



**Ontario  
Home Economics  
Association**

**Interim Professional  
Home Economist (IPHE)  
Program**

**Information for  
Participants and Mentors**

**ONTARIO HOME ECONOMICS ASSOCIATION**  
14 Totten Place, Woodstock ON N4S 8G7  
Tel/Fax: 519-290-1843  
Email: [nancyohea@rogers.com](mailto:nancyohea@rogers.com)  
Web: [www.ohea.on.ca](http://www.ohea.on.ca)



## **BENEFITS OF THE IPHE PROGRAM**

Participants in the IPHE Program can derive a variety of benefits through the opportunities offered in the Program. Specifically, the participant can:

- Meet other members at meetings and conferences who are in diverse occupational settings and varied employment areas, and whose professional practice will be in the different majors of human ecology/home economics; discovering what other people do can provide you with ideas;
- “Network” with other members at local or provincial levels, to make contacts which will be valuable personally and professionally; where members are aware of positions available, they endeavour to inform other members through a strong, informal network;
- Become familiar with their professional Association, what it does, its activities, and the issues it addresses related to our profession and societal needs;
- Become involved and participate in the Association, to express opinions, address issues, make a contribution, collectively advance our profession, derive satisfaction, and work towards personal and professional achievements;
- Learn why professional legislation is advantageous to you as an individual and to our profession, what it means, why it is important and what our responsibilities are. In the future, human ecology/home economics graduates will begin to see more employers requiring professional status in conjunction with the degree.

The IPHE Program can offer a variety of benefits and opportunities. Take advantage, and make the most of them!

*The Ontario Home Economics Association (OHEA) gratefully acknowledges the assistance of the Manitoba Association of Home Economics (MAHE) in providing the outline and guidelines of its Interim Professional Home Economist (IPHE) Program for OHEA’s use.*

## **INTRODUCTION**

IPHE stands for “Interim Professional Home Economist”. This class of OHEA membership falls under the “Provisional” membership category leading to Registered status.

The IPHE Program is designed to further professionalism and to provide an introduction to the Association.

The IPHE Program is easily and readily completed. It is not academic in nature. The Program does not deal with technical expertise, nor is it a supervised work experience. As do all pre-professional programs, IPHE allows the participant to apply the concepts of being a Professional Home Economist and to develop an understanding of professionalism.

## **PROGRAM OBJECTIVES**

1. To offer an opportunity to learn about and to develop an understanding of the responsibilities and ethics related to being a Professional Home Economist under legislation.
2. To allow a suitable timeframe in which to develop professionalism in relation to dealings with the public, clients and colleagues, through applied practice experience, volunteer work, or other initiatives.
3. To demonstrate professional attitudes and standards by projecting self-confidence, and obtaining knowledge and understanding of the roles of others in the profession.
4. To develop an understanding of, and respect for, the profession, its role and contribution to society, thereby developing a commitment to the profession.
5. To provide an introduction to the organization, structure and activities of the Ontario Home Economics Association.
6. To provide an appreciation of the importance of member involvement in Association committees and activities, at both branch and provincial levels.
7. To encourage active participation in Association affairs, including continued membership.

## **PARTICIPANT RESPONSIBILITIES**

1. Develop professional competencies required of an individual to be registered and having professional status under legislation.
2. Make a commitment to advancing the profession and serving the public interest, including membership in the Association.
3. Investment of time and effort necessary to complete the IPHE Program requirements.

## PROGRAM DESCRIPTION

### Length

The Program is approximately one year in length. It is often completed much sooner than the one-year period. If the participant requires, the Program can be extended upon written request to the OHEA Board.

### Activities

The Program has been designed to provide the participant with a broad and flexible range of activities aimed at furthering professionalism and becoming familiar with the Association.

### Required Components

- 1) Attendance at the Professionalism Seminar is required. The Seminar will be held in conjunction with an Association event at a time and place to be announced each year. The Seminar covers various topics related to professionalism and the Association.
- 2) A minimum of three meetings between participant and mentor.

### Optional Components

At least two of the following activities must be completed:

- Participate and complete responsibilities on a committee at the branch or provincial level;
- Attend a minimum of one branch meeting;
- Attend an OHEA Annual General Meeting/Conference.
- Develop and present a community project related to home economics/human ecology;
- Write a press release under the supervision of the OHEA PR Coordinator on a home economics/human ecology-related subject.
- Prepare a paper entitled "On Being A Professional Home Economist".

