



# AHEA

Alberta Human Ecology & Home Economics Association

## Candidate Human Ecologist and Home Economist Membership Information Package and Application Form

We welcome your application to join us as a candidate member (Candidate Human Ecologist or Candidate Home Economist). As a Candidate you will have an opportunity to benefit from the support and guidance of a Professional Member during the time you are gaining the necessary practice experience to apply for Professional Member status.

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.

Marilyn Noble, PHEc  
Registrar

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Alberta Human Ecology and Home Economics Association  
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Edmonton, AB T5H 4R1  
Phone: 780-914-6638  
registrar@ahea.ab.ca

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# AHEA

Alberta Human Ecology & Home Economics Association

## Steps in the Application Process

### Completion of Documentation

Eligible applicants must submit the completed application package to the Registrar. Completed applications will be forwarded to the AHEA Registration Committee for review.

### Selection of Professional Advisor

Candidate Members are guided by Professional Advisors who are Professional members. At the time of application the Registrar will discuss potential Professional Advisors with the applicant and make the appropriate introductions. This is an essential step before being registered as a Candidate Member.

### Submission of Application

The applicant must submit the following:

- Candidate Member Application Form. (page 11 in this package)
- A complete set of original University transcripts.
- Signed Code of Ethics. (page 12 in this package)
- Signed Personal Declaration with copy of picture ID. (page 13 in this package)

### After Application

The Registrar will help you find a Professional Human Ecologist/Home Economist to work with you as a Professional Advisor. Once you've been introduced to your Professional Advisor, submit:

- Signed Letter of Agreement between Candidate and Professional Advisor. (page 14 in this package)

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

Alberta Human Ecology & Home Economics Association  
Registrar  
404-9503 101 Avenue NW  
Edmonton, AB T5H 4R1

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.

## 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.

Official transcripts are reviewed by the AHEA Registrar, the Registration Committee and/or the Professional Exam Board (PEB).

Applicants will be notified in writing as soon as possible after a decision has been made. A successful applicant is registered as a Candidate Human Ecologist or Candidate Home Economist and receives 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).

## Candidate Program

The program normally consists of a minimum of 12 months of qualified practice experience within a period of not more than 2 years.

## Application for Professional Membership

Once the practice experience requirements are met, the Candidate Member applies for PHEc status as a Professional Human Ecologist or Professional Home Economist. Details about what is required are provided at the beginning of the Candidate Program. When the Candidate is ready to apply for PHEc status, a Candidate's Application Package for Professional Status should be obtained from the website.

## Membership Benefits

### Membership in the Association provides the opportunity to:

- a) Network with other members with similar goals and interests.
- b) Further develop professional competencies.
- c) 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;
- Access resources and information on the member- only portion of the website;
- Receive provincial e-memos and newsletters.

## **Membership Requirements**

### **Education**

Applicants for Candidate membership 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 but lack the practice experience necessary for Professional membership.

### **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. **Normally, this one year of experience must be acquired within the two years immediately prior to the date of application for registration as a Professional Member.**

The Candidate Member will work closely and communicate regularly with an advisor who is a Professional Member. This period is especially important for a new graduate who is the only human ecologist or home economist in a particular work setting as it provides contact with another professional. Although the Candidate Member may currently be working with a Professional Member at the place of employment, it's strongly advised to select a Professional Member from outside the workplace in order to broaden your exposure to different perspectives and to ensure there is not a conflict of interest.

### *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 major project) 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.

## **Guidelines for the Candidate Human Ecologist, Candidate Home Economist Program**

The Candidate Member must be registered with AHEA as a Candidate Human Ecologist or Candidate Home Economist and be willing to commit the necessary time and effort to fulfill the requirements of the program.

### **Role of the Candidate Member**

The role of the Candidate Member is to work toward developing the required professional competencies to become a Professional Member. The Advisor will be a “professional partner” of the Candidate Member. Together they will work to focus the program on the objectives of the Candidate to ensure a successful experience.

