



AHEA

Alberta Human Ecology & Home Economics Association

Candidate's Application Package for 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.

Sandra Woodhead Lyons, PHEc
Registrar

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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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Edmonton, AB T6M 1G7
Phone: 780-914-6638
registrar@ahea.ab.ca

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 8 in this package)
- Signed Code of Ethics. (page 9 in this package)
- Signed Personal Declaration with copy of picture ID. (page 10 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 11 in this package)
- Two letters of recommendation, one of which must be from a Professional Human Ecologist or Professional Home Economist. (pages 12-13 in this package)
- Payment of membership fee and non-refundable administration fee with the invoice form that can be found on the website in the Join Us section.

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:

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.

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). A copy of the Human Ecologist and Home Economist Regulation was sent with the Candidate Certificate of Registration.

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 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...
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...

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

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.

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 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 Summary

Your thesis summary should include:

- Thesis 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...

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...

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.

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 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 personal declaration with copy of picture ID
- Signed Code of Ethics
- 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.
- Administration and membership fees with completed Invoice form (from website)

Application on basis of postgraduate study with thesis.
Please forward the following documentation.

- Professional Member Application Form (this page)
- Signed personal declaration with copy of picture ID
- Signed Code of Ethics
- 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.
- Administration and membership fees with completed Invoice form (from website)

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

Mail to: **AHEA, 17508 - 57 Avenue NW, Edmonton, AB T6M 1G7**

Signature of Applicant Professional Member

Date

AHEA CODE OF ETHICS

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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

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 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?
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 - 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.