IPHE participants are encouraged to participate on an Association committee at a branch or provincial level in their locale, according to their personal interest areas. Participation on a committee in which the mentor is already involved is acceptable. A professional association is directed and operated by its members, thus committee participation indicates a commitment to serving the profession through cooperative endeavours. (May be completed via technological assistance, e.g. phone, fax, email, etc., based on circumstances.)

Participation in a community project related to home economics/human ecology provides participants, including those in remote communities, with creative opportunities. Participants can develop and demonstrate applied practice experience and affirm their professional skills and knowledge to the public, clientele, and employers on behalf of the Association. Projects should contain an aspect of technical expertise (e.g. nutrition/foods, textiles/clothing, family studies) and include a promotion and advancement of the profession and the Association. Participants have a great deal of latitude.

They can work with their mentor, any Registered OHEA member, another IPHE participant, an Association committee, and/or on their own. Projects can be a volunteer effort, or related to current or desired employment. Participants are encouraged to take initiatives and develop their ideas. Examples of project areas could be: developing a service delivery program or presentation to a community group; proposals to address professional issues or initiatives needed by the Association; or ideas for academic research. A project could seek to enhance an existing initiative, or be a design for an entirely new initiative to address an identified gap. A brief written description of two to three pages of the community project carried out should accompany the Final Evaluation. As a guideline, the format would follow the usual planning process of needs assessment, objectives, plan, implementation, and evaluation.

The paper entitled “On Being A Professional Home Economist” provides participants in geographically remote communities such as Northern Ontario with additional options to complete the Program. The paper should be approximately 1,000 words and should address the meaning of professionalism and some understanding of the professional Association, as it applies to the IPHE participant.

#### **Matching With Mentor**

OHEA will provide a mentor to the IPHE participant. Compatible interests will be considered, however may not be possible. The IPHE participant may locate their own mentor who is an OHEA member. They must be eligible according to the criteria established by the OHEA Board. OHEA will confirm mentor eligibility.

If either participant or mentor moves before the completion of the Program, both parties should immediately notify the OHEA Board.

#### **Letter of Agreement**

The Letter of Agreement (attached) must be completed by the participant and mentor. This letter should be immediately forwarded to the OHEA Board upon signature. The Program officially begins upon receipt by the OHEA Board of this letter, duly completed.

#### **Geographically Remote/Isolated Participants**

IPHE participants located in geographically remote and isolated communities should note that OHEA will be flexible in accommodating their circumstances. If special arrangements are needed to complete the Program, the participant should immediately communicate with the OHEA Board on being admitted to the Program.

#### **Final Evaluation**

A brief Final Evaluation (attached) must be completed by the mentor and participant and immediately forwarded to the OHEA Board.

**Admission to Registered Status**

Admission to Registered status is made on completion of the Program activities and the requisite documentation, including the Letter of Agreement and the Final Evaluation having been submitted to the OHEA Board. On acceptance by the Board, the Registrar will issue a Professional Home Economist certificate to the member and change the roster. The member may then begin using the professional designation "P.H.Ec." and the title "Professional Home Economist".

**Questions and Difficulties**

Participants should immediately address any question about or difficulties with the Program to the OHEA Board at:

Ontario Home Economics Association  
14 Totten Place  
Woodstock, ON N4S 8G7  
Tel/Fax: 519-290-1843

**MENTOR ELIGIBILITY & RESPONSIBILITIES****Eligibility:**

1. Must be a "Professional Home Economist", i.e. a Registered, Active Retired or Retired member of OHEA.
2. Have a commitment to carrying out the responsibilities of a mentor, and a commitment to the profession and the Association.
3. Have a minimum of three years' work or volunteer experience related to the field of home economics/human ecology within the last ten years.
4. Have a good working knowledge of the profession and the Association.

**Responsibilities:**

Generally the mentor's responsibility is to further the professional development of the IPHE participant and facilitate her/his successful completion of the IPHE Program. Be willing to provide the necessary support, guidance and advice as a mentor, and be willing to commit the necessary time. Encourage the development and understanding of the responsibilities and ethics of becoming a Professional Home Economist under legislation. Advance the importance of commitment to the profession, Association participation and continued membership. Counsel and support the participant's introduction to Association structure, organization and activities.