The most important tasks for the Candidate are to obtain appropriate work and/or volunteer opportunities that contribute to the development of professional competencies and to arrange for a Professional Advisor. Below are some guidelines to help the Candidate with these tasks and to provide direction for the program.

### **Preparing for Application**

## **Develop Preliminary Objectives**

- An important first step is for you to understand your professional development needs. This can be done by reviewing the professional competencies required for registration and making a list of your strengths and limitations.
- Based on your strengths and limitations, develop some preliminary objectives for the program by considering what strengths need to be enhanced and what limitations must be overcome. These preliminary objectives will be useful in identifying experience opportunities and in arranging for an Advisor.

## **Look For Work and Volunteer Opportunities**

- If you are not already employed or doing substantial amounts of volunteer work, begin looking for experience that allows you to achieve your professional objectives. Included in this package is a list of examples to give you some ideas. The employment and volunteer experience of the Candidate must contribute to development of professional competencies.
- If you are employed, discuss your participation in the Candidate Program with your employer. This is a courtesy to the employer and will be helpful in obtaining the employer's support if it is required.

## **Select a Professional Advisor**

- In discussing potential Professional Advisors with the Registrar, consider your professional objectives and your present professional competencies. What professional qualities, expertise and experience in an Advisor would best meet your needs?

## **Implementing the Candidate Program**

### **First Meeting**

- The initial contact between the Candidate Member and the Professional Advisor is best directed at discussing objectives for the program. Share and discuss your preliminary objectives. Your advisor may want to review your resume and university courses completed, as well as the description of the Candidate Program and its objectives, to help determine your professional development needs.

### **Develop a Training Plan**

- Based on established objectives, it is advisable for you and your advisor to jointly develop a program plan. The plan would outline the work and volunteer experience which you plan to undertake to meet your objectives to develop professional competencies during the program. The plan could also specify the support and assistance required from the advisor.

### **Working with Your Professional Advisor**

- Throughout the training period (preferably at least every two to three months) you and your Professional Advisor should review and revise goals, objectives and the program plan. This is also an opportunity to monitor progress. Regular contact provides the necessary flexibility to ensure that the program continues to be relevant as you increase competencies and develop as a professional person.

## Relationship with Your Advisor

- Scheduling of contacts and agreement on how the candidate program will progress must respect the needs of both the Candidate and the Professional Advisor. To ensure that the experience is positive for both, you must be considerate of your advisor's time.
- If for any reason (e.g. move, job change, etc.) the relationship between the Candidate and the Professional Advisor comes to a premature close, the Candidate should contact the Registrar for help in finding a new advisor. The initial advisor must provide a Professional Advisor Final Report for the period she acted as an advisor to the Candidate for submission with other documentation when the candidate program is complete.

## Eligible Practice Experience

Following is a list of possible practice experiences for a Candidate. The list is by no means exhaustive, nor is it meant to be. The intent is to provide the Candidate Human Ecologist or Candidate Home Economist with some ideas of the kinds of work experiences that may be pursued. Other possibilities might be found by talking to other human ecologists or home economists, attending branch meetings, checking the web site, etc.

*The criterion for selecting work or volunteer experience for the training period is that it must enable the Candidate Member to develop professional competencies.*

Volunteering is often a good first step in gaining experience, exploring alternative careers and developing contacts for employment possibilities. The completion of a master's program with thesis, or a doctoral degree in a human ecology or home economics related area after receiving an undergraduate degree may be considered as practice experience if it contributes to the development of professional competencies.

