



# Related Member Information Package and Application Form

We welcome your application to join us as an Related Member.

A Related member is an individual who holds a diploma in Human Ecology, Home Economics, or a related field granted by a college or school of technology after two years of successful study following secondary school education.

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 & Home Economics Association Registrar  
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

### Submission of Application

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The applicant must submit the following:

- Related Member Application Form. (page 6 in this package)
- Signed Code of Ethics. (page 7 in this package)
- Signed Personal Declaration. (page 8 in this package)
- A complete set of original University/College transcripts.
- One letter character reference.

*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)

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 Related Member must have completed a diploma in Human Ecology, Home Economics, or a related field granted by a college or school of technology after two years of successful study following secondary school education.

### Character

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Applicants must be of good character and reputation.

## Definition of Membership

An Related Member may not hold elective and appointive office, but 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.

This category of membership may not use any title or abbreviation of the Association.

## 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.



**Related 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:

- Related Member Application Form (this page)
- Signed Code of Ethics
- Personal declaration
- Official original University or other educational institution transcripts
- Letter of character reference
- Membership fee

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

- Related Certificate of Registration
- Access to the Human Ecologist and Home Economist Regulation and AHEA Bylaws which includes the Code of Ethics

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

\_\_\_\_\_  
Signature of Applicant Related Member

\_\_\_\_\_  
Date

## **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.

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Signature of Applicant Related Member

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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:

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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\_\_\_\_

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

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