**Specifically the mentor should:**

1. Initiate meeting with the participant to sign the Letter of Agreement, and immediately forward the original to the OHEA Board.
2. Be available to communicate with the participant, either in person or by electronic means, at least three times during the one-year period.
3. Arrange to accompany the participant to Association meetings at branch or provincial levels, in order that they may be welcomed to membership and introduced to other members.
4. Actively seek to involve the participant in an Association committee at the branch or provincial level. A committee which the mentor is currently a member of is acceptable (unless election to the committee, i.e. Board or Executive, is required).
5. Become familiar with the participant's career situation and aspirations. Provide support in her/his professional development in this regard. Where possible, assist by placing the participant in contact with a Professional Home Economist in the related field.
6. Address participant's questions, or arrange to have them contact an appropriate resource in the Association.
7. Upon completion of the Program, initiate completing the Final Evaluation, including recommendation for admission to Registered membership status, and immediately forward same to the OHEA Board for approval.

Mentors must allow sufficient time for the completed evaluation to reach the OHEA Board prior to a Board meeting at which approval will be granted, e.g. at least three weeks prior to Board meetings. Please contact the OHEA office for the dates of upcoming Board meetings.

8. Where a recommendation for Registered status cannot be made, mentors must provide written reasons to the participant and the OHEA Board. Where such recommendation cannot be made within the one-year period of the Program, participants can apply to the OHEA Board for an extension of up to a further one year.
9. In the event that a mentor must prematurely terminate her/his commitment, she/he must prepare a Final Evaluation for the participant's activities completed to date and provide the same to the OHEA Board immediately, with a copy to the participant. The mentor must also notify the OHEA Board of their inability to complete the contract in order that a replacement mentor can be found as quickly as possible, allowing the participant to continue the Program without disadvantage.

ONTARIO HOME ECONOMICS ASSOCIATION
Attention: OHEA Board
14 Totten Place, Woodstock, ON N4S 8G7

IPHE PROGRAM – FINAL EVALUATION

The mentor is required to complete this Final Evaluation and immediately return the original to the OHEA Board. Return three weeks in advance of a Board of Directors meeting (please contact the OHEA Office for dates of Board meetings).

IPHE Member Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Mentor Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Branch Name: \_\_\_\_\_

PROGRAM REQUIRED COMPONENTS:

1. Attended Professional Seminar \_\_\_\_\_
Month Day Year

2. Minimum of three meetings between participant and mentor:

Month Day Year Month Day Year

Month Day Year Month Day Year

PROGRAM OPTIONAL COMPONENTS: (two of five components)

1. Minimum of two branch Meetings:

Month Day Year Month Day Year

Month Day Year Month Day Year

2. Attended OHEA Annual General Meeting/Conference:

Month Day Year

3. Participated on a committee(s) at a branch or provincial level. Identify:

Committee Name	Level
Brief description of responsibilities/duties:	

4. Community project:    Yes     (description enclosed)                      No
5. Paper entitled "On Being A Professional Home Economist": (geographically remote/  
isolated Northern Ontario community)    Yes     (paper enclosed)                      No

**MENTOR RECOMMENDATION:**

\_\_\_\_\_ Registered Status                      \_\_\_\_\_ Non-Registered Status

Mentor Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Participant Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGEMENT:**

\_\_\_\_\_ Mentor's Signature                      \_\_\_\_\_ Participant's Signature

Date: \_\_\_\_\_  
          Month            Day            Year

**FOR OHEA BOARD USE:**

**Program Commencement:**

**Program Completion:**

\_\_\_\_\_

Month            Day            Year

\_\_\_\_\_

Month            Day            Year

**RECOMMENDATION FOR REGISTERED STATUS – BOARD MEETING:**

\_\_\_\_\_

Month            Day            Year

Accepted \_\_\_\_\_ Not Accepted \_\_\_\_\_

**COMMENTS:**

**ONTARIO HOME ECONOMICS ASSOCIATION**  
Attention: OHEA Board  
14 Totten Place, Woodstock, ON N4S 8G7

**IPHE PROGRAM – LETTER OF AGREEMENT**

The IPHE participant and mentor are required to complete this Letter of Agreement upon their introduction and to immediately return the original letter to the OHEA Board.

**PARTICIPANT DECLARATION:**

I have been introduced to the mentor identified below, and I agree to complete the Program which includes the objectives and activities.

IPHE Member Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

**MENTOR DECLARATION:**

I affirm that I am a “Professional Home Economist” and a current Registered, Active Retired or Retired (circle one) member of OHEA in good standing. I am willing to support developing the professional competencies of the IPHE member identified above throughout their participation in the IPHE Program and as shown in the responsibilities of a mentor.

