



# AHEA

Alberta Human Ecology & Home Economics Association

## Candidate to Professional (PHEc) Status Information Package and Application Form

We welcome your application to join as a Professional Human Ecologist or Professional Home Economist. A Professional Human Ecologist or Professional Home Economist is a registered member who meets the requirements set out in the Human Ecologist and Home Economist Regulation.

This information package was prepared to assist you in the process of completing your application. Because your educational qualifications were assessed 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.

Marilyn Noble, PHEc  
Registrar

### Table of Contents

Steps in the Application Process .....	1
AHEA Reference Information.....	2
Professional Member Application Form.....	4
AHEA Code of Ethics.....	5
Personal Declaration .....	6
Professional Advisor's Form and Guidelines.....	7
Form & Guidelines for Letters of Recommendations.....	8
Appendix – Guidelines for Summary of Practical Experience.....	10

Alberta Human Ecology and Home Economics Association  
404-9503 101 Avenue NW  
Edmonton, AB T5H 4R1  
Phone: 780-914-6638  
registrar@ahea.ab.ca

Revised December 2022



# 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.

### Submission of Application

The applicant must submit the following:

- Professional Human Ecologist/Home Economist Application Form. (page 4 in this package)
- Signed Code of Ethics. (page 5 in this package)
- Signed Personal Declaration with copy of picture ID. (page 6 in this package)
- Final report on the Candidate Program which includes:
  - ✓ Practice experience summary in prescribed format.
  - ✓ Summary of thesis and official transcripts, if applicable for practice experience.
  - ✓ Professional Advisor's Final Report. (page 7 in this package)
- Two letters of recommendation, one of which must be from a Professional Human Ecologist or Professional Home Economist. (pages 10 in this package)

Note: 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.

*Applicants are requested to send the original of 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)

### 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).

## **AHEA Reference Information**

This section includes the AHEA Code of Ethics, reprinted from the Association's Bylaws. The Bylaws and the Human Ecologist and Home Economist Regulation are available on the AHEA website. As these documents are fundamental to the operation of a regulated profession, it is recommended that you read them.

## **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;
5. Conduct themselves towards other members with fairness and good faith; and
6. Support the Association and further its aims.



**Candidate to Professional 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 \_\_\_\_\_

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

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

- Application on basis of practice experience.  
Please forward the following documentation.
- Professional Member Application Form (this page)
  - Signed Code of Ethics
  - Signed personal declaration with copy of picture ID
  - Professional Advisor Final Report
  - 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 12-13) 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.
  - Membership fees

- Application on basis of postgraduate study with thesis.  
Please forward the following documentation.
- Professional Member Application Form (this page)
  - Signed Code of Ethics
  - Signed personal declaration with copy of picture ID
  - Professional Advisor Final Report
  - Practice experience summary showing development of required competencies
  - Official original University transcripts showing graduate degree with thesis summary in prescribed format
  - Two letters of recommendation, with attached form (pg 12-13) 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.
  - Membership fees

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

\_\_\_\_\_  
Signature of Applicant Professional Member

\_\_\_\_\_  
Date



**AHEA**

Alberta Human Ecology & Home Economics Association

## **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



**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

**Professional Advisor's Form and Guidelines**  
Alberta Human Ecology and Home Economics Association

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Name of Professional Advisor \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

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.

Comments 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. How long, and in what capacity, 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. How long, and in what capacity, 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.

## Appendix - 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; and
- 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 the 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:

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

**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:

Achieved a greater understanding of...	Gained insight into...
Acquired knowledge of...	Had an opportunity to...
Broadened my perspective on...	Have become better able to...
Continued development of...	Increased my knowledge about...
Demonstrated my ability to...	Integrated home economics theory into...
Developed an appreciation for...	Learned how to...
Developed skills in...	Practised...

See the example below 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 #1

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

#### Summary of Work Experience

Time Period: September 1/17 to December 31/17

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.

### **Sample Practice Experience Summary #2**

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

#### **Summary of Work Experience**

Time Period: June 2019 to January 2020

Total Hours Worked: 160 hours/month x 7months = 1,120 hours

Position: Child & Youth Care Worker

Employer: Caring Organization

Address: Anywhere AB

Telephone: (587) 248-9902

Supervisor: Joanne Brown

#### **Responsibilities**

Accountable to a Team Leader, I provided social services to high risk clients in a group home and community setting in accordance with Caring Organization philosophy and policies. Caring Organization is an organization that works to bring hope to clients in need through compassion, respect, and humility. The social services I provided to clients included, but was not limited to, providing support to clients on an individual level; developing and implementing individual services plans with clients and caseworkers; ensuring clients' basic needs for food, clothing, healthcare, etc were adequately met; teaching and supervising basic life skills.

#### **Professional Competencies Developed**

- Further developed skills of self reflection, allowing the discovery and acknowledgement of working conditions I am and am not willing to work from.
- Developed trusting relationships with clients, allowing me to gain understanding into the lived journey of high risk youth in the group care system, and the trauma they work through on a daily basis.
- Achieved a greater awareness of my personal biases and triggers, which allowed me to recognize when I was confronted with a trigger and to respond instead of react.
- Learned how to effectively manage my time and use of scarce resources in a way that best suited the needs of vulnerable clients.
- Continued development in the ability to assess client needs and develop plans to help build individual capacity.

## Guidelines for Summary of Postgraduate Study with Thesis

For applicants 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 or major project 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 or Major Project Summary

Your summary should include:

- Thesis or major project 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:

Achieved a greater understanding of...

Gained insight into...

Acquired knowledge of...

Had an opportunity to...

Broadened my perspective on...

Have become better able to...

Continued development of...

Demonstrated my ability to...

Developed an appreciation for...

Developed skills in...

Discovered that...

Increased my knowledge about...

Integrated home economics theory into...

Learned how to..

Practised...

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.