



**WORKSITE  
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Solutions for a healthier workplace

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# **Certified Office Ergonomics Specialist (COESp) Course**

## **COESp Best Value or Corporate COESp Bundle**



## **As of May 13, 2025**

### **COESp Primary Course Learning Objectives:**

#### **Upon course completion you will:**

1. Understand the relevance and importance of your role, responsibilities, and actions as a Certified Office Ergonomics Specialist (COESp) within the organization or as a consultant to business.
2. Through the science of ergonomics, you will learn and practice our valid methodology and measuring techniques to analyze and identify the root cause of any individual's concerns in an office workstation (desktop computer or laptop), or anywhere a computer is used.
3. Identify, select, and "prescribe" the best ergonomic products and solutions based on objective need and budget. Recognize where to shop for and find the right ergo products.
4. Perform a preventive office ergonomic evaluation on healthy employees with confidence and competency using our valid five steps methodology.
5. Write a persuasive, objective, and professional office ergonomics report of findings and recommendations (beyond a simple checklist) to remedy the ergonomic concerns identified, resulting in actions taken by the employer or responsible party.
6. And much more.



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## The COESp Course Structure:

Our evergreen, self-paced, on-demand ergonomics course is delivered online. You will have access to the course and all bonuses for one year (12 months). **The estimated time to complete the eight course modules is 32+ hours (estimated), or 4-6 months but varies for each student.**

The COESp Course includes relevant exercises, personal coaching, mentoring, and activities to build your knowledge and skills, student interaction, competency and confidence.

The course includes individual coaching at strategic milestones within the course. You will participate in **four, one: one mentoring sessions** with your expert instructor, [Alison Heller-Ono, PT and CPE, a veteran in the Ergonomics Training Marketplace.](#)

As part of your training, you will need to identify and work with a minimum of one or two people who sit at a computer workstation (at home or in an office). These individuals will be asked to support your completion of several assignments in the course so you can effectively complete the course.

Prior versions of this course were credentialed by the **Oxford Research Institute**. The current format is accredited by the **California Physical Therapy Association** for 3.24 CEUs or 32.4 credit hours.

## COESp Course Summary

**\*Total Student Commitment: 32.4 hours or about 4 hours per module.**

*\*Not including bonus and adjunctive learning videos.*

The Worksite International COESp course is self-paced, on-demand and asynchronous. It is a *private, advanced entry-level ergonomics certificate course* where you will learn how to perform a **preventive office ergonomic evaluation in the office environment using the Worksite International System of Ergonomic Evaluations (WISEE)**. It teaches you how to assess any office, or situation where desktop computers and laptops are used.

All students receive **personal coaching and mentoring** with a Certified Professional Ergonomist who reviews all your assignments and meets with you for one: one coaching four times over the entirety of your course experience. Additional continuing education in the WINetwork Membership program is included in your enrollment.



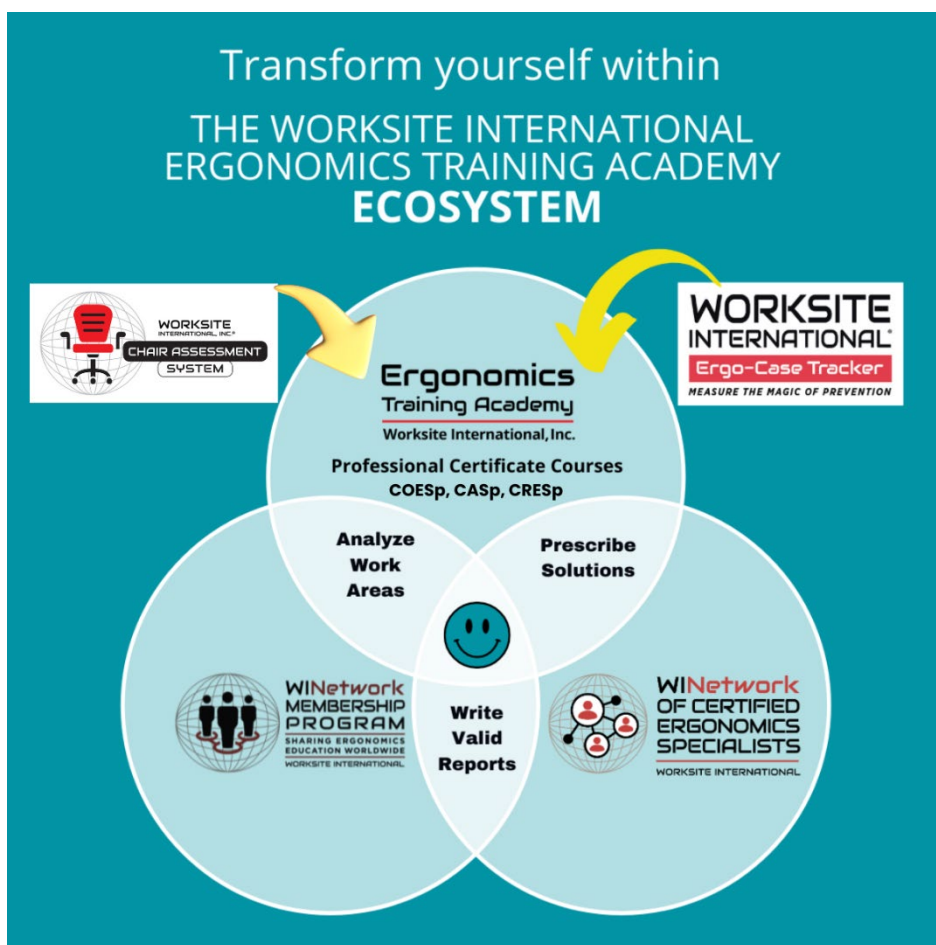
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Students can start at any time and have twelve months to complete the course before renewing their account.