Mentor Name (P.H.Ec.) \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Branch Name: \_\_\_\_\_

**IPHE MEMBER SIGNATURE:** \_\_\_\_\_ **Date** \_\_\_\_\_

**MENTOR SIGNATURE:** \_\_\_\_\_ **Date** \_\_\_\_\_

It is understood that if a change of mentor becomes necessary during the Program, each mentor will complete a Final Evaluation on the activities completed for the period then ended and immediately forward same to the OHEA Board, with a copy to the participant. Simultaneously, the mentor will notify the OHEA Board of their inability to complete the contract in order that a replacement mentor can be found as quickly as possible without undue delay for the participant.



## APPENDIX

## HOME ECONOMICS-RELATED UNIVERSITY PROGRAMS IN CANADA

**BRITISH COLUMBIA:**

Dept. of Food, Nutrition & Health  
Faculty of Land & Food Systems  
University of British Columbia  
2205 East Mall, Vancouver, BC V6T 1Z4  
[http://www.landfood.ubc.ca/programs/undergrad\\_program.htm](http://www.landfood.ubc.ca/programs/undergrad_program.htm)

Dept. of Family Studies  
School of Social Work & Family Studies  
University of British Columbia  
2080 West Mall, Vancouver, BC V6T 1Z2  
<http://www.swfs.ubc.ca/>

Home Economics Education  
Dept. of Curriculum Studies  
Faculty of Education  
University of British Columbia  
2125 Main Mall, Vancouver, BC V6T 1Z4  
<http://www.cust.educ.ubc.ca/>

Fashion Design & Technology  
Kwantlen University College  
8771 Landsdowne Road  
Richmond, BC V6X 3V8  
<http://www.kwantlen.bc.ca/>

**ALBERTA:**

Dept. of Human Ecology  
Faculty of Agriculture, Forestry & Human Ecology  
University of Alberta  
Human Ecology Building  
Edmonton, AB T6G 2N1  
<http://www.hecol.ualberta.ca/>

Dept. of Agricultural, Food & Nutritional Science  
Faculty of Agriculture, Forestry & Human Ecology  
University of Alberta  
Edmonton, AB T6G 2P5  
<http://www.afns.ualberta.ca/>

Faculty of Education  
University of Alberta  
Edmonton, AB T6G 2G5  
<http://www.uofaweb.ualberta.ca/secondaryed/>

**SASKATCHEWAN:**

Division of Nutrition & Dietetics  
College of Pharmacy & Nutrition  
University of Saskatchewan  
110 Science Place, Saskatoon, SK S7N 5C9  
<http://www.usask.ca/communications/faq12.php>

Home Economics Education  
Dept. of Curriculum Studies  
College of Education  
University of Saskatchewan  
28 Campus Drive, Saskatoon, SK S7N 0X1  
<http://www.usask.ca/communications/faq5.php>

**MANITOBA:**

Faculty of Human Ecology  
University of Manitoba  
Winnipeg, MB R3T 2N2  
[http://umanitoba.ca/faculties/human\\_ecology/](http://umanitoba.ca/faculties/human_ecology/)

Faculty of Education  
University of Manitoba  
Winnipeg, MB R3T 2N2  
<http://umanitoba.ca/faculties/education/>

**ONTARIO:**

Dept. of Human Ecology  
Brescia University College  
University of Western Ontario  
1285 Western Road  
London, ON N6G 1H2  
[http://www.brescia.uwo.ca/programs/human\\_ecology-c.htm](http://www.brescia.uwo.ca/programs/human_ecology-c.htm)

Family Studies, Faculty of Education  
University of Western Ontario  
1285 Western Road  
London, ON N6G 1H2  
<http://www.edu.uwo.ca/>

Dept. of Family Relations & Applied Nutrition  
College of Social & Applied Human Sciences  
University of Guelph  
Guelph, ON N1G 2W1  
<http://www.family.uoguelph.ca/>

Dept. of Marketing & Consumer Studies  
College of Social & Applied Human Sciences  
University of Guelph  
Guelph, ON N1G 2W1  
<http://www.uoguelph.ca/consumerstudies/>

**ONTARIO (CONT'D):**

Dept. of Human Health & Nutritional Sciences  
College of Biological Science  
University of Guelph  
Guelph, ON N1G 2W1  
<http://www.uoguelph.ca/hbns/index.shtml>

