

COEE RENEWAL APPLICATION

PROGRAM OVERVIEW

Effective January 1st, 2021, Humanscale instituted a mandatory renewal process to ensure that all COEE certificate holders are kept current on the application of ergonomics principles.

In order to retain your COEE designation, you must submit a Renewal Application once every 4 years.

STEP 1: CONTACT DETAILS

First Name

Last Name

Company

Title

E-mail

Mobile Phone

Address Line 1

Address Line 2

City

State

Zip Code

STEP 2: OBTAIN CONTINUING EDUCATION HOURS (CEH's)

A minimum of 14 hours of continuing education in the field of office ergonomics is required for each renewal period. Qualifying continuing education must be related to office ergonomics and may include conference sessions, trainings, workshops or webinars.

You also have the option of retaking Humanscale's two-day certification course at a discounted rate. The course qualifies for 14 hours of continuing education. You are not required to retake the certification exam. Browse upcoming course dates and register online [here](#).

STEP 3: ENTER CONTINUING EDUCATION HOURS (CEH's)

Option 1: I have obtained continuing education hours on topics related to office ergonomics.

Please enter details below:

Title	Format	Date	Institution or Instructor	Hours
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Total CEH's earned:

Option 2: I have retaken Humanscale's Two Day Certification Program in Office Ergonomics (14 CEH's)

Date	Instructor	Hours
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STEP 4: SUBMIT RENEWAL APPLICATION

All COEE Renewal Applications should be submitted via e-mail, COEE@humanscale.com by the end of the renewal period. Please allow two weeks for processing.

STEP 5: SUBMIT RENEWAL APPLICATION FEE

The renewal application fee is \$150.

STEP 6: COEE CERTIFICATE

Upon successful completion of the renewal process, you will receive an updated digital certificate via e-mail. If you have not already done so, we would encourage you to add the designation 'COEE' to your business card, résumé, LinkedIn profile and/or e-mail signature.

QUESTIONS

For questions about your renewal application, please e-mail COEE@humanscale.com