The **Worksite International Ergonomics Training Academy (WIETA) ecosystem** includes the following features and benefits:

- **12-months access** to your course(s).
- **Ergo-Case Tracker software** start-up package (10 cases) to monitor and measure ergo cases.
- **WINetwork Membership program** growing resource library of expert video lectures.
- **WINetwork Expert Hour** scheduled quarterly live continuing education events.
- **WINetwork of Certified Ergonomics Specialists** for consulting and corporate opportunities.



*Ecosystem of Course Benefits.*

- **Ongoing access** to your personal Ergonomist Coach and Mentor
- A **community of passionate professionals** all performing ergonomic evals the Worksite International way!
- **Annual renewal is required to maintain your certificate, WI license forms set,**



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**software license, membership in the WINetwork of Certified Ergonomics Specialists and WINetwork Membership Program, and other benefits.**

## About the WINetwork Membership Program

The [WINetwork Membership Program](#) is an **exclusive part of your enrollment in the WI Ergonomics Training Academy. It is included with your initial and ongoing enrollment for continuing education.**

Quarterly continuing education is offered as an adjunctive learning in ergonomics outside the scope of this course. The **WINetwork Expert Hour** (quarterly 4<sup>th</sup> Thursday of the month) happens at 11:00am - 12:15pm PST to give you a chance to ask questions and listen to a national or international ergonomics or related expert.

Each Expert Hour session is recorded and saved to the **Worksite International Resource Library**, included with your course enrollment, for access 24/7 if you miss the live meeting. There are over four years of expert sessions currently available in the resource library. All students are encouraged to attend Expert Hour (live) as often as possible. The WINetwork Resource Library provides ongoing value, along with many other resources. The live sessions are open to invited guests and the public.

## About the WINetwork of Certified Ergonomics Specialists

Upon graduation from any of our professional certificate courses, you will become a part of the **WINetwork of Certified Ergonomics Specialists** (WIN CESp). You are part of an elite group of professionals who are trained in the Worksite International methods and theories pertaining to office ergonomics and a systems approach to ergonomics process design (macroergonomics).

As a solo practitioner with your own company, you will have the opportunity to participate in sub-contract work or referrals from our business development allowing you to generate additional revenue from the WINetwork.

You can also network with your peers and work together on projects and use each other for support. This is especially encouraged in our private online peer to peer directory and forum within the WI ETA.

Your potential in the WINetwork is unlimited!

**Below is the course agenda with time allocations estimated to complete the required**



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videos, bonus videos, and perform the other tasks referred to as *other*. This includes viewing references, resources, completing assignments and quizzes. Use this to plan your course calendar week by week, module by module. See Course Tracker also.

## \*COESp Course Agenda:

### Course Welcome and Orientation to Academy Learning Portal

Get started in your COESp learning portal. Review the course agenda, set smart goals using your COESp course tracker, accept the WISEE license, enroll in the WINetwork Professional Course Directory by introducing yourself to other students, and more.

*Student commitment: Required videos .5 hours*

*Assignments: 15 minutes*

### Coaching Session #1: Course Orientation and Meet Your Coach

*#1 Coaching Session: 45 minutes*

### Module 1 - Roles and Responsibilities

Focus on the essential role, qualifications, and responsibilities of an Office Ergonomics Specialist for your organization or as an office ergonomics consultant. Understand the components and roles of others in a Macro ergonomics Process. Set up your ergonomics evaluation procedure.

