

## When to use the Professional Member Application Form?

Use this form if you are wanting to apply for one of the following Professional Member categories:

- Certified
- Associate
- Technical

Before you apply, refer to the **Professional Member Categories** document to make sure you are familiar with the requirements for each category of professional membership. You will need to meet specific competencies within the four key areas:

1. Knowledge criteria
2. Supervised experience or mentored practice
3. Work experience
4. Competencies.

Applying to become a Professional Member of the HFESNZ is a rigorous process. This is because the Professional Affairs Board (PAB) need assurance that all Professional Members meet the required standards. Use the flowchart on the next page to help you work through all the steps to complete your application. Please email [profmember@hfesnz.org.nz](mailto:profmember@hfesnz.org.nz) if you need additional information or support.

## PROFESSIONAL MEMBER APPLICATION FLOWCHART



## STEP 1. Your contact details

Please complete your name and contact details below and indicate which options you prefer to use.

<b>First name</b>		<b>Surname</b>	
<b>Preferred name</b>			
<b>Title</b>			

Enter your home and work details and your preferred contact details to receive HFESNZ communications.

	Home	Preferred contact	Work	Preferred contact
<b>Address</b> (house/flat number, street, city)		<input type="checkbox"/>		<input type="checkbox"/>
<b>Mobile</b>		<input type="checkbox"/>		<input type="checkbox"/>
<b>Email</b>				<input type="checkbox"/>

## STEP 2. Select the professional member category you are applying for

Before you apply, use the **Professional Member Categories** document, to familiarise yourself with the requirements for each of the Professional Member categories and determine which category is appropriate for you. You will need to meet specific competencies within the four key areas:

1. Knowledge criteria
2. Supervised experience or mentored practice
3. Work experience
4. Competencies.

Select the professional membership you are applying for:

Certified	<input type="checkbox"/>	Associate	<input type="checkbox"/>	Technical	<input type="checkbox"/>
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## STEP 3. Knowledge criteria - qualifications

All Professional Member categories must have at least a minimum:

- Level 7 NZQA (Bachelor's degree) or equivalent, **AND**
- the core subject is related to the HFE discipline.

In addition, for Certified membership you must also have:

- at least one year of your study being in HFE (for example, Bachelor, PGCert, PGDip, Masters) **OR**
- have gained relevant work experience in HFE which is demonstrated across the five competency areas.

Please enter all your relevant qualifications in the table below and submit copies of your qualifications as evidence.

Qualification	Subject	Year	Institute, Country



**Documents you will need to provide:**

Scanned or electronic copies of qualifications

## STEP 4. Supervised HFE experience or HFE mentored professional practice

You need to complete the table below to provide evidence of at least one calendar year of:

- supervised HFE experience, or
- HFE mentored professional practice.

Note: Use a separate table for each mentor or supervisor if you have more than one.

<b>Name of supervisor or mentor</b>		
<b>Supervisor/mentor contact details:</b>		
<b>Email</b>		
<b>Phone number</b>		
<b>Details and description of supervised HFE experience or HFE mentored professional practice.</b> (For example, dates and times of mentoring sessions, outline of topics discussed):	<b>Supervision duration, or number of mentoring sessions &amp; hours</b>	<b>Year</b>

<b>Name of supervisor or mentor</b>	
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**Supervisor or mentor contact details:**

<b>Email</b>	
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<b>Phone number</b>	
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<b>Details and description of supervised HFE experience or HFE mentored professional practice.</b> (For example, dates and times of mentoring sessions, outline of topics discussed):	<b>Supervision duration, or number of mentoring sessions &amp; hours</b>	<b>Year</b>

## STEP 5. HFE work experience

There are **two parts** to Step 5 that you need to complete to demonstrate HFE work experience:

- 5.1 Complete the table in this section** to demonstrate your HFE work history, and provide an up-to-date CV/resume with your application, **and**
- 5.2 Complete the ‘Applicant Project Logbook’** (which can also be used to demonstrate your competencies in Step 6).

HFE work experience can include any of the following activities:

- HFE practice – such as consultancy work.
- Teaching – such as lecturing at a university.
- Research – such as work completed at a university or other agency.
- Supervision – such as mentoring or supervising others.
- Management – such as managing an HFE programme or employees.

The duration of experience and number of HFE activities required is different for each Professional Member category. Check below to make sure you meet the requirements:

Professional Member category	Qualifying HFE work experience requirements
<b>Certified</b>	<p>Must be able to demonstrate a minimum of <b>300 days</b> of qualifying work experience over a period of at least <b>3 years</b>.</p> <p>Provide evidence of having carried out a minimum of <b>10</b> significant HFE activities or projects, up to a maximum of 15.</p>
<b>Associate</b>	<p>Must be able to demonstrate qualifying work experience for a minimum of <b>1 year</b>.</p> <p>Provide evidence of having carried out a minimum of <b>1</b> HFE activity or project equivalent to a minimum of 150 days full-time work, up to a maximum of 15.</p>
<b>Technical</b>	<p>Must be able to demonstrate a minimum of <b>200 days</b> of qualifying work experience over a period of at least <b>2 years</b>.</p> <p>Provide evidence of having carried out a minimum of <b>6</b> HFE activities or projects, up to a maximum of 15.</p>

**5.1 Complete the table below** to demonstrate the nature and duration of your work experience. In addition, provide an up-to-date CV/resume with your application.

Job title & employer	Start date	End date	Type of HFE work experience (to select more than one option hold the 'ctrl' button)	Approximate total hours spent doing HFE activities

**5.2 Complete the 'Applicant Project Logbook'** and use this to fill in the table below. Check the HFE qualifying work experience requirements for the Professional Member category you are applying for. Your logbook must contain information and evidence for the activities/projects plus the total days for each so that it confirms your entry on this application.

