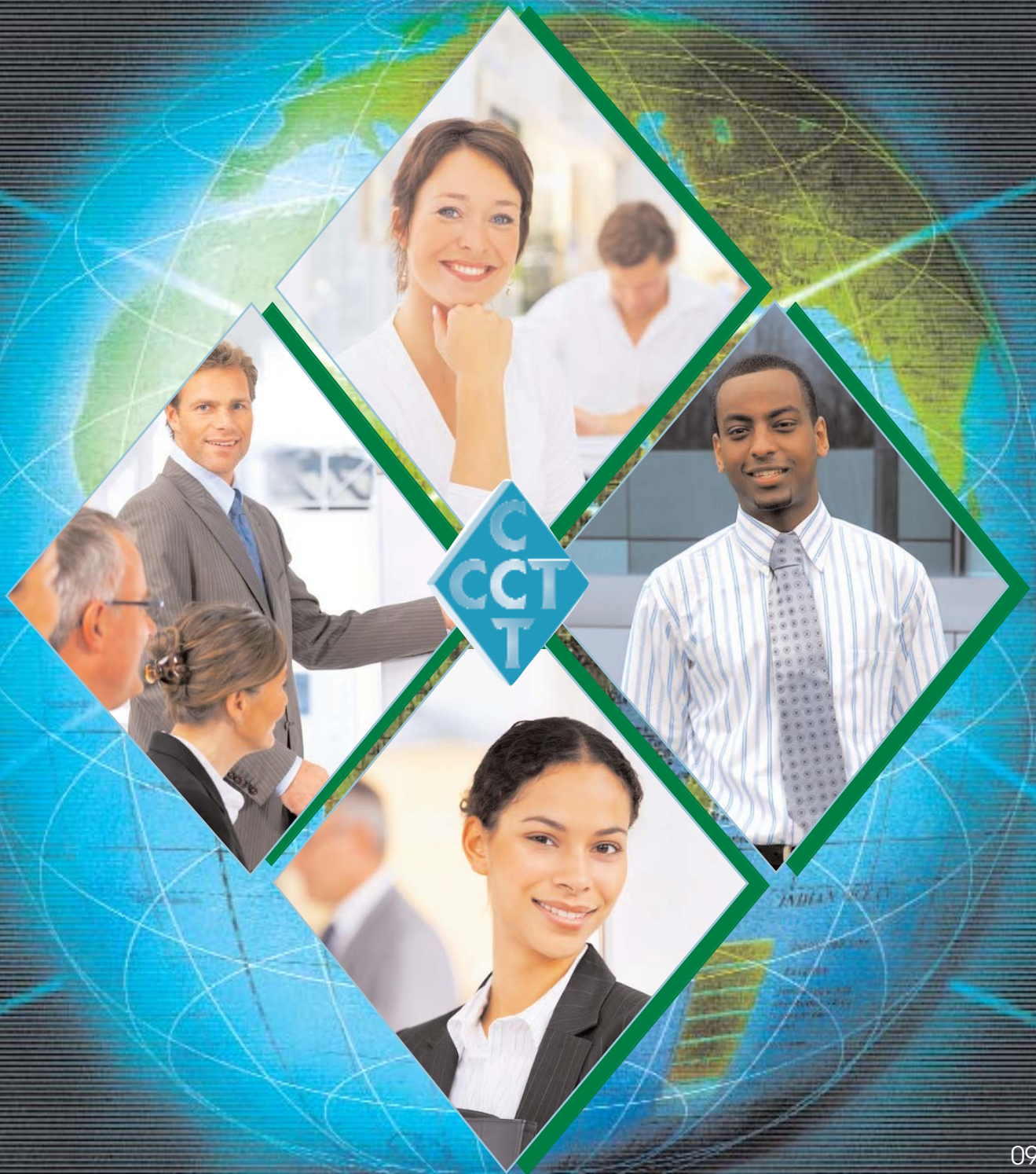


Certified Cost Technician™ (CCT™)

AACE® International Certification

A MARK OF DISTINCTION



AACE[®] International's



CERTIFIED COST TECHNICIAN[™] (CCT[™])

AACE International's Certified Cost Technician (CCT) certification program is designed to establish credentials to recognize your professional expertise. The CCT program was established to give less experienced professionals the opportunity to advance their cost engineering skills and professional development, and be distinguished as a CCT prior to obtaining the prerequisite 8 years of relevant experience necessary to become certified as a Certified Cost Consultant (CCC) / Certified Cost Engineer (CCE).

While many younger professionals work in the cost management or cost engineering fields, until recently there was no way to effectively measure such capabilities. AACE's CCT certification provides an exam that lets employers identify those who meet the program's competency standards while you gain additional expertise through work experience.