*Student commitment: Required video time: 1.4 hours*

*Bonus videos: 1-2 hours*

*Assignments: .5 hours*

### Module 2 - Essential Principles in Ergonomics

Define ergonomics and Macroergonomics. Recognize primary and secondary ergonomic risk factors which contribute to workplace injuries; learn basic anatomy and the most common types of Musculoskeletal Disorders; recognize the most common



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musculoskeletal signs and symptoms and what they mean to root cause analysis.

*Student commitment: Required video time: 1.5 hours*

*Supplemental coaching videos: 1.42 hours*

*Assignments: 1.0 hour.*

## **Module 3 - Analysis Techniques**

Study Anthropometrics and the critical measures that guide you to root causation; understand the importance of BIFMA and ANSI in ergonomic analysis; learn observational techniques using still and video photography; utilize various assessment tools and validate your findings to develop critical strategies. Learn essential measuring techniques in the office from a master ergonomist.

*Student commitment: Required video time: 2.0 hours*

*Assignments: 1.0 hours.*

*Required Bonus Video: 1.0 hour.*

## **Module 4 - Performing Evaluations**

Learn the WI Five Step Methodology. Our methodology includes interview techniques; the five steps to evaluate any office environment where a computer or laptop are used, and how to begin documenting your findings in a draft report.

*Student commitment: Required video time: 2.0 hours*

*Supplemental coaching videos: 2.25 hours.*

*Assignments: 1.0 hour.*

## **Coaching Session #2: Mid-Way Through Review**

*#2 Coaching Session: 45 minutes*

## **Module 5 - Prescribe Product**

Identify, select, and “prescribe” the most appropriate ergonomic products based on typical findings and recommendations; including chair selection and sit to stand solutions; keyboards, mice, and other essential office ergo equipment. Determine what products are truly ergonomic. We'll discuss common ergonomics products that have been used and tested with good success. Recognize important characteristics that make products “ergonomic”. Complete Chair Fit bonus training.



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*Student commitment: Required video time: 2.0 hours*

*Required Chair Fit Training (bonus): 4 hours.*

*Other equipment videos: 1 hour.*

*Assignments: 1.0 hour.*

## Module 6 – WISEE License and Report Writing Process

Using your knowledge and skills gained, you will learn technical report writing skills beyond a simple checklist. Using the **Worksite International System of Ergonomic Evaluations (WISEE)** to write an instructive, easy to read, final report from data collected. Draw sound conclusions to determine the next steps for a successful outcome; Make appropriate recommendations for an Office Ergonomics Specialist. Learn persuasive report writing skills. Write strategically to drive change and action within the organization, for the individual you evaluate.

Explore all the forms, software, and forms in the WISEE license, included in your training. Introduction to the Ergo-Case Tracker software.

*Student commitment: Required video time: 1.4 hours.*

*Supplemental coaching videos: 1.5 hours.*

*Assignments: 1.0 hour.*

## Module 7 – Employee and Supervisor Accountability

Learn strategies for Employee and Supervisor Accountability. Instruct employees in save work practices using our valuable employee job aides for safe work practices. Measure the impact of your efforts to improve the outcomes of your evaluations and your ergonomics process. As a bonus, learn how to design a successful office ergonomics training program for employees.

*Student commitment: Required video time: 2.0 hours.*

*Bonus video: 1 hour.*

*Supplemental coaching videos: 1.5 hours*

*Assignments: .5 hour.*



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## Coaching Session #3: Ensure you are on track before you proceed to your final module. Review your accomplishments and assignments to date.

*#3 Coaching Session: 45 minutes*

Here you will have a chance to get started in setting up your **Ergo-Case Tracker**, cloud-based ergonomic evaluation tracking software. If you enrolled in the COESp Best Value course, you have **ten cases** you can enter your first year and upon renewal.

Those enrolled in the COESp Corporate Bundle have **fifty cases** to enter your first year and upon renewal.

You'll learn more about this valuable software during your final evaluations in Module 8.



## Module 8 - Demonstrate Your Skills and Competency as a COESp

Test your knowledge final exam; analyze case studies; perform your final preventive evaluation and write a complete report use COESp report template. Set up and start using the Ergo-Case Tracker as well as complete several other relevant exercises to demonstrate your skills and competence, all while under the guidance and mentorship of your coach and mentor.

*Student commitment: Required video time: 1.5 hours;*

*Bonus videos: .5.0 hours.*

*Final Assignments: 3.0 hours.*

## Coaching Session #4 Course Review and wrap up with your coach and mentor. Give your transformation testimonial. Annual renewal and benefits review.

*#4 Coaching Session: 45 minutes*



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No course or academy offers more value, benefits and a clear path to success in a timely and succinct process.

To learn more about our exclusive Academy courses leading to your transformation as an Office Ergonomics Specialist, contact us today.

Free Ergo Course [One: One course consultation](#)

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President and CEO