



Alberta Human Ecology and
Home Economics Association
Unit 8, 900 Allen St
Airdrie, AB T4B 2M2
phone (403) 945-4476
registrar@ahea.ab.ca

Professional Human Ecologist and Professional Home Economist

Information Package and Application Form

We welcome your application to join us as a Professional Human Ecologist or Professional Home Economist. This information package was prepared to assist you in the process of completing your application. If you have any questions, please feel free to contact me at the AHEA office.

Catherine Calder, PHEc
Registrar

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Steps in the Application Process

Completion of Documentation

Eligible applicants will be asked to forward documentation of their experience to the AHEA Registration Committee for review. Forms and guidelines for this documentation are included on pages 5-8 in this package. The next page provides more information on membership requirements.

Submission of Application

The applicant then forwards to the AHEA office each of the following completed documents:

- Professional Human Ecologist, Professional Home Economist Application form. (page 13 in this package)
- Complete set of original University transcripts.
- Practice experience summary in prescribed format.
- Summary of thesis and official transcripts if applicable for practice experience. See pages 9 and 10.
- Two letters of recommendation, one of which must be from a Professional Human Ecologist or Professional Home Economist. (pages 16-17 in this package)
- Payment of membership fee and non-refundable administration fee with invoice form (found on the website in the Join Us section).
- Signed Code of Ethics. (page 15 in this package)
- Signed Statutory Declaration. (page 14 in this package)

Applicants are requested to send an original complete application form for review, to:

AHEA
Unit 8, 900 Allen St
Airdrie, AB T4B 2M2

Review of Application

Once all documents and fees are received, Applications will be reviewed by the Registration Committee. As committee members are located throughout the province, this may take up to four weeks.

Applicants will be notified in writing as soon as possible after a decision has been made, and successful applicants will receive an official certificate of registration.

Unsuccessful applicants may request that the AHEA Board review their applications in accordance with the Human Ecologist and Home Economist Regulation, Section 5 (Review of Application).

Membership Requirements

Education

Applicants for registration as a Professional Human Ecologist or Professional Home Economist must have completed a degree (undergraduate) from an approved program in human ecology or home economics or otherwise have met the educational requirements set by the Practice Review Committee for registration as a Professional Member.

Character

Applicants must be of good character and reputation.

Experience

An individual must have a minimum of one year of qualified practice experience after completing a degree in human ecology or home economics in order to become a Professional Member. This one year of experience must have been acquired over a period of not more than 5 years prior to the date of application for registration as a Professional Member.

Interpretation

The one year of required practice experience will be interpreted as a minimum 1500 hours acquired within a minimum of twelve months. It may include:

- work or volunteer experience which develops and demonstrates the required competencies; or
- completion of a Masters Program (with thesis) or PhD Program in human ecology or home economics providing the applicant has an undergraduate degree from an approved program in human ecology or home economics, and if the required competencies are demonstrated; or
- a combination of the above.

Anyone whose application is not approved due to insufficient practice experience (i.e. not all of the one year of documented experience is considered acceptable) will be required to complete that portion which is lacking as a Candidate before being eligible for registration as a Professional Human Ecologist or Professional Home Economist.

Professional Competencies

Professional practice experience provides a human ecology or home economics graduate with the opportunity to further develop professional competencies and demonstrate them in a work environment. Some of these professional competencies are:

Knowledge and Skills

- *Integrating human ecology or home economics knowledge and theory* to develop practical solutions for problems arising in a variety of situations within the professional's field of practice
- *Displaying credibility as a reliable source* of human ecology or home economics information and services through:
 - effective time management
 - efficient and effective use of resources
 - understanding and assessing needs of clients or client groups
 - effective communication with individuals and the public, showing tact and consideration in relating to others.
- *Advising, demonstrating, teaching and evaluating skillfully* through organizing and conducting programs using various media, or through other methods such as counselling, for the purpose of transferring human ecology or home economics information and services to individuals, families and communities.
- *Exercising responsible judgement* in decision making and problem solving.

Professional Behaviour

Personal attitudes and professional performance bring credibility to the profession when guided by its code of ethics. Professional behaviour includes:

- recognizing one's own professional strengths and areas for further development;
- recognizing opportunities and taking pride in making contributions as a human ecology or home economics practitioner; and
- understanding and respecting the roles of other professionals and co-operating with them.

