



AHEA

Alberta Human Ecology & Home Economics Association

Professional Human Ecologist and Professional Home Economist Transfer

Information Package and Application Form

We welcome your application to transfer membership as a Professional Human Ecologist or Professional Home Economist from another regulated province to AHEA. The Mutual Recognition Agreement on Labour Mobility signed by all the regulated provinces establishes the conditions under which a professional member from one of these jurisdictions will have his/her qualifications recognized in another.

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.

Diana Barrantes, PHEc
Registrar

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Alberta Human Ecology and Home Economics Association
5118 168 Avenue NW
Edmonton, AB T5Y 0R8
Phone: 780-914-6638
registrar@ahea.ab.ca

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Alberta Human Ecology & Home Economics Association

Steps in the Application Process

Completion of Documentation

Applicants who have been registered as professional members in another regulated province (Manitoba, Ontario, or New Brunswick) for more than four years are required to:

- Complete the application information and prepare additional documentation for the professional file if necessary. (see list below)
- Contact the Registrar in the province where they are currently a member to verify the documentation contained in their professional file.
- Request a letter from the Registrar confirming their membership in good standing and the number of continuous years they have been a member.
- Authorize the Registrar to also forward a copy of the professional file to the Registrar in the province to which they are transferring.

Applicants who have been registered as professional members for **less than four years** must complete a Summary of Practice Experience acquired after receiving their degree. Guidelines and a sample practice experience summary follow on pages 3-5.

Submission of Application

The applicant must submit the following:

- Professional Human Ecologist/Home Economist Transfer Application Form. (page 8 in this package)
- Any documents required to complete the professional file being transferred including a complete set of original University transcripts showing conferred degree(s).
- Signed Code of Ethics. (page 9 in this package)
- Signed Personal Declaration. (page 10 in this package)
- A complete set of original University transcripts.
- One letter of character reference.

Those with less than four years of membership in another registered province require a summary of Practice Experience in prescribed format.

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

Alberta Human Ecology & Home Economics Association
Registrar
5118 168 Avenue NW
Edmonton, AB T5Y 0R8

NOTE: High quality scans of all documentation are also accepted. Email them to registrar@ahaea.ab.ca

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

Review of Application

Since your educational qualifications were assessed previously when you were accepted as a professional member in another registered province, this application involves only the assessment of practice experience (work and volunteer) for those applicants with less than four years of professional membership in another province. In this case, the practice experience Summary will be reviewed to determine if it meets the required 1500 hours of qualified practice experience required to be a Professional Human Ecologist or Professional Home Economist in Alberta. Qualified practice experience consists of work or volunteer experience that contribute to the development of professional competencies and ability to demonstrate them in a work environment. See the next page for more information. Those applicants who are assessed as having less than 1500 hours will be registered as a Candidate Member until the balance of the hours required have been obtained.

Membership Benefits

Membership in the Association provides

- 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.

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;
- 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 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...
Discovered that...	

See the example below for a sample of a portion of a practice experience summary.

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.

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

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.



Transfer 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 _____

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

- Professional Member Transfer Application Form (this page)
- Signed Code of Ethics
- Signed personal declaration with copy of picture ID
- Any documents required to complete the professional file being transferred including a complete set of original University transcripts showing conferred degree(s).
- Summary of practice experience, in prescribed format, detailing experience following graduation, but not more than 5 years prior to date of application
- Letter of character reference
- Membership fees

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

- Professional Human Ecologist or Professional Home Economist 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 Professional Member

Date



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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.

Signature of Applicant Transfer 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).