

Certification Paper Requirements

Submitting a professional paper is an important requirement in becoming a Certified Cost Consultant or Certified Cost Engineer (CCC/CCE). The primary purpose of the paper is to judge the CCC/CCE applicant's ability to communicate a professional topic clearly and effectively.

When submitting the professional paper for the CCC/CCE exam, there are existing guidelines on the AACEI website to assist in preparing the paper. Keep in mind, the AACEI Certification Board views these guidelines as significant. An evaluation form was developed using these guidelines to assist with evaluating the papers. Each of the 10 items mentioned below are weighted and scored. These are viewed as the minimum requirements and key elements of the paper.

The following guidelines are to be used when developing the professional paper:

1. TITLE PAGE

Include: Title (about 7 to 12 words), author's ID number, date of authorship.

2. TABLE OF CONTENTS

Include: Chapter title, page number, section title, page number, subsection title, page number.

3. LIST OF GRAPHS & ILLUSTRATIONS

Include: Table title, graph or illustration title, page number.

4. ABSTRACT

The abstract should be about 250 words. It can highlight important facets of the paper in several paragraphs. The first paragraph could summarize introduction and highlight previous papers and future possible applications of the paper; the second paragraph could summarize the body of the report and specific objectives of the paper; and the third paragraph could summarize major conclusions of the paper and recommendations for future work.

5. INTRODUCTION

The introduction should be about 300 words. Considering answering the following questions: What prompted you to choose this specific topic? What are the possible applications of the results of similar work? What are the benefits of such implementations? Further, it may be helpful to the reader to understand the background of the writer and how the report evolved.

6. BODY OF THE PAPER

Describe the procedures for data collection, idea development, observations, survey or whatever forms the basis of your paper. In your own words, present and discuss the more interesting data pertaining to the area of your paper. Divide all the relevant material into logical topics and subtopics and discuss each clearly. All statements of fact should have a reference number from the list of references showing where they can be found in detail. If there are any illustrations in the paper, be sure to refer to them at the appropriate place in the text and indicate clearly what the illustration is meant to show. Generally, short and concise sentences and paragraphs contribute to clarity. Using the logical structure of your paper as a guide, develop and label each section of the paper. The label should describe the contents of that segment of the paper. Further, sections should be grouped into chapters and labeled accordingly. For some papers it may be appropriate to have several subsections for each section.

7. ILLUSTRATIONS (TABLES AND GRAPHS)

Include graphic or tabular presentation of data, ideas, and equipment to clarify the topic of each section of the paper. The page number, illustration number, and a descriptive title of the illustration should be placed clearly on the page. All the necessary information to interpret the illustration should be included on the illustration sheet.

8. CONCLUSIONS

From the results of the paper, what general comments can you make regarding suitability of a technique, equipment, procedure, etc.? You may cite numbers and percentages if they have already been fully presented in the earlier sections of the report. Where can these results be used? Based on your introduction and data, what should one expect when implementing your recommendations? On which general area should follow-up work be concentrated? Why? All conclusions should be based on groundwork already established in the body of the report.

9. SPECIFIC REFERENCES

List articles, books, or reports that you have read for this paper and that you believe are specifically relevant to this paper.

10. APPENDICES

On rare occasions, an appendix may be justified. This section includes data and information important to your conclusions but which could detract from the free flow of explanation of the main body of the paper.

Following these guidelines will help produce a quality professional paper, reduce the amount of time to grade the paper and ensure the CCC/CCE applicant's results are returned in a shorter timeframe.