Guidelines for Summary of Practice Experience

When preparing your summary of work and volunteer experience, include only experience acquired after you received your undergraduate degree in human ecology or home economics. This experience must have been obtained within the two * years (see note on the next page) prior to this application. Show how this experience has contributed to furthering your:

- competence in integrating human ecology or home economics knowledge and theory to develop practical solutions to problems arising in a variety of situations within the professional's field of practice;
- credibility as a reliable source of human ecology or home economics information and services;
- skill in transferring human ecology or home economics information to others by using appropriate methods effectively;
- professional approach to work.

Summary Format

Using the format shown in the sample summary which follows, please provide information documenting the required 1500 hours of experience for the time period since your degree was completed, but no more than two* years prior to this application. For each experience listed, state total number of hours which contributed to developing the above competencies.

The summary should indicate both responsibilities and professional competencies developed. Under **responsibilities**, describe the tasks undertaken in your work/ volunteer positions. Statements typically begin with:

Planned...	Recruited...
Taught...	Provided...
Responded to...	Assessed...
Prepared...	Consulted with...
Presented...	Assisted...
Wrote and edited...	Administered...
Designed...	Developed...
Coordinated...	Initiated...
Organized...	Participated in...
Implemented...	Researched...
Conducted...	Represented...
Operated...	Facilitated...
Advised...	Chaired...
Promoted...	Interviewed...

Professional competencies are the skills, abilities and knowledge that you gained from doing the tasks you have described under “Responsibilities.” These statements typically begin with:

Learned how to...

Discovered that...

Increased my knowledge about...

Broadened my perspective on...

Continued development of...

Acquired knowledge of...

Have become better able to...

Developed an appreciation for...

Practised...

Integrated home economics theory into...

Had an opportunity to...

Achieved a greater understanding of...

Demonstrated my ability to...

Gained insight into...

Developed skills in...

See the next page for a sample of a portion of a practice experience summary.

***NOTE:** The normal expectation is that practice experience is gained within two years prior to application. However, in exceptional circumstances, the Registration Committee may consider practice experience to a maximum of five years prior to application.

Sample Practice Experience Summary

This sample is a *portion* of a summary; hours do not total 1500.

Summary of Work Experience

Time Period	September 1/03 to December 31/03
Total Hours Worked	150 hours/month x 4 months = 600 hours
Position	Food and Nutrition Program Coordinator
Employer	Family Life Services Association
Address	8624 - 18 Avenue, Anywhere AB T5G 1T2
Telephone	(403) 555-9922
Supervisor	Mary White

Responsibilities

Planned and taught cooking classes to teens who had left home; selected and tested recipes to be used in a fund-raising cookbook; coordinated the writing and production of consumer information sheets.

Professional Competencies Developed

Learned how to tailor food and nutrition information to suit a teenage audience.

Achieved a greater understanding for the science of cooking while testing recipes.

Learned the many factors that need to be considered when selecting recipes to suit today's consumer.

Discovered the importance of clarity in writing, and took an evening class which greatly assisted me in this regard.

Developed proofreading skills to ensure all recipes and publications were free of errors.

Learned to work effectively with other staff members by actively participating as a team member.

Achieved a greater understanding of the production process for printed materials.

Summary of Volunteer Experience

Time Period	September 1/03 to January 31/03
Total Hours Worked	40 hours
Position	Adult Education Instructor
Employer	Canadian Cancer Society
Address	429 Hillside Avenue, Big City AB T4C 2J1
Telephone	(403) 555-2127
Supervisor	Joyce Uptown

Responsibilities

Presented lectures on diet and health-related topics, including basic nutrition information and ways to increase dietary fibre. Utilized a variety of presentation methods including a video and group discussion. Prepared a handout listing reliable sources of nutrition information. Was asked to participate in the program next year.

Professional Competencies Developed

Achieved a greater understanding of presentation methods through the experience of conducting these lectures.

Developed an appreciation of the importance of thorough research prior to presenting a topic.

Guidelines for Application on the Basis of Postgraduate Study with Thesis

For Candidates with an undergraduate degree from an approved program of human ecology or home economics, successful completion of postgraduate study with thesis may be considered a form of practice experience. For such study to be eligible, the applicant must be able to show that the research process for the thesis contributed to the development of the required competencies.

For an application on the basis of a postgraduate degree with thesis, the following are required:

- official transcripts showing that a graduate degree has been conferred,
- thesis summary, and
- experience summary showing development of competencies required for the professional practice of human ecology or home economics.

