

Certified Estimating Professional™ (CEP™)

AACE® International Certification
A MARK OF DISTINCTION



AACE[®] International's



CERTIFIED ESTIMATING PROFESSIONAL™ (CEP™)

AACE International's Certified Estimating Professional (CEP) certification program is designed to establish credentials for those individuals working in the estimating field. This certification program will give professionals a means to validate their skills and knowledge. CEP certification will distinguish you as a Certified Estimating Professional who has the knowledge and skills that impact the bottom line.

While many professionals do estimating, until recently there was no way to effectively measure such capabilities - except through real-life performance. AACE's CEP certification provides an exam and experience validation that lets employers identify those who meet the program's competency standards.

Earning a CEP is a mark of distinction.



What is a Certified Estimating Professional (CEP)?

A distinguished task force of industry experts from both private and public sectors assembled by AACE International has developed the CEP certification, which has been released at the 2008 Annual Meeting in Toronto.

The intent of the CEP program is to recognize specialists who meet a demanding set of estimating criteria by a rigorous examination, experience, education and ethical qualifications. CEP certification requirements reflect the sophistication of individuals in today's industry and it fairly measures their knowledge, experience and adherence to best management practices.

AACE's certification experience is extensive. AACE has offered certification since 1976, and has other programs accredited by the Council of Engineering & Scientific Specialty Boards (CESB).

Ethics

By submitting a CEP application, all candidates agree to adhere to the AACE Canons 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: www.aacei.org/certification/.

Summary of CEP Examination Process

Candidates for the examination of the Certified Estimating Professional (CEP) designation must meet these minimum requirements:

1. Experience requirements

At least 8 full years of professional experience, of which up to 4 years may be substituted by a college/university degree. 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\$350.00

Non-Members US\$500.00

Submit the application, work/education verification, and fees by the deadline date posted on AACE's website.

3. Document experience/education

Applications are reviewed and verified. Please submit a copy of college degree(s) with your application, plus any letters that could expedite the verification process.

4. Pass the examination

To become CEP certified, a 70% passing grade must be achieved on the exam as determined by the Certification Board.

CEP Exam Structure

The CEP closed-book examination consists of four parts (1 hour 45 minutes each).

- **Part I** is basic knowledge. It consists of 70 multiple-choice questions around the basics of estimating knowledge & principles.
- **Part II** requires the candidate to demonstrate writing skills and a general knowledge around an estimating competency. It is graded on a pass/fail basis. Part II will include suggested topics that a candidate must choose from. The candidate is required to write a memo to their client or management demonstrating their ability to organize thought and communicate effectively. The paper, in memo format, will need to be addressed properly, include a purpose statement for the memo, propose a solution with supporting details and include a closing statement. The Part II memo should include 300 words at a minimum.
- **Part III** requires the candidate to answer 5 multiple choice questions after applying estimating knowledge, principles, processes and practices in solving more complex estimating problems.
- **Part IV** is similar to Part I with the addition of estimating processes and practices. It consists of 40 multiple-choice questions against given estimating scenarios.



Study Materials

Recommended reading lists are available from AACE and are posted on the AACE website. Primary references include, but are not limited to:

- *Skills & Knowledge of Cost Engineering, 5th Edition*
- *Total Cost Management Framework: A Process for Applying the Skills and Knowledge of Cost Engineering*
- AACE International Recommended Practices
- *CCC/CCE Certification Study Guide, 3rd Edition*
- **CEP Examinee Format of Definitions** (available on AACE's website.) All exam candidates should download and study these definitions as in some cases they are different than the current RP10S-90.
- Additional study materials are listed on AACE's website: www.aacei.org.

Show your **mark of distinction** by earning the Certified Estimating Professional (CEP) designation.

Please type or print all responses.

This application is for certification as a Certified Estimating Professional (CEP)



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 CEP.

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: _____

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: _____

AACE® International CEP™ Certification Application

CERTIFICATION FEES:

	<i>Early Fee</i>	<i>Regular Fee*</i>
AACE International Members	US\$300	US\$350
Nonmembers	US\$450	US\$500

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

Name on Card: _____

Total Remitted: US\$ _____

Card Number: _____

CDN\$ _____

Expiration Date: _____

Security Code (on back): _____

Signature: _____

Note: 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:

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:

- 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.
- the applicant hereby authorizes AACE International to investigate and verify all information, references, and other data and attachments to this application.
- 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.
- 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 deadline 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.

QUESTIONS?

Address:

1265 Suncrest
Towne Centre
Drive
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

Return completed application to:

Certification Office
AACE International
1265 Suncrest Towne Centre Dr
Morgantown, WV 26505-1876 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 \$100.00 before rescheduling to take the examination a later date. Exceptions should be requested in writing to the AACE Certification Board.

Recertification Helps CEPs Stay Current

The CEP designation is versatile. It is a mark of distinction.

Recertification is an important indicator to professionals and employers that you have kept up with current trends in planning & scheduling. That is why CEPs must recertify every 3 years by either professional credit plan or re-testing. Recertification ensures continued expertise through work experience, continuing education, professional development, and active involvement in the profession.

Questions?

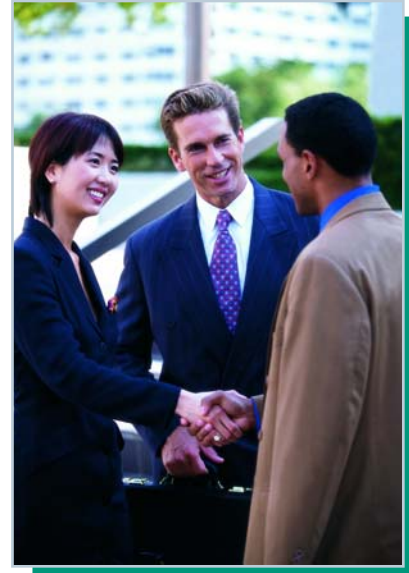
For further information on this or any other questions you may have, please contact AACE International's Headquarters:

Address: 1265 SUncrest Towne Centre Dr
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 approximately 7,000 members world-wide, AACE International serves cost management professionals: planners and schedulers, project controls managers, cost managers and engineers, project managers, estimators and bidders, and value engineers. AACE International has members in 80 countries.

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.

