

# Humanscale Consulting

## CERTIFIED OFFICE ERGONOMICS EVALUATOR (COEE)

### PROGRAM OVERVIEW

Humanscale's Certified Office Ergonomics Evaluator (COEE) certification is available to those who complete Humanscale's Two Day Certification Program in Office Ergonomics and successfully pass an online proficiency exam, designed to evaluate several core competencies.

### CORE COMPETENCIES

- Ergonomics definitions, concepts & guiding principles
- Identification of musculoskeletal risk factors
- Work related musculoskeletal disorders (WRMSDs)
- Basic human anatomy
- Workstation configuration guidelines
- Identifying equipment challenges
- Equipment selection criteria
- Conducting and documenting ergonomic assessments

### CERTIFICATION CRITERIA

The following criteria must be met in order to achieve the COEE designation.

1. Complete Humanscale's two-day technical certification course in office ergonomics
2. Achieve a passing score of 80% or higher on the COEE multiple choice exam and mock workstation assessment

### COEE EXAM FORMAT

The online exam consists of 105 questions plus a mock assessment divided into three sections:

- |                    |                            |
|--------------------|----------------------------|
| 1. Multiple Choice | 80 questions, 1pt/question |
| 2. True/False      | 25 questions, 1pt/question |
| 3. Mock Assessment | 20 pts                     |

The exam must be completed within 2 weeks of taking the course. There is a 3-hour time limit, however, the exam does not need to be completed in one sitting.

### COEE EXAM GRADING

Exams are graded within two weeks of the original submission date. Participants who do not achieve a passing score on their first attempt will be able to review their exam results with an instructor and are eligible to retake the exam at no cost. Any subsequent exam attempts will be assessed a \$125 USD processing fee.

## COEE CERTIFICATE

Upon achieving a passing score on the exam, participants will receive a digital certificate via e-mail within 5 business days of your exam results. High quality printed certificates are also available by request for a fee. The numbered certificate references the length of the course and date of completion. You may choose to add the designation 'COEE' to your business card and/or e-mail signature.

## RENEWAL

In order to maintain your certification, you are required to submit a renewal application with proof of continuing education every 4 years. You are not required to retake the certification exam. The renewal process is as follows:

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
2. Submit a renewal application and processing fee

## QUESTIONS

*For questions about the certification process, please e-mail [COEE@humanscale.com](mailto:COEE@humanscale.com)*