

AACE® International Recertification Application



Please type or print all responses.

This application is for recertification as a

- Certified Cost Consultant (CCC™)
- Certified Cost Engineer (CCE™)
- Certified Estimating Professional (CEP™)
- Certified Forensic Cost Consultant (CFCC™)
- Earned Value Professional (EVP™)
- Planning & Scheduling Professional (PSP™)

My expiration date is:

- March 1, _____
- September 1, _____

My application is for recertification by:

I plan to take the examination scheduled on _____

This application must be postmarked no later than **January 1** of the March expiration year or by **July 1** of the September expiration year in order to qualify for the early fee. Failure to comply will result in the regular fee being charged to your credit card; should you pay by check, you will be invoiced for the regular fee. Applications received after the indicated dates will be subject to the regular application fee and/or rejection. In any event, applications must be postmarked prior to the expiration date.

NO	_____
YRS	_____
PFD	_____
LND	_____
TGT	_____
PST	_____
SVD	_____
APPD	_____
EXP	_____
FEE	_____

Certification Office Use Only

AACE® INTERNATIONAL MEMBERSHIP INFORMATION:

Are you a member of AACE® International?

Membership Grade

GENERAL INFORMATION:

Indicate the address where you wish to receive correspondence.

Name (please print as it will appear on certificate): _____

Home Address: _____

Home Phone: _____ Home Fax: _____ Home E-mail: _____

Company Name: _____ Job Title: _____

Company Address (City/State/Zip): _____

Company Phone: _____ Company Fax: _____ Company E-mail: _____

WORK EXPERIENCE:

List in chronological sequence, most recent first, your experience since the date of your current certification certificate. Experience must be described in detail showing its relationship to cost engineering. Titles and vague terms such as project supervisor or assistant to manager are not self-explanatory. Attachments should be used to supplement data and to explain and define professional responsibilities. Complete mailing addresses are required. Experience must be full-time, and when requested from headquarters, a supporting statement must be signed by the applicant's immediate supervisor and submitted to AACE® Headquarters as an attachment to this application. Self-employed applicants or principals in a firm must submit a sworn, notarized statement that claimed experience is as described herein. In countries that do not commonly use the notary system of oaths, statement may be witnessed by two persons who are not employees or family members of the applicant.

CURRENT POSITION:

From: _____ To Present Title: _____

Company Name: _____

Work Mailing Address: _____

Phone: _____ Fax: _____

E-mail: _____

Immediate Supervisor: _____

Job Duties: _____

PREVIOUS POSITION:

From: _____ To: _____ Title: _____

Company Name: _____

Work Mailing Address: _____

Phone: _____ Fax: _____

E-mail: _____

Immediate Supervisor: _____

Job Duties: _____

(Attach supplementary pages as necessary.)



CLAIMED PROFESSIONAL CREDITS (PROFESSIONAL CREDIT PLAN APPLICANTS ONLY)

One Continuing Education Credit (CEU) equals one Recertification Credit.

A. Performed: (9 credits maximum - 3 per year)
I claim _____ credits for employment in a cost and management function for the **past 3 years**.
The following is a description of my professional responsibilities during this period of time: _____

(Attach supplementary pages as necessary.)

B. Learned: (8 credits maximum)
I claim _____ credits for continuing education during the **past 3 years**.
1. Section meetings of cost engineering/project management societies: _____ credits (0.2 credit per AACCE® section meeting and 0.1 credit per other association technical meeting.) List society and section name and number of meetings attended. Enclose verification of attendance at technical meetings of other societies. Enclose verification of attendance at AACCE® International meetings unless the section maintains written sign-in sheets, which are annually sent to Headquarters.

(Attach supplementary pages as necessary.)

2. Association (AACCE® and other recognized professional societies) seminars, conferences, clinics, workshops, online courses and symposia attended: _____ credits. List sessions attended and the length of sessions in hours of technical presentations (1 credit is given per 10 hours.) With the exception of the AACCE® Annual meeting, verification of attendance must be submitted with this application.

Program Title	Name & Address of Sponsor	Date(s) & Location	Contact Hours

(Attach supplementary pages as necessary.)

3. Cost and management professional development courses that were sponsored by a corporation, university/college, trade association, professional society (excluding AACCE® and other recognized professional societies): _____ credits. List programs attended and the length of the session in hours of technical presentations (1 credit is given per 10 hours.) Submit a full description of each program and verification of attendance with this application.

Program Title	Name & Address of Sponsor	Date(s) & Location	Contact Hours

(Attach supplementary pages as necessary.)

