

Certified Forensic Claims Consultant™ (CFCC™)

AAE® International Certification

A MARK OF DISTINCTION



AACE International's



CERTIFIED FORENSIC CLAIMS CONSULTANT™(CFCC™)

AACE International's Certified Forensic Claims Consultant (CFCC) certification program is designed to establish credentials to recognize your professional expertise. This certification program gives professionals a means to validate their skills and knowledge in the claims and dispute resolution arena. CFCC certification will distinguish you as a Certified Forensic Claims Consultant who has the knowledge and skills that impact the bottom line.

While many professionals work in the claims and dispute field or serve as expert witnesses, until recently there was no way to effectively measure such capabilities - except through real-life performance. AACE's new CFCC designation provides experience validation and an exam that lets industry and users identify those who are competent professionals.

Earning a CFCC is a mark of distinction.



What is a Certified Forensic Claims Consultant (CFCC)?

Developed by a distinguished task force of industry experts assembled by AACE International, the CFCC designation recognizes specialists who meet a demanding set of claims and dispute resolution criteria – experience, education, a rigorous examination, and compliance with industry-accepted ethical requirements. The task force established the requirements to reflect the expectations of the claims and disputes profession and to fairly measure the individual's knowledge, experience and best management practices.

CFCC designation will distinguish you as a Certified Forensic Claims Consultant who has the knowledge and skills that impact the bottom line. With AACE Certification, you demonstrate that you have met the highest professional standard available.

AACE has considerable experience in offering specialty certification programs. AACE has been testing for Certified Cost Consultants (CCC) and Certified Cost Engineers (CCE) since 1976, and granting the Certified Cost Technician (CCT) to younger professionals since 2000. AACE has been granting specialty certifications since 2004 for the Planning and Scheduling Professional (PSP) and since 2005 for the Earned Value Professional (EVP). The CCC/CCE, CCT, EVP, and PSP certifications are all accredited by the Council of Engineering Scientific & Specialty Boards (CESB).

Summary of CFCC Certification Process

Candidates for the Certified Forensic Claims Consultant (CFCC) designation must meet these minimum requirements:

1. Eligibility

- **Education:** A 4-year college/university degree in engineering, building construction technology, business, economics, construction management, architecture, computer science, mathematics, or a related field.
- **Experience:** 8 years of verifiable experience in claims.
- **Certifications after Education:** All candidates must have at least one of the following professional certifications – Certified Cost Consultant/Certified Cost Engineer (CCC/CCE), Certified Estimating Professional (CEP), Earned Value Professional (EVP), Planning & Scheduling Professional (PSP), Certified Construction Manager (CCM), Certified Professional Constructor (CPC), Professional Engineer (PE), Registered Architect (RA), or Chartered Quantity Surveyor (CQS). If a candidate does not possess one of these certifications, s/he may substitute an additional 8 years of claims-related experience in lieu of the certification.
- **References:** 4 letters of recommendation from industry professionals (attorneys, in-house legal counsel, and/or clients, past or present) familiar with the candidate's claims-related experience.
- **Written Report or Professional Paper:** Electronic submission of an expert report submitted as evidence, a formal claim submittal, or a professional paper that has been peer reviewed/refereed and accepted for publication, any of which must have been written within the 24 months prior to applying to sit for the examination.
- **AACE International's Canon of Ethics:** Each candidate accepts AACE's Canon of Ethics and agrees to guide their professional practice in accordance with ASFE's Recommended Practices for Design Professionals Engaged as Experts in the Resolution of Construction Industry Disputes.



2. Application and Payment of Fees

- AACE Members US\$350.00
- Non-Members US\$500.00
- Submit the application, education verification, experience verification, certification verification, letters of recommendation, written report or professional paper and fees, by the deadline date posted on AACE's website.
- Additionally, you must submit a signed AACE Canon of Ethics statement with your application.

3. Verification of Qualifications

Applications are reviewed and verified prior to an individual being eligible to sit for the examination.

4. Passing the Examination

To become CFCC Certified an overall passing score must be achieved, as determined by the Certification Board.