Dept. of Food, Nutrition & Wellness  
Kemptville College  
University of Guelph  
Box 2003, 830 Prescott St.  
Kemptville, ON K0G 1J0  
<http://www.kemptvillec.uoguelph.ca/edu/food/food.htm>

School of Nutrition  
Faculty of Community Services  
Ryerson University  
350 Victoria St., Toronto, ON M5B 1G7  
<http://www.ryerson.ca/foodandnutrition/>

Dept. of Nutritional Sciences  
Faculty of Medicine  
University of Toronto  
150 College St., Toronto, ON M5S 3E2  
<http://www.utoronto.ca/nutrisci/>

Dept. of Child & Family Studies  
Muskoka Campus  
Nipissing University  
440 Ecclestone Dr., Bracebridge, ON P1L 1Z6  
[http://www.nipissingu.ca/muskoka/program\\_childfamilystudy.asp](http://www.nipissingu.ca/muskoka/program_childfamilystudy.asp)

Dept. of Curriculum, Teaching & Learning  
Secondary Education  
OISE/University of Toronto  
252 Bloor St. W  
Toronto, ON M5S 1V6  
<http://www.oise.utoronto.ca/>

**QUÉBEC:**

School of Dietetics & Human Nutrition  
Dept. of Agricultural & Environmental Sciences  
Macdonald Campus, McGill University  
21, 111 Lakeshore Road  
Ste-Anne-de-Bellevue, QC H9X 3V9  
<http://www.mcgill.ca/dietetics/>

Département de Nutrition  
Faculté de médecine  
Université de Montréal  
C.P. 6128, Succ Centre-Ville  
Montréal, QC H3C 3J7  
<http://www.mdnut.umontreal.ca/>

Faculté des Sciences de l'Éducation  
Université du Québec à Montréal  
C.P. 8888, Succ. Centre-Ville  
Montréal, QC H3C 3P8  
<http://www.fse.uqam.ca/>

Département d'économie agroalimentaire et des sciences de la consommation  
Faculté des sciences de l'agriculture et de l'alimentation  
Université Laval  
Sainte-Foy, QC G1K 7P4  
<http://www.eac.ulaval.ca/>

Département des sciences des aliments et de nutrition  
Faculté des sciences de l'agriculture et de l'alimentation  
Université Laval  
Sainte-Foy, QC G1K 7P4  
<http://www.aln.ulaval.ca/>

Dept. of Applied Human Sciences  
Concordia University  
1455 de Maisonneuve Blvd. West  
Montréal, QC H3G 1M8  
<http://artsandscience.concordia.ca/ahsc/>

**NEW BRUNSWICK:**

École des sciences des aliments, de nutrition et d'études familiales  
Faculté des sciences de la santé et des services communautaires  
Université de Moncton  
Moncton, NB E1A 3E9  
<http://www.umoncton.ca/esanef/>

**NOVA SCOTIA:**

School of Nutrition & Dietetics  
Faculty of Pure & Applied Science  
Acadia University  
Box 68, 12 University Avenue  
Wolfville, NS B4P 2R6  
<http://ace.acadiau.ca/science/nutr/>

Dept. of Family Studies & Gerontology  
Mount St. Vincent University  
166 Bedford Highway  
Halifax, NS B3M 2J6  
<http://www.msvu.ca/Family&Gerontology/index.asp>

**NOVA SCOTIA (CONT'D):**

Faculty of Education  
Mount St. Vincent University  
166 Bedford Highway  
Halifax NS B3M 2J6  
<http://www.msvu.ca/education/index.asp>

Dept. of Applied Human Nutrition  
Mount St. Vincent University  
166 Bedford Highway  
Halifax, NS B3M 2J6  
<http://www.msvu.ca/nutrition/index.asp>

Dept. of Human Nutrition  
St. Francis Xavier University  
P.O. Box 5000  
Antigonish, NS B2G 2W5  
<http://www.stfx.ca/academic/human-nutrition/>

**PRINCE EDWARD ISLAND:**

Dept. of Family & Nutritional Sciences  
University of Prince Edward Island  
550 University Avenue  
Charlottetown, PE C1A 4P3  
<http://www.upei.ca/~famnut/>

**NEWFOUNDLAND AND LABRADOR:**

Dietetics Programme  
Dept. of Biochemistry  
Faculty of Science  
Memorial University of Newfoundland  
St. John's, NL A1B 3X9  
[http://www.mun.ca/biochem/about\\_us/](http://www.mun.ca/biochem/about_us/)