Earning a CCT is a mark of distinction.



What is a Certified Cost Technician (CCT)?

Since 2000, AACE's CCT has recognized hundreds of young professionals as Certified Cost Technicians. AACE's CCT is independently accredited by the Council of Engineering & Scientific Specialty Boards (CESB). The intent is to recognize specialists who meet a demanding set of criteria by a rigorous examination, experience, education and ethical qualifications. The CCT requirements reflect the sophistication of individuals in today's earned value industry and it fairly measures their knowledge, experience and adherence to best management practices.

The benefits of becoming an CCT are:

- The CCT gives junior total cost management professionals the opportunity to advance their cost engineering skills and professional development, and be recognized as having achieved the CCT distinction.
- Identifies junior cost engineering professionals who have demonstrated a level of competency, knowledge, and ability in applying total cost management principles early in their career.
- Distinguishes junior cost engineering professionals from their peers to employers, clients, and the industry.
- The professional practices for the cost engineering profession are raised and improved by giving special recognition to those who achieve a high level of competency early in their career.
- Increased awareness of cost engineering principles at the collegiate or junior level of the organizations will occur, and promote more employers hiring junior-level professionals.

Summary of CCT Certification Process

Candidates for the CCT designation must meet these minimum requirements:

1. Experience requirements

To sit for the exam, at least 4 full years of experience in a cost/schedule related field is required, of which up to 4 years may consist of appropriate college-level academic training. Related degrees include: engineering, building construction, construction technology, business, economics, accounting, construction management, architecture, computer science, mathematics, etc.

2. Submit application and fees

AACE Members US\$100.00

Non-Members US\$200.00

The application (with appropriate verification) and fees must be received at Headquarters by the registration deadline posted on AACE's website. All fees are subject to change. Verification of Experience and Education is reviewed and verified. Please submit a copy of college degree(s)/transcripts and/or letters from employers that could expedite the verification process to certificationsubmittals@aacei.org.

3. Pass the examination

To become CCT certified an overall passing score must be achieved, as determined by the Certification Board. Headquarters will maintain the CCT's file for at least four years or until the CCT's certification expires or they become a Certified Cost Consultant/Certified Cost Engineer. CCT Certification cannot be renewed.

CCT Exam Structure

The CCT examination consists of two parts (1 hour 45 minutes each). The entire exam is open book.

- **Parts I & II** questions Supporting Skills & Knowledge.

Ethics

By submitting an CCT application, all candidates agree to adhere to the AACE Canon of Ethics. This is a criterion that says all individuals will practice their profession in a manner that meets fundamental ethical standards.

The full AACE Canon of Ethics can be found at: <http://www.aacei.org/mbr/govDocuments/CanonEthics.shtml>.

Study Materials

Please check AACE's website for the most up-to-date list of reference materials or to order any of the recommended study materials. Remember: AACE members receive special discounted rates!

- **AACE International Certified Cost Technician Primer, 1st Edition**
- **Recommended Practices** (specifically RP 11R-88 and RP 10S-90)
- **Skills & Knowledge of Cost Engineering, 5th Edition** (4th edition if you already have it)
- **TCM Framework: An Integrated Approach to Portfolio, Program and Project Management**



Show your **mark of distinction** by earning the **Certified Cost Technician (CCT) designation.**



Please type or print all responses.

This application is for certification as a Certified Cost Technician (CCT)



I plan to attend the examination scheduled on _____.

I prefer to take the test at the _____ location.

Note: See **Cost Engineering** journal or our website at www.aacei.org for a list of locations or call AAACE Headquarters.

GENERAL INFORMATION:

Indicate the address where you wish to receive correspondence. Home Work

Name (please print as it will appear on certificate): _____
 Home Address (Street): _____
 Home Address (City/State/Zip): _____
 Home Phone: _____ Home Fax: _____ Home E-mail: _____
 Company Name: _____ Job Title: _____
 Company Address (Street): _____
 Company Address (City/State/Zip): _____
 Company Phone: _____ Company Fax: _____ Company E-mail: _____

AAACE INTERNATIONAL MEMBERSHIP INFORMATION:

Are you a member of AAACE International? Yes No
 Are you a member of a local section? No Yes, the _____ section.
 Membership Grade Honorary Member Full Member Associate Member Fellow Former Member Currently applying for membership

EDUCATION INFORMATION:

Attach a copy of each diploma received or a transcript from each college/university. If no degree received, indicate number of hours earned toward degree: _____.

College/University _____	College/University _____
City, State or Province, Country _____	City, State or Province, Country _____
Degree and Major _____	Degree and Major _____
Date Received _____	Date Received _____

OTHER REGISTRATIONS/LICENSES HELD:

Attach one copy of each registration/license listed.