CFCC Exam Structure

The CFCC examination is a seven (7) hour exam consisting of four parts. You will be given 105 minutes to complete each part of the exam. Part I includes 150 multiple choice questions and Parts II, III and IV include various essay questions; you are required to answer any two of the four questions in Part II, and any one of three questions in Parts III and IV given for each essay. The exam is open book. You are permitted to bring and use your own reference books. You may also use a laptop for the essays. You are not permitted to use, or have visible, a laptop during Part I of the exam. AACE will provide you with a USB flash drive for submitting your essay responses for grading with your exam package. For the essays, you will be graded on your grammar and presentation, as well as your analytical abilities and approach to problems. Each essay question is based upon a real dispute and the questions are the sort an attorney would likely ask of a prospective expert witness for such a case.

The CFCC examination tests the following general knowledge areas an expert witness should be knowledgeable of:

- Damages and Productivity Loss
- Planning, Scheduling, Costs and Estimating
- Legal Knowledge, Dispute Resolution and Evidentiary Rules
- Project Management and Documentation
- Ethics and Professional Practice

As the essay questions reflect real-life situations this requires the candidate to address the given fact patterns in a manner consistent with an expert's role in the claims process involving such a case.

Ethics

By submitting a CFCC 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

Recommended readings should not be required for you to pass this examination since the examination is built around your job-related experience requirements.



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 Technician (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.

AACE® International CFCC™ Certification Application

09/2011

Please type or print all responses.

This application is for certification as a Certified Forensic Claims Consultant (CFCC)



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 AACE 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: _____

AACE INTERNATIONAL MEMBERSHIP INFORMATION:

Are you a member of AACE 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.

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 CERTIFICATIONS/REGISTRATIONS HELD:

Attach one copy of each registration/license held. All candidates must have at least one of the following professional certifications - **Certified Cost Consultant/Certified Cost Engineer (CCC/CCE), Planning & Scheduling Professional (PSP), Certified Construction Manager (CCM), Certified Professional Constructor (CPC), Professional Engineer (PE), Registered Architect (RA), or Chartered Quantity Surveyor (CQS)**. If a candidate does not possess one of these certifications, they may substitute an additional 8 years of claims-related experience in lieu of the certification.

Certification/Registration	Identification Number	State/Province (if applicable)
1. _____	_____	_____
2. _____	_____	_____

LETTERS OF RECOMMENDATION:

Four (4) letters of recommendation from Industry professionals (attorneys, in-house legal counsel, and/or clients, past or present) familiar with the candidate's claims-related experience must accompany the application. Please identify those persons providing recommendations on your behalf.

1. _____
2. _____
3. _____
4. _____

WORK EXPERIENCE:

List chronologically, most recent first. Attach additional sheets as necessary to fulfill experience requirement. If you do NOT have the minimum 8-years experience (or 16 years without the certification/registration), do not submit your application at this time.

From: _____ To: _____ Title: _____
 Company Name: _____
 Work Mailing Address: _____
 City: _____ State/Province: _____ Postal Code: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Immediate Supervisor: _____
 Job Duties: _____

From: _____ To: _____ Title: _____
 Company Name: _____
 Work Mailing Address: _____
 City: _____ State/Province: _____ Postal Code: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Immediate Supervisor: _____
 Job Duties: _____

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 City: _____ State/Province: _____ Postal Code: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Immediate Supervisor: _____
 Job Duties: _____

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 Company Name: _____
 Work Mailing Address: _____
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 E-mail: _____
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 Job Duties: _____

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 Immediate Supervisor: _____
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 Phone: _____ Fax: _____
 E-mail: _____
 Immediate Supervisor: _____
 Job Duties: _____

From: _____ To: _____ Title: _____
 Company Name: _____
 Work Mailing Address: _____
 City: _____ State/Province: _____ Postal Code: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Immediate Supervisor: _____
 Job Duties: _____

WRITTEN REPORT OR PROFESSIONAL PAPER

An expert report submitted as evidence, a formal claim submittal, or a professional paper accepted for publication, any of which has been written within the last 24 months, must accompany this application.

CHECKLIST

- ___ Application (Including documentation for education and other certification requirements)
- ___ Payment
- ___ 4 Letters of Reference
- ___ Written Report or Professional Paper
- ___ Original, signed copy of the applicant conditions page (last page of application)



AACE International makes every effort to reasonably accommodate candidates with documented disabilities as defined by the Americans with Disabilities Act (ADA). If you have a disability as defined under ADA, you must notify AACE at the time of the application submission in order to assure the necessary special testing accommodations.

AACE® International CFCC™ Certification Application

CERTIFICATION FEES:

	Early Fee	Regular Fee*
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.

Return completed application to:

Certification Office
AACE International
1265 Suncrest Towne Centre Drive
Morgantown, WV 26505-1876 USA



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