

## FREQUENTLY ASKED QUESTIONS (FAQs)

### What is the Certified Office Ergonomics Evaluator (COEE) technical certification?

Humanscale Consulting offers a technical certification in office ergonomics to those who are able to demonstrate proficiency on the ergonomic assessment process. Following our two-day course, an online examination is administered which is designed to evaluate several core competencies. Attendees who achieve a passing score on the exam are awarded the designation 'Certified Office Ergonomics Evaluator'.

### How long has Humanscale offered this program?

Humanscale launched the program in 2010 as a response to the growing need to build in-house expertise of the ergonomic assessment process. Since then, our team has trained and certified over 3500 professionals globally.

### How often do I need to renew my certification?

The renewal process is required once every 4 years.

### How does the renewal process work?

The renewal process is a simple two-step process:

1. Submit documentation of 14 hours of continuing education within the field of office ergonomics or retake Humanscale's two-day technical certification course in office ergonomics at a discounted rate of \$476 USD.
2. Submit an application and processing fee of \$160 USD

### If I decide to retake the course, am I required to retake the certification exam?

No, you will not be required to register for the exam again.

### Is there a grace period for renewing my certification?

Yes, because we just launched the program, there is currently a 6-month grace period to renew your certification after the expiration date.

### What qualifies as Continuing Education Hours (CEH)?

Examples of Continuing Education Hours (CEH) may include but are not limited to office ergonomics related conference sessions, trainings, workshops, or webinars. A total of 14 CEHs are required every 4 years. You also have the option of retaking Humanscale's two-day certification course at a discounted rate to fulfill this requirement.

**I participated in an ergonomics workshop 3 years ago. Does that qualify for Continuing Education Hours?**

Yes, as long as the course was taken within the last 4 years and related to office ergonomics, it will qualify as continuing education.

**Where can I find the schedule of upcoming certification course?**

A list of upcoming courses can be found on the Humanscale website by clicking [here](#).