



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 Transfer

## Information Package and Application Form

We welcome your application to transfer membership as a Professional Human Ecologist or Professional Home Economist from another regulated province to AHEA. The Mutual Recognition Agreement on Labour Mobility signed by all the regulated provinces establishes the conditions under which a professional member from one of these jurisdictions will have his/her qualifications recognized in another.

This information package was prepared to assist you in the process of completing your application to transfer. 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

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Applicants who have been registered as professional members in another regulated province (Manitoba, Ontario or New Brunswick) for more than four years are required to:

- Complete the application information and prepare additional documentation for the professional file if necessary. (see list below)
- Contact the Registrar in the province where they are currently a member to verify the documentation contained in their professional file.
- Request a letter from the Registrar confirming their membership in good standing and the number of continuous years they have been a member.
- Authorize the Registrar to also forward a copy of the professional file to the Registrar in the province to which they are transferring.

Applicants who have been registered as professional members for **less than four years** must complete a Summary of Practice Experience acquired after receiving their degree. Guidelines and a sample practice experience summary follow on pages 4-6.

### Submission of Application

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

- Professional Human Ecologist, Professional Home Economist Application form. (page 11 in this package)
- Any documents required to complete the professional file being transferred including a complete set of original University transcripts showing conferred degree(s).
- Signed Statutory Declaration (page 12 of this package).
- Signed Code of Ethics (page 13 of this package).
- Payment of non refundable transfer fee with Invoice form. The Membership Fee Invoice can be found on the AHEA website under the Join Us section.

Note: If it is the start of a new membership year, (May1) then membership fees for the next year must also be included.

- Those with less than four years of membership in another registered province require a summary of Practice Experience in prescribed format.

*Send the completed application package to:*

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

## Review of Application

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Since your educational qualifications were assessed previously when you were accepted as a professional member in another registered province, this application involves only the assessment of practice experience (work and volunteer) for those applicants with less than four years of professional membership in another province. In this case, the practice experience Summary will be reviewed to determine if it meets the required 1500 hours of qualified practice experience required to be a Professional Human Ecologist or Professional Home Economist in Alberta. Qualified practice experience consists of work or volunteer experience that contribute to the development of professional competencies and ability to demonstrate them in a work environment. See the next page for more information. Those applicants who are assessed as having less than 1500 hours will be registered as a Candidate Member until the balance of the hours required have been obtained.

## 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 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 skilfully* 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. 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 four 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 example below for a sample of a portion of a practice experience summary.

## 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

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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

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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

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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

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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.



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## Reference Information

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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

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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

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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 (Ms / Mrs / 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 \_\_\_\_\_

Degree(s) \_\_\_\_\_ Year \_\_\_\_\_ University \_\_\_\_\_ Major \_\_\_\_\_

Degree(s) \_\_\_\_\_ Year \_\_\_\_\_ University \_\_\_\_\_ Major \_\_\_\_\_

Full name(s) on transcript(s) \_\_\_\_\_

Thesis Title (if applicable) \_\_\_\_\_

Have You enclosed:

*Please forward original documentation.*

- Professional Application Form (this page)
- Signed Statutory Declaration
- Signed Code of Ethics
- Additional documents to complete professional file being transferred if required
- Official original University transcripts if not in professional file
- Summary of practice experience, in prescribed format, detailing experience following graduation if applicable
- Transfer fees (and membership fees if applicable) with completed Invoice form (from website)

**Send to:**

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

Upon receipt of the required documentation and membership fee, AHEA will forward:

- A copy of the Human Ecologist and Home Economist Regulation and AHEA Bylaws (which includes the Code of Ethics).
- Certificate of Registration as Professional Human Ecologist or Professional Home Economist
- Website password, receipt & member's card
- Reference letter for employers

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

## 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:

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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**

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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

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Signature of Applicant  
Professional Member

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Date