

Planning & Scheduling Professional™ (PSP™) AAE® International Certification A MARK OF DISTINCTION



AACE[®] International's



PLANNING & SCHEDULING PROFESSIONAL[™] (PSP[™])

AACE International's Planning & Scheduling Professional (PSP) certification program is designed to establish credentials for the Planning and Scheduling Professional. This certification program gives professionals a means to validate their skills and knowledge. PSP certification will distinguish you as a Planning & Scheduling Professional who has the knowledge and skills that impact the bottom line.

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

Earning a PSP is a mark of distinction.



What is a Planning & Scheduling Professional (PSP)?

A distinguished task force of industry experts from both private and public sectors assembled by AACE International created the PSP examination in 2004. In 2007, it earned accreditation by the Council of Engineering & Scientific Specialty Boards (CESB). The intent is to recognize specialists who meet a demanding set of planning and scheduling criteria by a rigorous examination, experience, education and ethical qualifications. PSP requirements reflect the sophistication of individuals in today's planning and scheduling industry and it fairly measures their knowledge, experience and adherence to best management practices.

PSP certification distinguishes Planning and Scheduling Professionals who have the knowledge and skills that impact the bottom line. AACE certification ensures a high quality standard.

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)

Summary of PSP Certification Process

Candidates for the Planning & Scheduling Professional (PSP) 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

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.

3. Document experience/education

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.

4. Pass the examination

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

PSP Exam Structure

The PSP examination consists of four parts (1 hour 45 minutes each).

- **Part I** is Basic Knowledge and questions the basics of planning and scheduling.
- **Part II** is real-time Communications Exercise and requires the candidate to draft the equivalent of a one-page typewritten memorandum to simulate reporting on planning and scheduling analysis to the project manager, explaining the issues and proposing a solution regarding a given problem.
- **Part III** is a Practical Exercise and entails answering a series of questions concerning various aspects of a single problem.
- **Part IV** is a Planning and Scheduling Applications and questions planning and scheduling scenarios.



Ethics

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

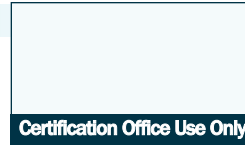
- PSP Study Guide, 1st Edition Revised
- TCM Framework: An Integrated Approach to Portfolio, Program and Project Management
- Skills and Knowledge of Cost Engineering, 5th Edition Revised
- CPM in Construction Management, 6th Edition
- Project Management: A Systems Approach to Planning, Scheduling and Controlling, 9th Edition
- Associated General Contractor's Construction Planning and Scheduling Manual (2nd edition).

Show your **mark of distinction** by earning the Planning & Scheduling Professional (PSP) designation.



Please type or print all responses.

This application is for certification as a Planning & Scheduling Professional (PSP)



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.acei.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. 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 PSP.

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 PSP™ 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 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

Return completed application to:

Certification Office
AACE International
1265 Suncrest Towne Centre Drive
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 PSPs Stay Current

The PSP 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 PSPs 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:

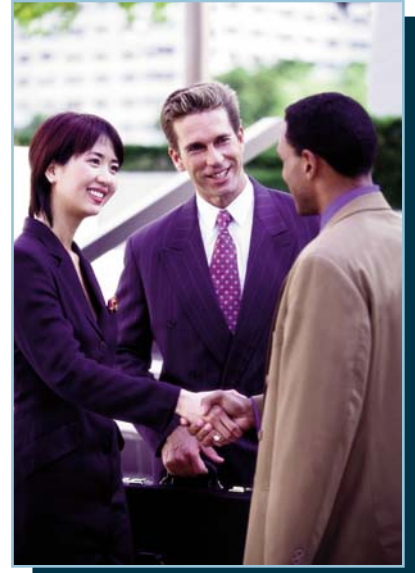
Address: 1265 Suncrest Towne Centre Drive
Morgantown, WV 26505-1876
USA

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 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.