Thesis Summary

Your thesis summary should include:

- Thesis title
- Supervisor's name, title, telephone, fax and e-mail
- Summary of thesis including purpose, methods and results of the research (approximately 1 1/2 - 2 pages in length)

Practice Experience Summary

When preparing this summary, show how experiences during the completion of your thesis have contributed to furthering your professional competencies, in particular:

- competence in integrating human ecology or home economics knowledge and theory to develop practical solutions to problems arising in a variety of situations within the professional's field of practice;
- credibility as a reliable source of human ecology or home economics information and services;
- skill in transferring human ecology or home economics information to others by using appropriate methods effectively; and
- professional approach to work.

Professional competencies are the skills, abilities and knowledge that you gained from doing the tasks required to do your research and write a thesis. These statements typically begin with:

Learned how to...

Discovered that...

Increased my knowledge about...

Broadened my perspective on...

Continued development of...

Acquired knowledge of...
Have become better able to...
Developed an appreciation for...
Practised...
Integrated home economics theory into...
Had an opportunity to...
Achieved a greater understanding of...
Demonstrated my ability to...
Gained insight into...
Developed skills in...

When describing the professional competencies developed, indicate what they are and how they were gained — e.g. Further developed skills in clear written communication through the process of writing and editing my thesis. See sample below of a portion of an experience summary.

Sample Thesis Experience Summary

This sample is a *portion* of a summary.

Professional Competencies Developed

Developed skills in clear written and oral communication through the process of writing, editing and defending my thesis.

Learned how to integrate and evaluate research information and then develop an original approach to meeting the nutrition education needs of teenage mothers.

Demonstrated my ability to apply human ecology or home economics information by identifying several ways in which my research results could be applied. These applications are outlined in my thesis abstract.

Broadened my perspective on the need for local nutrition education resources for teenage mothers.

Acquired knowledge of families under stress and in crisis through interviews with teenage mothers and their families.

Improved my interpersonal communication skills with teenagers and developed an appreciation of the importance of these skills in gaining the confidence of young families and motivating them to accept and implement new information.



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Reference Information

This section includes the AHEA Code of Ethics, reprinted from the Association's Bylaws. A copy of the Human Ecologist and Home Economist Regulation will be sent after your application for Professional Membership is accepted. As these documents are fundamental to the operation of a regulated profession, it is suggested that you keep this information on file.

Registration of the Profession

In January, 1989, the Alberta Home Economics Association (AHEA) was registered under the Professional and Occupational Associations Registration Act (POARA), and granted the authority to register qualified members as Professional Home Economists. In 2002, a new name for the Association was registered. The revised Human Ecologist and Home Economist Regulation recognized the new association name as well as an additional protected title.

The current legislation provides the right to the titles Professional Human Ecologist and Professional Home Economist, and the abbreviations P.H.Ec. or PHEc. AHEA members who are registered Professional Human Ecologists or Professional Home Economists have exclusive use of these designated titles and abbreviations.

In working towards becoming a self regulated profession, AHEA established the following objectives:

1. To protect the public through defining standards of education, experience, performance, and conduct for registered members.
2. To define to the public the field of practice of human ecology and home economics and in this way ensure services are known and accessible.
3. To make known to the public a means of redress and discipline of registered members of the profession for unskilled practice and professional misconduct.

Exclusive-use-of-title legislation does not prohibit unregistered persons from practising human ecology or home economics, nor does it require unregistered human ecologists or home economists to abide by the provisions of the act and regulation.

Code of Ethics

Members of the Alberta Human Ecology and Home Economics Association must:

1. Engage only in those areas of the practice of Human Ecology or Home Economics in which they are competent,
2. Provide competent and responsible service to the best of their ability on behalf of their employers and clients and the community at large,
3. Develop and continually upgrade their professional competence,
4. Observe standard of personal ethics that reflect credit on the profession,
5. Conduct themselves towards other members with fairness and good faith, and
6. Support the Association and further its aims.

Professional Human Ecologist, Professional Home Economist Application Form

Alberta Human Ecology and Home Economics Association

Name (Mrs / Ms / Miss / Mr / Dr) _____

Position _____

Business or Organization _____

Home Address _____

Business Address _____

City/Town _____

City/Town _____

Postal Code _____

Postal Code _____

Telephone _____

Telephone _____

Fax _____

Fax _____

E-mail address _____

E-mail address _____

Preferred mailing address Home Business Preferred E-mail _____

Professional title Professional Human Ecologist Professional Home Economist

Degree(s) _____ Year _____ University _____ Major _____

Degree(s) _____ Year _____ University _____ Major _____

Thesis Title (if applicable) _____

I am willing to receive AHEA correspondence and branch/provincial newsletters by email Yes No

Application on basis of practice experience.
Please forward the following documentation.