<b>Number of activities or projects in your logbook:</b>	
<b>Total number of days' work:</b>	

<b>!</b>	<p><b>Documents you will need to provide:</b></p> <ul style="list-style-type: none"> <li>- Current CV/resume</li> <li>- Applicant Project Logbook</li> </ul>
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## STEP 6. Professional competencies self-assessment

The PAB used the HFESNZ Competency Framework to develop the Professional Member Competency Checklist. The five competency areas are:

1. HFE principles
2. HFE theory and practice
3. Human capabilities and limitations
4. Design and development of systems
5. Professional skills and implementation.

For this part of your application, you will need to complete the Professional Member Competencies Checklist and the Applicant Project Logbook. You must provide:

- an estimate or self-assessment of your current proficiency level (between 0-5). This should be for the relevant number of competencies required for the membership category you are applying for,
- evidence to support your proficiency self-assessment (a maximum of 3 examples for each competency), and
- a short statement on how your evidence relates to that competency.

Note that each membership category has different competency requirements. These are explained in the Professional Member Competencies Checklist.

Your completed Professional Competencies Checklist and evidence must be submitted as part of your application.



### **Documents you will need to provide:**

- Completed Professional Competencies Checklist.
- Any other evidence you have referenced in your Competencies Checklist. For example, executive summaries from reports, published journal articles.

## STEP 7. Referees

**Part 1:** Please provide the name and contact details of two referees:

- One referee must work outside of where you are currently employed AND is a Fellow or Certified professional member of HFESNZ (or equivalent related professional body, for example, CIEHF)
- One referee must be a Fellow, Certified, or Technical professional member of HFESNZ (or equivalent related professional body, for example an IEA-endorsed professional body).

**Part 2:** Send the Reference Form to both of your referees. Ask them to promptly complete it and email directly to the PAB Convenor at [profmember@hfesnz.org.nz](mailto:profmember@hfesnz.org.nz).

<b>Referee 1 Name</b>	
<b>HFESNZ Fellow or Certified Member?</b>	<p style="text-align: center;">Yes <span style="margin-left: 150px;">No</span> <input type="checkbox"/></p> <p>If no, specify what equivalent, or closely related society they are a member of:</p>
<b>Employer</b>	
<b>Email</b>	

<b>Referee 2 Name</b>	
<b>HFESNZ Fellow or Certified Member?</b>	<p style="text-align: center;">Yes <input type="checkbox"/> <span style="margin-left: 150px;">No</span> <input type="checkbox"/></p> <p>If no, specify what equivalent, or closely related society they are a member of:</p>
<b>Employer</b>	
<b>Email</b>	



**Documents you will need to provide:**

- Two references from your referees emailed directly to PAB Convenor at [profmember@hfesnz.org.nz](mailto:profmember@hfesnz.org.nz)

## STEP 8. Insurance

The HFESNZ **requires** Certified Professional Members to hold appropriate insurance cover for Professional Indemnity and Public Liability insurance. Statutory Liability insurance is recommended.

If you are applying to be a Certified Member and will be practicing as an HFE Professional, you need to provide evidence that you hold appropriate Professional Indemnity and Public Liability insurances or will be obtaining appropriate insurance after your certification is confirmed. Note that your certification will be provisional until proof of insurance is received.

Certified Professional Members who are employed by an organisation must check that they are covered by their employer's insurance scheme. Evidence of the insurance cover (for example an email confirming coverage) will be needed.

Although there is currently no insurance requirement for Associate and Technical Professional Members to have insurance, HFESNZ **recommends** that these members obtain appropriate insurance cover.



### **Documents you will need to provide:**

Proof of appropriate insurance cover

## STEP 9. Final document check

Use the table below to check you have included all the documents needed to support your application.

Documents to include in your application	File name and/or hyperlink	Completed?
Application form		<input type="checkbox"/>
Qualification certificates/academic transcript		<input type="checkbox"/>
Current CV/Resume		<input type="checkbox"/>
Applicant Project Logbook		<input type="checkbox"/>
Professional Member Competencies Checklist		<input type="checkbox"/>
Supporting evidence such as reports or publications		<input type="checkbox"/>
References from two referees	Ask your referees to email their reference directly to the PAB Convenor at <a href="mailto:profmember@hfesnz.org.nz">profmember@hfesnz.org.nz</a> .	<input type="checkbox"/>
Proof of insurance (if relevant)		<input type="checkbox"/>
Other		<input type="checkbox"/>

## STEP 10. Declaration

By signing this application, I declare:

I have read the [HFESNZ Professional Members Code of Conduct](#) and agree to abide by it.

I have read and understand the [HFESNZ Rules](#) and agree to act in a manner consistent with the purposes of HFESNZ, which will not bring HFESNZ into disrepute and does not breach HFESNZ Rules.

I have read and understand the HFESNZ [Complaints Policy and Disciplinary Procedures](#).

I will inform the HFESNZ without delay if any matter affecting my capability to perform effectively as a Professional Member occurs.

As a Certified Professional Member, I hold, or will hold within 30 days of confirmed Certification, appropriate Professional Indemnity and Public Liability insurances.

I will maintain and develop my professional competence, and record and submit suitable Continuing Professional Development (CPD) as required by HFESNZ.

**Signature:**

**Date:**

## STEP 11. Submit your application

Please send this application form and the relevant documents to [profmember@hfesnz.org.nz](mailto:profmember@hfesnz.org.nz).