



AHEA

Alberta Human Ecology & Home Economics Association

Candidate Human Ecologist and Professional Home Economist Member

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.

Sandra Woodhead Lyons, PHEc
Registrar

Table of Contents

Steps in the Application Process	1
Membership Benefits.....	2
Memberships Requirements.....	3
Guidelines for the Candidate Program.....	3
Eligible Practice Experience.....	6
Guidelines for the Professional Advisor.....	7
AHEA Reference Information.....	9
Candidate Member Application Form.....	11
AHEA Code of Ethics.....	12
Statutory Declaration	13
Letter of Agreement between Candidate and Professional Advisor.....	14

Alberta Human Ecology and Home Economics Association
17508 - 57 Avenue NW
Edmonton, AB T6M 1G7
Phone: 780-914-6638
registrar@ahea.ab.ca

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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. A list of potential advisors will be given to the applicant. It is the responsibility of the applicant to select one and make arrangements to meet with that person to sign the letter of agreement. If an applicant is unable to find an advisor they may send the application in without this agreement. The Registration Committee will then help the applicant find an appropriate advisor. 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)
- Signed Letter of Agreement between Candidate and Professional Advisor. (page 14 in this package)
- Payment of membership fee with the invoice form that can be found on the website in the Join Us section.

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

AHEA
17508 - 57 Avenue NW
Edmonton, AB T6M 1G7

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

- 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 members-only portion of the website; and
- Receive provincial and branch 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. If the Candidate Member is currently working with a Professional Member at the place of employment, this person may act as the Professional Advisor. However, it may be advisable to select an Advisor from outside the workplace to broaden your exposure to different perspectives.

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 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 arranging for a Professional Advisor, consider your professional objectives and your present professional competencies. What professional qualities, expertise and experience in an Advisor would best meet your needs? Other factors to consider include the Advisor's availability (time and location) and the feasibility of developing an ongoing relationship.

Local branches of AHEA or work colleagues may also be approached for advice and assistance in finding a Professional Advisor. If this professional member is not already on the approved list, they will need to be approved by the registration committee when the application is submitted. If for any reason you are unable to arrange for a Professional Advisor, contact the AHEA Registrar for assistance.

Forward Documents to AHEA Registrar

- Once an Advisor has been found, forward the Application Form with all required documentation (see page 2) and fees to the Registrar. The start date for the practice experience requirement is the date specified on the Letter of Agreement.

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 is responsible for 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 | ✓ Business development - strategic planning; human resources, management, marketing |
| ✓ Child and Youth care - day care/youth worker; program facilitation and administration | ✓ Community development - program planning, policy analysis, operations, promotion with community agencies |
| ✓ Consumer product development and testing (e.g. food or textiles) | ✓ Consumer education, advice and information |

- ✓ Counselling, family support, program facilitation with Social Services Agencies
- ✓ 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
- ✓ Consumer research - conducting and interpreting
- ✓ 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

- ✓ 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.

Guidelines for the Professional Advisor

The Professional Advisor must be registered with AHEA as a Professional Human Ecologist or Professional Home Economist and have at least three years of human ecology or home economics practice experience within the last ten years. The Professional Advisor must be willing to provide the necessary support, guidance and advice to the Candidate Member to achieve the required year of practice experience.

Role of Advisor

- The role of the Professional Advisor is flexible. The advisor will work with the Candidate to determine the kinds of support, guidance and advice that will be required. The Advisor will be a professional partner of the Candidate Member.
- During the initial stages of the candidate program, the Advisor and the Candidate may need to devote time to establishing the nature of their relationship. The major purpose of the relationship is for the professional and personal growth of the Candidate and the development of professional competencies. There will also be benefits for the advisor, including the satisfaction of passing along what has been gained by experience, the development of skills in training and advising, and contact with the fresh energy and enthusiasm that new graduates bring with them.
- After the initial stages of establishing the relationship, the frequency of contact between the Candidate and Advisor will depend upon their needs. Early in the process, develop a mutual agreement regarding the nature, number and type of contacts (meetings, phone calls, e-mail, letter). The scheduling of contacts and agreement of how the program will progress must respect the needs of both the Candidate and the Professional Advisor.

Advising Guidelines

- After the Letter of Agreement has been submitted to AHEA, the initial contact between the Professional Advisor and the Candidate should work towards developing goals for the Candidate to meet and to discuss objectives of the program.
- The advisor may want to review and discuss the resume, university courses taken and the objectives of the program with the Candidate. Based on this review, goals and individual objectives should be developed for the candidate. The focus of the discussion and the program plan that is developed should be on the development of professional competencies.

Develop a Plan

- A program plan is advisable to outline the experience the Candidate plans to undertake in order to achieve her goals and objectives. The plan can also outline the support and assistance required from the advisor throughout the program.

Working with the Candidate Member

- During the candidate program it will be helpful to work with the Candidate to review and revise the goals, objectives and program plan, and monitor progress. Contact every two to three months is suggested to ensure that the program continues to be relevant as the Candidate gains skills and develops as a professional person.

Final Report

- A written assessment of the Candidate Member's development as a professional must be submitted by the advisor. A Professional Advisor Final Report Form (see the Candidate Application Package for Professional Status (PHEc) for more information) has been developed for this purpose. This assessment is to be shared with the Candidate, who will submit it along with other documentation to AHEA.
- If for any reason (e.g. move, job change, etc.) the relationship between the advisor and Candidate must come to a premature close, it is necessary for the advisor to complete a Professional Advisor Final Report for the period she acted as an advisor.

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;
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 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) _____

Have you enclosed:

- Candidate Application Form (this page)
- Signed personal declaration with copy of picture ID
- Signed Code of Ethics
- Official original University transcripts
- Letter of Agreement between Candidate and Professional Advisor
- Membership fees with completed Invoice form (from website)

Mail to:

AHEA
17508 - 57 Avenue NW
Edmonton, AB T6M 1G7

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

- A copy of the Human Ecologist and Home Economist Regulation and AHEA Bylaws which includes the Code of Ethics
- Candidate Human Ecologist or Candidate Home Economist Certificate of Registration
- Receipt & member's card
- Application for Professional member (PHEc) status which includes information on how to prepare the work experience report.

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

Signature of Applicant Candidate Member

Date



AHEA

Alberta Human Ecology & Home Economics Association

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 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