- Professional Application Form (this page)
- Statutory declaration
- Signed Code of Ethics
- Official original University transcripts
- Summary of practice experience, in prescribed format, detailing experience following graduation but not more than 5 years prior to date of application
- Two letters of recommendation, with attached form (pg 16-17) from persons capable of judging experience and personal qualities. One of these must be from a PHEc. If experience was obtained in a province without registration, one letter must be from a graduate human ecologist or home economist.
- Administration and membership fees with completed Invoice form (from website)

Application on basis of postgraduate study with thesis. *Please forward the following documentation.*

- Professional Application form (this page)
- Statutory declaration
- Signed Code of Ethics
- Official original university transcripts showing graduate degree with thesis and thesis summary in prescribed format
- Practice experience summary showing development of required competencies
- Two letters of recommendation, with attached form (pg 16-17) from persons capable of judging graduate student experience and personal qualities. One of these must be from a PHEc. If postgraduate study was outside Alberta, one letter must be from a graduate human ecologist or home economist.
- Administration and membership fees with completed Invoice form

Signature of Applicant

Date

STATUTORY DECLARATION

In the matter of my application to the Alberta Human Ecology and Home Economics Association towards registration as a Professional Human Ecologist or Professional Home Economist.

I, _____ of _____
(city, town or village)

in the Province/State/Country of _____, DO SOLEMNLY DECLARE:

(1) that I was born on _____, at _____;
(day, month, year) (place)

(2) that I am the person referred to in the documents submitted in support of my application, and that these documents present a true and accurate account of my qualifications;

(3) that I understand that additional documentation and/or information may be required for a true evaluation of my academic credentials to be made; and

(4) that the following is a true chronological summary of my educational history giving names of academic institutions attended, dates of attendance, and diplomas/degrees received:

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the "Canada Evidence Act".

Declared before me at _____)

in the Province/State/Country of _____)

this _____ day of _____, 2____)

Declarant's Signature

Commissioner for Oaths, Notary Public, or J.P.
in and for the Province/State/ Country of

AHEA CODE OF ETHICS

Members of the Alberta Human Ecology and Home Economics Association must:

1. Engage only in those areas of the practice of Human Ecology and Home Economics in which they are competent,
2. Provide competent and responsible service to the best of their ability on behalf of their employers and clients and the community at large,
3. Develop and continually upgrade their professional competence,
4. Observe standards of personal ethics that reflect credit on the profession,
5. Conduct themselves towards other members with fairness and good faith, and
6. Support the Association and further its aims.

Upon becoming a member of the Alberta Human Ecology and Home Economics Association, I agree to conduct myself in accordance with this code of ethics

Signature of Applicant
Professional Member

Date

Form and Guidelines for Letter of Recommendation for Registration

Alberta Human Ecology and Home Economics Association

Name of Applicant _____

Address _____

Postal Code _____ Telephone _____ Fax _____

E-mail _____

Name of Recommender _____

Position _____

Address _____

Postal Code _____ Telephone _____ Fax _____

E-mail _____

- May we contact you for clarification or additional information if necessary? Yes No
- Are you a Professional Human Ecologist or Professional Home Economist (PHEc)? Yes No
- For referee outside Alberta, are you a graduate home economist or human ecologist? Yes No
- Do you recommend the applicant for registration as a Professional Human Ecologist or Professional Home Economist in AHEA? Yes No

Signature of Recommender

Date

Guidelines

In preparing your letter of recommendation, you are encouraged to use the following questions to guide your comments. Any other comments you wish to make will be welcomed.

1. In what capacity, and for how long have you known the applicant?
2. Please comment, based on your knowledge of the applicant, on the applicant's demonstration of the following competencies:
 - a) ability to apply human ecology or home economics knowledge to practical problem-solving
 - b) credibility as a reliable source of human ecology or home economics information and services
 - c) personal attitudes and ethics as related to professional performance
3. Please comment on the applicant's professional character and reputation.

Please forward this form and your letter to the applicant who will submit them to AHEA.

Thank you.

Form and Guidelines for Letter of Recommendation for Registration

Alberta Human Ecology and Home Economics Association

Name of Applicant _____

Address _____

Postal Code _____ Telephone _____ Fax _____

E-mail _____

Name of Recommender _____

Position _____

Address _____

Postal Code _____ Telephone _____ Fax _____

E-mail _____

- May we contact you for clarification or additional information if necessary? Yes No
- Are you a Professional Human Ecologist or Professional Home Economist (PHEc)? Yes No
- For referee outside Alberta, are you a graduate home economist or human ecologist? Yes No
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