



# AHEA

Alberta Human Ecology & Home Economics Association

## Associate Member Information Package and Application Form

We welcome your application to join us as an Associate Member. An Associate member is an individual :

who holds a degree in human ecology or home economics and who has applied for membership in AHEA as a professional member but who is presently unable to meet the practice requirements.

or

who has a degree in human ecology or home economics but who does not wish to apply for registration as a professional member or candidate member.

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.

Lisa Allen, PHEc  
Registrar

### Table of Contents

Steps in the Application Process .....	1
Membership Requirements .....	1
Definition of Membership .....	1
Membership Benefits .....	2
AHEA Reference Information.....	3
Associate Member Application Form.....	5
AHEA Code of Ethics.....	6
Personal Declaration .....	7

17603 - 55 Avenue NW  
Edmonton, AB T6M 1C8  
Phone: 780-914-6638  
registrar@ahea.ab.ca

Revised July 2021



# AHEA

Alberta Human Ecology & Home Economics Association

17603 - 55 Avenue NW  
Edmonton, AB T6M 1C8  
Phone: 780-914-6638  
[registrar@ahea.ab.ca](mailto:registrar@ahea.ab.ca)

## Steps in the Application Process

### Submission of Application

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The applicant must submit the following:

- Associate Member Application Form. (page 5 in this package)
- Signed Code of Ethics. (page 6 in this package)
- Signed Personal Declaration. (page 7 in this package)
- A complete set of original University/College transcripts.
- One letter character reference.
- Payment of membership fee and non-refundable administration fee with the invoice form that can be found on the website in the Join Us section.

*Applicants are requested to send the original of the complete application package to:*

AHEA  
17603 - 55 Avenue NW  
Edmonton, AB T6M 1C8

NOTE: High quality scans of all documentation are also accepted. Email them to [registrar@ahea.ab.ca](mailto:registrar@ahea.ab.ca)

Applicants are strongly advised to contact the Registrar before applying if you have any questions related to qualifications.

## Membership Requirements

### Education

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Applicants for membership as an Associate Member must have completed a degree from an approved program in human ecology or home economics or otherwise have met the educational requirements set by the Practice Review Committee.

Members under the age of 60 who choose this category and decide to return to work at a later date and wish to use the professional title or abbreviation will be required to apply for membership as a registered professional and will be subject to the eligibility requirements at the time of this application.

### Character

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Applicants must be of good character and reputation.

## Definition of Membership

An Associate member may hold elective or appointive office (except for President, President-Elect, and Professional Development Director), may serve on committees except the Registration Committee, Practice Review Committee and Discipline Committee and has voting privileges on all matters except those that pertain to registered professional members.

An Associate member may not use the professional title or designation but is allowed to work in the field and may use the non registered title of human ecologist or home economist.

## Membership Benefits

### Membership in the Association provides

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- a) the opportunity to network with other members with similar goals and interests.
- b) the opportunity to further develop professional competencies.
- c) the opportunity to demonstrate these competencies in a work or volunteer environment.

The professional competencies include:

#### **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* by 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.

**Other benefits of membership include the opportunity to:**

- Participate in workshops, conferences and meetings covering different aspects of the profession;
- Have access to the member- only portion of the website; and
- Receive provincial and branch newsletters.

## **AHEA Reference Information**

This section includes the AHEA Code of Ethics, reprinted from the Association's Bylaws. A copy of the bylaws will be sent after your application is accepted. Since the bylaws outline the operations of the association, 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. However, all members of AHEA are expected to abide by the Code of Ethics.

## 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 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.



**AHEA**

Alberta Human Ecology & Home Economics Association

**Associate Member 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 \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Preferred mailing  home  business

Preferred email  home  business

Degree \_\_\_\_\_ Year \_\_\_\_\_

University \_\_\_\_\_ Major \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_

University \_\_\_\_\_ Major \_\_\_\_\_

Have you enclosed:

- Associate Member Application Form (this page)
- Personal declaration
- Signed Code of Ethics
- Official original University or other educational institution transcripts
- Letter of character reference
- Administration and membership fees with completed invoice form

Mail to:

**AHEA**  
**17508 - 57 Avenue NW**  
**Edmonton, AB T6M 1G7**

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

- A copy of the AHEA Bylaws which includes the Code of Ethics
- Receipt & member's card.

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

\_\_\_\_\_  
Signature of Applicant Associate Member

\_\_\_\_\_  
Date

## 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 Associate Member

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Date



**AHEA**

Alberta Human Ecology & Home Economics Association

## PERSONAL DECLARATION

In the matter of my application to the Alberta Human Ecology and Home Economics Association towards registration as a Candidate 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" in the Province/State/Country of \_\_\_\_\_ this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Signature of Declarant

Attach copy of picture ID (i.e. drivers license, passport).