

## Benefits derived from certification through the Oxford Research Institute

Your certification reflects the fact that you have met a rigorous set of certification acceptance criteria and found competent to claim the CIE designation which was awarded by an independent, non-profit, certification and accrediting body, officially recognized by the US Government.

The renewal of your certification indicates that you continue to meet the CEU requirements and abide by the code of conduct established for a Certified Industrial Ergonomist. This designation assures your employer and the general public that you have been found competent in both knowledge and experience to identify, and solve ergonomic problems / issues which will significantly lower the risk of injury, reduce exposure to risk, facilitate or enhance performance efficiency and productivity of workers. Your renewed certification designation (CIE) assures the public and your clients that you are at the top of your field as an ergonomics practitioner.

- Free assistance in job placement for CIE's and CHFEP's in the field of ergonomics or Human Factors Engineering
- Limited Free Research to answer your technical questions if the time spent is less than three hours.
- Free Research Reports as they are generated by the Institute.
- ORI will team with any certificate holder or "**Preferred Provider of Ergonomic Services**" to augment his/her technical capability in ergonomics, Human Factors engineering, statistics, materials science, mechanical engineering, industrial engineering, mathematics, signal processing, IT and a host of other disciplines available through the Oxford Research Institute Inc.
- ORI offers an independent third party evaluation and award for Ergonomic service provider organizations if they meet certain measurable criteria: see web site at [www.OxfordResearch.org](http://www.OxfordResearch.org).
- ORI will, refer business which contact them, to organizations which obtain the "Preferred Provider" designation or are awarded the Five Star Seal of Ergonomic Excellence for a specific product that ORI has tested and used.
- We will allow our CIE's, CHFEP's and other certificate holders to use our patent lawyers on a "cost basis", to facilitate the process of obtaining a patent, patent search or patent application and required drawings for your invention. We believe that this service will save almost 50% of the fees and cost usually and typically associated with obtaining a patent.
- If you have a client that has developed a product, a tool or system that could benefit from an independent ergonomic assessment and is interested in "product differentiation", they qualify for, and possibly receive up to a "Five Star Seal for Ergonomic Excellence" in design. ORI will perform this assessment service at our cost if you recommend the product to us for testing.

# Code of Conduct expected of all professionals issued certification by Oxford Research Institute, Inc.

## **ARTICLE 1 – PROFESSIONAL QUALIFICATIONS**

Ergonomist and Human Factors Engineers certified by Oxford Research Institute (ORICs) have the responsibility to accurately and completely represent their professional qualifications and those of the institutions they represent.

Principle 1 - ORICs limit their practice only to those areas of human factors and/or ergonomics in which they maintain a “specialty” competence by virtue of education, certification and or training. They enter other additional areas only after sufficient professional training and or preparation and have had this area of expertise reviewed by ORI.

Principle 2 - ORICs present their educational and professional work experience in sufficient detail to permit an accurate interpretation of their areas of expertise and their qualifications to perform given job functions and tasks.

Principle 3 - ORICs do not use their affiliation with Oxford Research Institute or other professional societies in a way that would falsely imply sponsorship, endorsement, or approval by ORI (other than through ORI certification, accreditation or product testing by ORI) or any other organization.

Principle 4 - ORIC’s do not use their affiliation with Oxford Research Institute unless they are ORIC’s in good standing with Oxford Research Institute, including payment of yearly renewal fees and completion of Continuing Education Credits (CEUs) and any other requirements of continued Certification.

## **ARTICLE 2 – GENERAL CONDUCT**

Human factors engineering professionals and ergonomist certified by Oxford Research Institute have the responsibility to comport themselves in a manner consistent with that generally expected by their professional community.

Principle 1 - ORICs do everything necessary in the conduct of their professional activities to reflect personal integrity and convey the integrity of their profession.

Principle 2 - ORICs avoid sensationalism, exaggeration, and superficiality that may constitute deception and misrepresentation in all professional and public statements, presentations and submissions.

Principle 3 - ORICs avoid all situations that contain elements of conflict of interest and will provide full disclosure of such conflicts to all potentially affected parties.

Principle 4 - ORICs do not use a position as a teacher, a granting or contracting official, an employee or employer, or any other position to coerce or unduly influence others.

Principle 5 - ORIC’s do not use race, religion, age, sex, or national origin as a consideration in hiring, promotion or training in any position where these factors are unrelated to the performance demands of that position.

Principle 6 - ORIC’s factually represent all aspects of any employment offer made by them fully disclosing the terms and conditions and length of employment, facilities, work assignments, and opportunities for advancement, as well as salary and other forms of compensation normally available to employees.

Principle 7 - Where responsible for design, ORIC’s include considerations for the ergonomic and human factors performance of personnel who will operate, service or maintain that design and will represent adverse consequences that can be expected from deviations that can be expected from their design judgments. Something to the effect that ORIC’s should, in so far as possible, anticipate adverse consequences of various design elements and/or deviation from an approved design, and should document their concerns to responsible management?

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## **ARTICLE 3 – PUBLICATIONS**

ORIC'S are generally obligated to report their work to their professional community, to report it accurately, and to give credit to those who have made professional level contributions to that publication.

## **ARTICLE 4 – SUBJECT PRECAUTIONS**

ORIC'S have the responsibility, in research that they perform or supervise, to treat human subjects humanely and in conformance with applicable federal, state, local laws and accepted procedures and practices within the scientific community and APA.

## **ARTICLE 5 – CEUs**

2.0 CEUs are required every two years to maintain the CIE, CAE or CHFEP certification.

## **ARTICLE 6 – CERTIFICATION RENEWAL FEES**

As per the agreement for certification, you are required to meet certain professional standards, demonstrate continuing education and renew your certification annually by paying the renewal fee. All **Certificates** issued by ORI are the property of ORI and must be returned no later than 12 months after the certificate holder notifies ORI that they no longer wish to renew their certification. If a certificate holder does not renew his/her certification and failed to notify ORI that they do not wish to renew, they will continue to be billed for the renewal fee plus late charges until they either return the certificate, or so notify ORI that they no longer wish to renew. Any certificate holder who does not inform ORI of their wish for non-renewal or does not return the certificate within one year after non-renewal, will have their certification forfeited or CANCELLED immediately for a breach in ETHICS.

Reinstatement will be on a case by case basis depending on the circumstances but there will be a reinstatement fee of \$190.00 if reinstatement is requested plus any unpaid renewal fee balances & late charges.

Your annual renewal fees help to defray a portion of the costs related to the following certification and accreditation activities and expenses:

1. Internet access and maintaining all certificate holder records including CEU tracking
2. Web site and web site updates
3. Exam changes and validity checks
4. Administering and grading exams
5. Overhead costs related to maintaining an office, e.g. postage, electricity, telephones, computer and printer maintenance, paper, and other office supplies which must be purchased periodically.
6. Annual reporting to both State and Federal agencies to maintain our non-profit status in the United States
7. Liability Insurance and periodic Attorney fees for review of changes to our internal procedures and certification activities.
8. Periodic accounting fees for maintaining corporate records, payment histories, and certification and training records.

### **Temporary suspension of Renewal Fees**

If a certificate holder becomes unemployed or seriously ill for an extended period more than 6 months or must undergo medical treatment during 3-6 months and cannot work, ORI may, if requested in writing, temporarily suspend the certification renewal fee normally required, for a period of up to two years.

To become reinstated after the illness or loss of employment and activate the credential, the certificate holder must simply pay the renewal fees which were previously suspended and continue to meet all requirements for continued certification.

ORI may also extend the time period for CEUs to facilitate the certificate holder's efforts to meet the requirements.