State/Province	License Number	Type or Field
1. _____	_____	_____
2. _____	_____	_____

WORK EXPERIENCE:

List chronologically, most recent first. Attach additional sheets as necessary to fulfill experience requirement of the minimum 4-8 years for EVP.

From: _____ To: _____ Title: _____
 Company Name: _____
 Work Mailing Address: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Immediate Supervisor: _____
 Job Duties: _____

From: _____ To: _____ Title: _____
 Company Name: _____
 Work Mailing Address: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Immediate Supervisor: _____
 Job Duties: _____

MENTOR:

Name: _____
 Mailing Address: _____
 Phone: _____ Fax: _____
 E-mail: _____

Please complete all applicable sections and provide appropriate verification so that your application can be quickly processed.

If you are handicapped and require special access or other accommodations, please attach a separate sheet detailing your requirements.

Thank you.

AACE® International CCT™ Certification Application

CERTIFICATION FEES:

	<i>Early Fee</i>	<i>Regular Fee*</i>
AACE International Members	US\$100	US\$150
Nonmembers	US\$150	US\$200

Check or money order enclosed Visa MasterCard American Express Discover Eurocard Access

Name on Card: _____


 Card Number: _____
 Expiration Date: _____
 Signature: _____

Total Remitted: US\$ _____
 CDN\$ _____
 Security Code (on back): _____

Note: Applicants who cancel or reschedule after the application deadline will be subject to a \$25 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:



QUESTIONS?
Address:
 1265 Suncrest
 Towne Centre Dr.
 Morgantown,
 WV 26505-1876
 USA

Phone:
 800.858.COST
 304.296.8444

Fax:
 304.291.5728

E-mail:
 certification@
 aacei.org

Internet:
 www.aacei.org

Having read the criteria for certification, and believing myself to be fully qualified, I hereby apply for certification by examination. I declare that all the submitted information is correct to the best of my knowledge and belief. In making this application, I fully understand it is for enrollment purposes only. To complete the certification process, I will execute the necessary documents, submit to written examinations as required, be present for oral interviews if necessary, and supply further information as determined by the AACE International Certification Board. I further understand, and by my signature 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 administered 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 _____

Note: This original application must be received by AACE International by the date posted on AACE's website. AACE reserves the right to reject any late application and/or to schedule late applicants for a subsequent examination date.

The application is valid for a period of one year's exam cycle after the original application date. If you do not take the exam within that time, you must wait for one full year before being eligible to submit a new application with appropriate fees.

Please complete all applicable sections and provide appropriate verification so that your application can be quickly processed.

If you are handicapped and require special access or other accommodations, please attach a separate sheet detailing your requirements. Thank you.

Return completed application to:
 Certification Office
 AACE International
 1265 Suncrest Towne Centre Drive
 Morgantown, WV 26501-1876 USA



Verification of Employment

AACE cannot accept your resume/vitae as verification of employment or your degree. Verification of work can simply be a short paragraph from your supervisor stating how long you have worked there and a brief description of your duties. If you are unable to contact a previous employer, we will accept a statement from your current employer that they did check your previous employment and verifying what they found. If you are self-employed, you can write a short paragraph explaining your work situation and then have the signature notarized. To verify a degree, we will accept a copy of your diploma or transcripts from the awarding college/university.

Cancellation/Refund Policy

The application fee is non-refundable. An applicant scheduled to take an examination who fails to appear at the scheduled time and place is required to pay a re-sit fee of \$25.00 before rescheduling to take the examination a later date. Exceptions should be requested in writing to the AACE Certification Board.

Questions?

For further information on this or any other questions you may have, please contact AACE International's Headquarters:

Address: 1265 Suncrest Towne Centre Drive
Morgantown, WV 26505-1876
USA

Phone: +1.800.858.2678
+1.304.296.8444

Fax: +1.304.291.5728

Email: certification@aacei.org

Internet: www.aacei.org



AACE International is a 501(c)3 non-profit professional association Promoting the Planning and Management of Cost and Schedules.

Since 1956, AACE International has provided its members with the resources they need to enhance their performance and ensure continued growth and success. With over 7,500 members world-wide, AACE International serves cost management professionals: planners and schedulers, project controls managers, cost managers and engineers, project managers, estimators, claims professionals, and value engineers. AACE International has members in nearly 80 countries and currently includes over 80 local sections.

AACE has been certifying individuals as Certified Cost Consultants (CCC)/Certified Cost Engineers (CCE) since 1976, Certified Cost Technicians (CCT) since 2000, Planning & Scheduling Professionals (PSP) since 2004, Earned Value Professionals (EVP) since 2005, Certified Forensic Claims Consultants (CFCC) since 2007, and Certified Estimating Professionals (CEP) since 2008. Find us on the web at www.aacei.org.

