about the applicant's qualifications, an additional reviewer will vote. Upon certification of the applicant, he/she will be notified and issued a Certification along with a registration number, which will be valid for the year in which the applicant was certified. An annual renewal fee of 125.00 will continue the certification in subsequent years on an annual basis. There is an additional requirement of 2.0 CEU's every 24 months to demonstrate continued education and training in either Human Factors Engineering or Ergonomics.

Persons interested in applying may request an application by writing to the below listed address or call 301-865-4506 or visit www.OxfordResearch.org and downloading an application form.

Oxford Research Institute
10153 Vantage Point Court
New Market, Maryland 21774
E-mail: BillBanks@oxfordresearch.org
Tele: 301-524-3895

Certified Associate Ergonomist (CAE) Requirements

1. For the CAE designation an applicant must provide two copies of a detailed resume which documents professional education, training, and experience:
2. Applicant should have at least one year of experience in ergonomics.
3. Applicant must have at least a BS/BA degree in an ergonomic or human factors-related field, e.g. PT, OT, IE, Biomechanics, Performance Physiology, HFE, Safety, Loss control, Ergonomics, Health and other degrees, Transcripts of all undergraduate and graduate work must be provided.
4. Applicant must submit one letter of recommendation from a sponsor who has known the applicant for at least three years. For the CAE, the sponsor does not have to be an ergonomist but may be an employer, professor, or work associate.
5. Offer evidence of some specialized training or formal education in a field directly or closely related with ergonomics or Human Factors Engineering. This may include seminars, workshops or various lectures which the applicant has attended.

6. Submit copies of one work sample if available. The CAE does not require a work sample but it is desirable.
7. A written CAE exam is required with a passing score of 70. The exam is about 2.5 hours in duration and contains an essay, matching, T/F and multiple choice questions.
8. Submit with the application, a processing fee of 475.00 to cover the cost of the review process and the examination.
9. Attach a cover letter and mail these materials to:

Ergonomic Certification Program
 Oxford Research Institute
 10153 Vantage Point Court
 New Market, Maryland 21774

**CIE and CAE Application materials may be obtained by visiting the web site:
www.OxfordResearch.org**

The CAE credential may be upgraded to that of the CIE when all of the requirements for the CIE designation have been met and a petition has been filed with the Oxford Research Institute. The fee for a "change in status from CAE to CIE" is \$350.00, after all CIE criteria have been met.

**Oxford Research Institute
 10153 Vantage Point Court
 New Market, Maryland 21774
 Telephone 301-524-3895**

Featured Hotels Near 1220 12th St. SE in Washington DC

Courtyard By Marriott Washington Capitol Hill/Navy Yard

Washington, DC

(0.55 miles from Washington Navy Yard)

\$119
per night

Capitol Hill Suites

Washington, DC

(0.86 miles from Washington Navy Yard)

\$102
per night

Residence Inn Washington DC Capitol Hill

Washington, DC

(1.3 miles from Washington Navy Yard)

\$159
per night

The Liaison Capitol Hill An Affinia Hotel

Washington, DC

(1.64 miles from Washington Navy Yard)

\$110
per night

Hyatt Regency Washington D.C. On Capitol Hill

Washington, DC

(1.65 miles from Washington Navy Yard)

\$89
per night

L'enfant Plaza Hotel

Washington, DC

[Features](#) | [Rooms](#) | [Photos](#) | [Map](#)

(1.78 miles from Washington Navy Yard)

\$109
per night

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- Four Points By Sheraton Washington from **\$95**
- Residence Inn Washington Vermont Avenue from **\$129**
- The Fairfax Hotel At Embassy Row from **\$143**
- The Westin Washington, DC City Center from **\$95**
- Comfort Inn Downtown-Conv Ctr from **\$87**
- Henley Park Hotel from **\$99**
- Club Quarters Washington DC from **\$99**