

## **Title of Professional Certification:** International Professional Home Economist (IPHE)

### **Aim**

The aim is to offer international recognition (International Professional Home Economist (IPHE) to Home Economists who contribute to the work of the International Federation for Home Economics and who help to support the wider visibility of Home Economics as a discipline on an international platform.

This IFHE certification system is not intended to replace national or local systems that recognise home economics professionals. It compliments these by offering an international dimension to recognition for those IFHE members that engage in professional development activities of an international nature.

This is a voluntary process by which the International Federation for Home Economics (IFHE) will assess a member's eligibility for certification based on meeting criteria related to internationally linked home economics activities.

### **Key Objectives / Benefits**

#### **For IFHE and Home Economics as a discipline:**

- Raises the profile and visibility of IFHE
- Increases the recognition and visibility of Home Economics as a professional discipline globally
- Encourages and supports peer learning and sharing amongst the international home economics community

#### **For the Home Economist:**

- Enhances the advantage of joining the IFHE
- Supports continuous professional development, and identification with a community of Home Economics professionals
- Gives an indication of professional status and offers additional credentials
- Communicates a commitment to engaging in activities at an international level
- Provides access to a Home Economics Network and recognises achievement

#### **For employers:**

- Individual home economists recognized as meeting benchmark standards

### **Role of IFHE**

IFHE will:

- Establish A Council Committee or a Board / Panel of Assessors for Certification. Ideally a representative from each Region of IFHE will be on the Panel / Board of Assessors for a set period of time
- Undertake and maintain an international register of IPHE certified Home Economists
- Provide clear, transparent and objective criteria / standards
- Ensure clear and transparent application / maintenance processes in relation to registration and evaluation of applications

- Publish the certified members on the IFHE website (i.e. automatically published unless instructed not to do so by member)

### **Duration of Certification**

- The status of International Professional Home Economist will be valid for a period of four years
- Once the applicant has fulfilled the requirements (approved), the certificate becomes valid.
- Certification will be recognised at a special event each Council / Congress

### **Guidelines for Application Process & Application Criteria**

#### **Please read the following carefully before submitting an application:**

- A Home Economist can apply to IFHE for Certification using the IFHE Certification application template. This is a word document which can be downloaded from the IFHE website
- An application can be made at any time to the IFHE Office
- All application forms must be typed and in English
- Home Economists must be individual paid up members of IFHE at the time of application
- International activities that the individual has engaged in can be counted towards certification for the previous four years from the date of submission of the application e.g. if an application is submitted on 1/11/16, activities that have taken place since 31/10/12 can be included
- International activities have been assigned a value in the form of Professional Development Units (PDUs).
- 100 PDUs are required for certification.
- The PDUs can be acquired over a four-year period prior to the application submission date and must all link to home economics.
- At least 50% or more of the PDUs must come from direct IFHE activities. A maximum of 50% of the PDUs can come from non IFHE activities
- Completed application forms with details describing evidence that is held in an applicant's portfolio should be forwarded to the IFHE office ([office@ifhe.org](mailto:office@ifhe.org)) along with proof of payment of the certification application / administrative fee
- Each applicant will pay a non-refundable application / administrative fee of €50. (Developing countries €25)
- Each application will undergo an internal (IFHE office) and external (Certification Panel/Board) scanning / checking process
- At the time of making an application it is the responsibility of each applicant to ensure that the documentation listed on their application form is easily available if requested
- An average 10% of applications will be randomly selected annually for more detailed evaluation. This may involve requesting further details / clarification or copies of

documentation in relation to some or all of the evidence listed as part of an applicant's application

- Where supporting information or documentation is requested the applicant will be notified by the IFHE office by email and will have a maximum of two months to submit what has been requested
- Once the applicant has fulfilled the requirements for certification, an IPHE certificate will be issued electronically by the IFHE office
- The certificate will be valid for four years from the date of issue
- IFHE individual membership must be maintained throughout the four-year period that certification is valid. If membership becomes lapsed it will automatically void the certification.
- Using the letters IPHE is conditional on membership of IFHE during the duration of certification.
- The assessment process carried out by the Certification Panel / Board may result in one of the following being assigned:
  - o IPHE awarded
  - o IPHE not yet awarded, but subject to review / request for further information or clarification etc.

### Example 1: How 100 PDUs might be achieved

| <b>Activity</b>  | <b>No of PDUs</b> |
|--|-------------------|
| <b>Section A: IFHE Activities</b>  |                   |
| Individual member of IFHE (2013, 2014, 2015, 2016 ) (5 PDUs per year)  | 20                |
| Registered attendee at IFHE Congress 2016  | 5                 |
| Registered attendee at IFHE Council 2016   | 5                 |
| Voting delegate at IFHE Council 2016   | 5                 |
| Presenter of a research paper at Congress 2016   | 10                |
| Tweeting about IFHE and Home Economics in 2015 & 2016 (20 Tweets)  | 5                 |
| Contribution to an IFHE newsletter in September 2016   | 5                 |
| Attending 2 x IFHE meetings in one's own country/region in 2015 & 2016 (5 PDUs each)   | 10                |
| Running a promotional activity to promote World Home Economics Day (as part of a team) in 2014   | 5                 |
| <b>Section A Sub Total</b>   | <b>70</b>         |
| <b>Section B: Other International Home Economics Activities</b>  |                   |
| Member of a Home Economics association in another country / region (5 PDUs per year) e.g. member of ARAHE 2013, 2014, 2015 & 2016                                | 20                |
| Attending a presentation given by an international visiting speaker at own local Home Economics association conference / event in 2016 & 2015 (5 PDUs per event) | 10                |
| <b>Section B Sub Total</b>   | <b>30</b>         |
| <b>TOTAL</b>   | <b>100</b>        |

## Example 2: How 100 PDUs might be achieved

| Activity   | No of PDUs |
|--|------------|
| <b>Section A: IFHE Activities</b>  |            |
| Individual member of IFHE (2013, 2014, 2015, 2016 ) (5 PDUs per year)  | 20         |
| Tweeting about IFHE and Home Economics during 2016 (20 Tweets)   | 5          |
| Contribution to IFHE newsletter in September 2016  | 5          |
| Attending 2 x IFHE meetings in one's own country/region in 2016 and 2015 (5 PDUs each)   | 10         |
| Running a promotional activity to promote World Home Economics Day (as part of a team in 2015 & 2016)  | 10         |
| <b>Section A Sub Total</b>   | <b>50</b>  |
| <b>Section B: Other International Home Economics Activities</b>  |            |
| Member of a Home Economics association in another country /region (5 PDUs per year) e.g. member of ARAHE 2013, 2014, 2015 & 2016                                 | 20         |
| Attending a presentation given by an international visiting speaker at own local Home Economics association conference / event in 2016 & 2015 (5 PDUs per event) | 10         |
| Classroom / lecture link up of your students with a home economics class / group in another country x 2 (5 PDUs per link up)                                     | 10         |
| Home Economics related project conducted with an IFHE member in another country  | 10         |
| <b>Section B Sub Total</b>   | <b>50</b>  |
| <b>TOTAL</b>   | <b>100</b> |