4. Cost and Management-related courses, including University/college, distance learning/online courses, or school of continuing education-sponsored, and seminars attended for which continuing units were assigned and a certification of participation was awarded: _____ credits. Describe programs attended and length of seminars in hours of technical presentations (1 credit per Course Credit Unit - example 3 credits for a 3 course credit) Submit a full explanation of how the seminar relates to your certification designation and a copy of the certificate that was awarded.

Program Title	Name & Address of Sponsor	Date(s) & Location	Contact Hours

(Attach supplementary pages as necessary.)

C. Taught: (9 credits maximum)
I claim _____ credits for teaching cost and management during the **past 3 years**.
1. *Full-time employment as a cost and management instructor: _____ (9 maximum - 3 per year, 12 month academic teaching appointment; prorated credit for 9- or 10-month appointments.) A supporting statement must be signed by your immediate supervisor and submitted with this application. The following is a description of your teaching responsibilities during this period:

(Attach supplementary pages as necessary.)

2. **Part-time service as an instructor of cost and management courses conducted by a university, college, industry, federal agency, state government, local community, or professional society: _____ (1 credit per 10 hours of presentations/lectures. List details below:

Course Title	Name & Address of Sponsor	Date(s) & Location	Contact Hours

(Attach supplementary pages as necessary.)

3. Submitted accepted certification examination questions with answers to the Certification Board for use in future examinations: _____ (1 credit for each "Part A" and 0.25 credit for each "Part B" exam Q&A.) Maximum 4 credits.

Notes: * Credit cannot be claimed for courses taught as part of regular employment for which credit is claimed in items A or C.1. Teaching efforts must be optional and in addition to normal work responsibilities.
** If any of the listed courses were sponsored by an organization other than AACCE®, a full description of the course must be submitted with this application along with a written statement from the sponsoring organization describing the extent of the application's participation as an instructor of the course.



CLAIMED PROFESSIONAL CREDITS (CONTINUED)

D. Professional Papers - Published/Presented: (8 credits maximum)
I claim _____ credits for publications and presentations that were made during the **past 3 years**.

1. Cost and management professionally-related papers published in professional journals, or nationally- or internationally-distributed magazines: _____ (2 per paper.) Copies of such papers must be submitted with this application.
2. Cost and management professionally-related papers presented at AAACE®'s Annual meeting or other major technical society meetings: _____ credits (2 per paper.) Copies of such papers or other appropriate verification (e.g., a copy of the meeting program listing the paper) must be submitted with this application.
3. Cost and management-related papers or course materials presented to professional, government, community, or to other select audiences where such delivery is beneficial to the cost and management profession: _____ (maximum 1 credit per paper.) Presentation must be a minimum of 30 minutes. **Maximum credit for an oral presentation is 1/2 credit** unless a copy of the formal paper is submitted with this application. Provide full details below, and submit copies of the papers (or other verification of the presentation) with this application.

Presentation Subject	Audience	Date(s) & Location	Benefit to the Profession

(Attach supplementary pages as necessary.)

4. Authored a cost and management-related reference book(s) (course text writing) published during the **past 3 years**: _____ credits (maximum 4 per book.)

Title	Coauthor(s)	Publication Date	Publisher's Name & Address

If available, copies of books should be submitted with this application. Credit will be given **only** for books that are in general public circulation. Internal company manuals, reports, etc., are not acceptable for credit as reference books.
(Attach supplementary pages as necessary.)

5. Cost engineering thesis or dissertation: _____ credits (4 per thesis or dissertation.)

Title	Date	Degree Granted	Name & Address of College/University

If available, copies of claimed theses or dissertations should be submitted with this application. If copies are not available, an official transcript of applicant's graduate/doctoral studies and thesis or dissertation title and abstract must be submitted.

Note: Under the Professional Papers category, **no paper or presentation(s) may be double counted. Credit will be given only for the original presentation or publication. Repeat presentations or publications of the same paper will not be accepted for credit, nor will credit be given for presentations that are repeats of papers originally presented or published more than 3 years prior to the date of expiration of the applicant's current certification date.**

**** Credit cannot be claimed for papers/presentations given as part of regular employment for which credit is claimed in items A or C.1. Presentation/Paper efforts must be optional and in addition to normal work responsibilities.**

E. Served: (6 credits maximum) Include service to AAACE® and to other cost engineering/project management-related organizations
I claim _____ credits for service to the cost engineering profession during the **past 3 years**.

1. Elected as an association officer or director: _____ credits (2 per year). List organization, offices held, and dates:

2. Elected as section (chapter) officer or director: _____ credits (2 per year). List organization, offices held, and dates:

3. Served as a member of the AAACE® Technical/Education/Certification Board: _____ credits (2 per year).
4. Served as a chair or a contributing member of a standing, technical, or special ad hoc committee (includes participating in writing RP's) at the association (i.e., not section or chapter) level. I claim _____ credits (2 per year). List organizations, committee names, positions held, and dates of service:

(Committee members must submit a statement of verification from the head of the committee(s) with this application.)