## Examples of Employment Experience

- ✓ Apparel design and production management
- ✓ Child and Youth care - day care/youth worker; program facilitation and administration
- ✓ Consumer product development and testing (e.g. food or textiles)
- ✓ Counselling, family support, program facilitation with Social Services Agencies
- ✓ Business development - strategic planning; human resources, management, marketing
- ✓ Community development - program planning, policy analysis, operations, promotion with community agencies
- ✓ Consumer education, advice and information
- ✓ Consumer research - conducting and interpreting

- ✓ Debt and budget counseling
- ✓ Educators at various levels - children or adults
- ✓ Food consultant
- ✓ Health promotion, marketing, fund development with community health organizations
- ✓ Lifestyle management coaching
- ✓ Media work - writer, commentator, producer
- ✓ Public relations
- ✓ Researcher in government, industry or university
- ✓ Small business owner or manager
- ✓ Curator or conservator in museums
- ✓ Dietitian or nutritionist
- ✓ Education - program development, delivery, administration
- ✓ Food service
- ✓ Interior and residential design
- ✓ Marketing and promotions
- ✓ Nutrition and food consultants
- ✓ Real estate - sales or management
- ✓ Sales - retail or management
- ✓ Textile testing and research
- ✓ Volunteer coordinator

### Examples of Volunteer Experience

- ✓ AHEA committees, such as the Annual Conference Committee
- ✓ Agriculture boards, e.g. Agricultural Service Board, Commodity Organizations
- ✓ Boards of Governors, e.g. Colleges, Universities
- ✓ Community agencies - board membership, administration or program development and delivery e.g. day care, family and community support services, shelters
- ✓ Community facilities and services - program development and implementation e.g. libraries, seniors' homes or centres, camps, museums, schools, historical sites, galleries, hospitals
- ✓ Consumer organizations
- ✓ Development education, e.g. church, community agencies, international development
- ✓ Management of canvassers for fundraising
- ✓ Professional association committee work (branch, provincial or national level).
- ✓ Standards Organizations, e.g., CSA, CGSB

### Summary Format

The Candidate application package for Professional Status outlines the format for documenting your practice experience. It's a good idea to look at a copy early in your Candidate Program so that you have the required format for recording your experience.



## AHEA Reference Information

This section includes the AHEA Code of Ethics, reprinted from the Association's Bylaws. A copy of the bylaws and 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. However, all members of AHEA are expected to abide by the Code of Ethics.

## 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;

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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

**Candidate Human Ecologist/Home Economist Membership 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 \_\_\_\_\_

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

Thesis title (if applicable) \_\_\_\_\_

Have you enclosed:

- Candidate Application Form (this page)
- Signed Code of Ethics
- Signed personal declaration with copy of picture ID
- Official original University transcripts
- Membership fees

To be sent later:

- Letter of Agreement between Candidate and Professional Advisor

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

- Candidate Human Ecologist or Candidate Home Economist Certificate of Registration
- Access to the Human Ecologist and Home Economist Regulation and AHEA Bylaws which includes the Code of Ethics
- 3 copies of a letter outlining Human Ecology and the Candidate Program that can be given to potential employers

I am willing to receive AHEA correspondence newsletters by email  Yes  No.

\_\_\_\_\_  
Signature of Applicant Candidate Member

\_\_\_\_\_  
Date



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## **AHEA CODE OF ETHICS**

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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.

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Signature of Applicant Candidate Member

---

Date



**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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_

\_\_\_\_\_  
Signature of Declarant

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



# AHEA

Alberta Human Ecology & Home Economics Association

## **Candidate Human Ecologist/Candidate Home Economist Letter of Agreement Between Candidate and Professional Advisor**

Name of Candidate

Member \_\_\_\_\_

Declaration of Candidate Member

I have discussed with \_\_\_\_\_, PHEc, the details of the Candidate Human Ecologist/Home Economist program. She/he has agreed to become my Professional Advisor for the program.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

Declaration of the Professional Advisor

I certify that I am a registered Professional Human Ecologist or Professional Home Economist and have had three years of human ecology or home economics practice experience within the past ten years, and that I am willing to support the development of personal and professional competencies of the Candidate Member, namely \_\_\_\_\_ throughout the Candidate Program.

\_\_\_\_\_  
Signature of Professional Advisor

\_\_\_\_\_  
Date