



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

Candidate's Application Package for Professional (PHEc) Status

We welcome your application to become a Professional Member. Once the practice experience requirements are met, a Candidate Member may apply for membership as a Professional Human Ecologist or Professional Home Economist. This information package was prepared to assist you in the process of completing your application. Because your educational qualifications have been assessed previously when you applied for Candidate Status, this application involves only the assessment of practice experience and character. If you have any questions, please feel free to contact me at the AHEA office.

Catherine Calder, PHEc
Registrar

Table of Contents

Steps in the Application Process	2
Guidelines for Summary of Practice Experience	3
Sample Practice Experience Summary	5
Guidelines for Application on the Basis of Post Graduate Study with Thesis	7
Guidelines for Professional Advisor's Comments	9
AHEA Reference Information—Regulation	10
AHEA Code of Ethics	11
Professional Human Ecologist, Professional Home Economist App. Forms	12
Professional Advisor Final Report	15
Form and Guidelines for Letter of Recommendation	16

Steps in the Application Process

Submission of Application

Once the Candidate Program is complete, the Candidate should complete and submit the following documents:

- Professional Human Ecologist, Professional Home Economist Application form. (pages 12 in this package).
- Final Report on Candidate Program which includes:
 - Practice Experience Summary in prescribed format. See pages 3-5 for more information.
 - Summary of thesis and official transcripts showing completion of graduate degree with thesis, if relevant. See pages 8 and 9.
 - Professional Advisor Final Report. (page 15 in this package)
- Two letters of recommendation from individuals who are able to assess the professional performance of the applicant - at least one of whom is a PHEc. (pages 16-17 of this package)
- Payment of membership fee and non-refundable administration fee with invoice form (found on the website in the Join Us section).
 - Candidate Members pay a reduced fee while in the Candidate program. Depending on the timing, the time of application for professional (PHEc) status, additional fees may apply. **Applicants are advised to contact the Registrar while preparing the final report to ascertain the required fee, as it must be sent with the final report.**
- Signed Code of Ethics. (page 14 in this package)
- Signed Statutory Declaration. (page 13 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). A copy of the Human Ecologist and Home Economist Regulation was sent with the Candidate Certificate of Registration.

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.

Guidelines for Professional Advisor's Comments

When preparing your comments on the applicant's development during the Candidate Program, reflect on the applicant's demonstration of professional competencies and comment on the applicant's ability to conduct herself as a Professional Human Ecologist or Professional Home Economist. Use the following categories to guide your comments.

Knowledge and Skills

Ability to:

- Integrate human ecology or home economics knowledge and theory in developing practical solutions for problems arising in a variety of situations within the professional's field of practice.
- Effectively and efficiently manage time and other resources.
- Understand and assess client needs.
- Plan, organize and conduct programs.
- Communicate and work with individuals and groups.
- Use a variety of methods in transferring human ecology or home economics information and services.
- Exercise responsible judgement and employ objectivity in problem solving.

Personal Understanding as a Professional

Ability to:

- Recognize own professional strengths and areas for further development.
- Recognize and act on opportunities to make a contribution as a human ecology or home economics practitioner.
- Understand and respect roles of other professionals and to cooperate with them.

Professional Character and Reputation

Applicants must be of good character and reputation.



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

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) _____

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

- Professional Application form (this page)
- Statutory declaration
- Signed Code of Ethics
- Summary of practice experience, in prescribed format, detailing experience following graduation but no more than 2 years prior to date of application
- Professional Advisor Final Report
- 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 Professional Human Ecologist or Professional Home Economist. 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 with thesis and thesis summary in prescribed format
- Practice experience summary showing development of required competencies
- Professional Advisor Final Report
- 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 Professional Human Ecologist or Professional Home Economist. 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

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:

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

Professional Advisor Final Report

Alberta Human Ecology and Home Economics Association
Candidate Human Ecologist or Candidate Home Economist Program

Name of Candidate Human Ecologist or Candidate Home Economist	Name of Professional Advisor
Address	Address
Postal Code	Postal Code
Telephone Fax	Telephone Fax
E-mail	E-mail

Time Period for which you have served as Professional Advisor to applicant:

Begin	End
-------	-----

Number of practice experience hours applicant has completed under your guidance: _____

Do you recommend the applicant for registration as a Professional Human Ecologist or Professional Home Economist in AHEA

- Yes No
 Comments attached

Signature of Professional Advisor	Date
-----------------------------------	------

Comments by the Candidate regarding the training program may be attached.

Signature of Candidate	Date
------------------------	------

Preferred title and designation

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
- 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.