5. Participated in voluntary professional society, state, provincial, county, municipal, or local community cost engineering activity. I claim _____ credits (1.4 per year). Provide a full description of such activity below and submit a supporting document from the group for which the service was performed. **Note: Proctors of the AAACE® Certification examinations** may claim service credit under this category. Such credit is limited to 0.1 credits per actual examination hour proctored (i.e., .7 credit maximum per full examination.)

6. Assisted Certification Board by graded Technical Papers or Part V Memos: _____ credits (0.25 credits per technical paper graded and 0.1 credit for each Part 4 Exam Memo graded).

7. Mentoring Entry Level Project Cost, Scheduling, Estimating member: _____ credits (Maximum 1 credit per year). Minimum communications to include 1 hour per month, documented.

8. Misc Assistance to AAACE® as approved by Cert Board (i.e., responding to surveys = 0.1): _____ (maximum of 1 credit, credits assigned per task as approved by Certification Board).

F. **Obtained:** (6 credits maximum - initially obtained Technical qualified certification or license)
 List the type of Technical certification/license and the date acquired. I claim _____ credits (3 credits per technical certification/license) for obtaining a Technical qualified certification or license during the **past 3 years.** (3 credits/certification for a maximum of 6 credits total.)

Certification/License _____

Date Acquired _____

(Attach supplementary pages as necessary.)

DOCUMENTATION MUST BE SUBMITTED TO VERIFY ALL CLAIMED CREDITS.

Total credits claimed are _____, which included a minimum of 1 full credit in at least 2 categories (Performed, Learned, Taught, Professional Paper, Served, and Obtained.) A minimum of 15 total credits are required for recertification under the Professional Credit Plan.

By submitting this application, I understand that the AACE® Certification Board will evaluate the above claimed credits and enclosed documentation, and the Certification Board will determine from these submittals the actual credit to be granted to me. In the event that the Certification Board rules that I have not accrued the required number of credits for recertification or if I did not submit adequate evidence of such credits herewith, I will be so notified and this application will be considered as an application for recertification by examination. I will be invoiced for the appropriate balance due prior to being permitted to sit for the examination.

CERTIFICATION FEES:

- 1. Professional Credit Plan - Member
 Early.....US\$185 RegularUS\$235
- 2. Professional Credit Plan - Non-Member
 Early.....US\$275 RegularUS\$325
- 3. Recertification by Examination - Member
 Early.....US\$300 RegularUS\$350
- 4. Recertification by Examination - Non-Member
 Early.....US\$450 RegularUS\$500

Applications must be post marked no later than January 1 for March recertification or July 1 for September recertification to qualify for the early fee.

Applications postmarked after January 1 and before March 1 of expiration year for March recertification candidates and after July 1 and before September 1 of expiration year for September recertification candidates will be charged the regular fee.

Name on Card: _____ Total Remitted: US\$ _____
 Mailing Address for Card: _____ CDN\$ _____
 Card Number: _____ Security Code (on back): _____
 Expiration Date: _____
 Signature: _____

Note: Recertification by Examination applicants who cancel or reschedule after the application deadline will be subject to a \$100 re-sit fee if they wish to be scheduled for the next exam.

**TRANSACTIONS CANNOT BE PROCESSED WITHOUT THE CREDIT CARD SECURITY CODE.
 ALL FEES ARE NONREFUNDABLE.**

AFFIRMATION

In making this application, I fully understand, and by my submission subscribe to, the AACE® International Canon of Ethics, with the knowledge that any false statement or misrepresentation that I may make in the course of these certification proceedings may result in the revocation of this application and the issuance of a complaint of violation.

Further, it is agreed that:

- a. all information and data submitted with this application will be used by AACE® International only to verify the expertise of the applicant, and such information will not be divulged to any other person.
- b. the applicant hereby authorizes AACE® International to investigate and verify all information, references, and other data and attachments to this application.
- c. the applicant agrees to hold all information, interview contents, tests, and other certification matters in the strictest of confidence. Such information shall not be copied or divulged in any way.
- d. the AACE International, Inc. certification program is administrated by AACE® International, Inc. for the benefit of applicants. As an applicant, I agree to hold AACE International harmless from any consequences of acceptance or rejection of this application and to hold AACE International, Inc. harmless from statutory violations or conflicts of this program.

Signature of Applicant _____ Date _____

DOCUMENTATION MUST BE SUBMITTED TO VERIFY ALL CLAIMED CREDITS.



Return completed application to:
 AACE® International
 209 Prairie Avenue, Suite 100
 Morgantown, WV 26501 USA

