



AAACE[®] International Certification

A MARK OF DISTINCTION



09/2011

A GUIDE TO RECERTIFICATION

AACE[®] International's



- **CERTIFIED COST CONSULTANT (CCC)[™]**
- **CERTIFIED COST ENGINEER (CCE)[™]**
- **CERTIFIED ESTIMATING PROFESSIONAL (CEP)[™]**
- **CERTIFIED FORENSIC CLAIMS CONSULTANT (CFCC)[™]**
- **EARNED VALUE PROFESSIONAL (EVP)[™]**
- **PLANNING & SCHEDULING PROFESSIONAL (PSP)[™]**

AACE International's Certified Cost Consultant (CCC) / Certified Cost Engineer (CCE), Certified Estimating Professional (CEP), Certified Forensic Claims Consultant (CFCC), Earned Value Professional (EVP), and Planning & Scheduling Professional (PSP) certification programs help you establish credentials to recognize your professional expertise. These certification programs give you a means to validate your skills and knowledge. AACE certification will distinguish you as an individual who has the knowledge and skills that impact the bottom line.

While many professionals do cost management or cost engineering, until recently there was no way to effectively measure such capabilities - except through real-life performance. AACE's

CCC/CCE, CEP, CFCC, EVP, and PSP certifications provide an exam and experience validation that lets employers identify those who meet the program's competency standards.

AACE requires individuals holding CCC/CCE, CEP, CFCC, EVP, and PSP certifications to recertify as a recognition of your continued professional expertise. AACE certifications provide a current third-party assessment of your ability to do professional work.

AACE Certification is a mark of distinction.

Recertification FAQs

Do I have to recertify?

Individuals holding CCC/CCE, CEP, CFCC, EVP, and PSP certifications must recertify every 3 years from the date of their original certification. AACE's certification office will notify you about the impending expiration of your certification(s) and provide the materials to recertify. It is your responsibility to ensure that the recertification application is submitted on time and with the proper documentation.

A Certified Cost Technician[™] (CCT[™]) cannot recertify because the program is intended to provide an initial vehicle to becoming certified under another AACE certification during a 5 year period. Once the CCT period is over, a CCT should work towards becoming certified as CCC/CCE, CEP, CFCC, EVP, or PSP.

Why do I have to recertify?

Recertification is required to assure that AACE certified individuals are competent with new and current developments within their field.

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 7,700 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 80 countries.

AACE's certifications have been a mark of distinction for over 30 years. AACE's CCC/CCE, CCT, EVP, and PSP certification programs are independently accredited by the Council of Engineering & Scientific Specialty Boards (CESB).

The Council of
of ENGINEERING & SCIENTIFIC
SPECIALTY BOARDS

How do I recertify?

You have two options - the Professional Credit Plan or recertification by examination.

The Professional Credit Plan is the most popular choice for recertification. It requires the accumulation of 15 recertification points over a 3 year period. Points are earned by being employed in the cost and management profession, actively participating in a local AACE section, presenting and/or publishing papers, and earning continuing education credits by attending authorized seminars and classes like AACE's Annual Meeting or seminars or taking AACE's Distance Learning courses.

Recertification by reexamination requires you to pass the certification examination every 3 years. (The professional paper is not required for the CCC/CCE or the CFCC for recertification. However, you must pass the examination, including any written portions, for any recertification by examination.)

Who keeps track of the recertification points?

You are responsible for keeping accurate records of activities that earn recertification points. Local sections are encouraged to keep attendance logs at their meetings and present them to the AACE certification office, but it is the individual's responsibility to document attendance. Supporting documentation for these activities should be maintained for verification purposes and submitted with the recertification application.

When should I begin preparing for recertification?

Immediately after being Certified/Recertified you should start maintaining competent records of activities that count toward the Professional Credit Plan. You should review your file about a year before your certification is due to expire. You will then be able to schedule sufficient activities to gain the needed credits for recertification.

What do you mean by "provide verification"?

For the purposes of recertification, anything that provides evidence of your attendance at a technical event and helps to document the program's content may be used for verification. Ideally, you should include something that documents the name of the event, the date(s) it was held, and a description of the program. This could include a copy of a receipt for the event attached to a copy of a publicity piece or the final program. It may also be a note from someone handling the vents that verifies that you were an attendee, a copy of a page from an attendance list, a copy of a certificate of attendance, or anything else that would perform the same function. The intent is that the submitted information will contain some evidence that the attended events were relevant to saying current with your AACE Certification.



Verifications of the claimed activities need only be sent when requested by AACE International Headquarters staff. You will be informed in your recertification reminder letters if verifications need to be submitted with your application. If you are not required to submit any verifications at this time, we ask that you keep your verification records on file, in case they are requested in the future.

What if I hold more than 1 AACE Certification, do I have to have double the number of points?

No. If you hold multiple certifications, all certifications expire on the date of your original or first certification. Therefore, you must provide proof of your Professional Credit Plan recertification points during the 3 year period which corresponds to your original or first certification. One Recertification application will cover all of the applicant's multiple Certifications.

What if I forget it is time for my certification to expire?

Don't worry, AACE notify you two months (60 days) prior to your expiration date. If you do not recertify within 30 days, a second reminder notice will be sent 30 days prior to your expiration date. If you still do not recertify by the expiration date, a final notice will be sent indicating your credentials will be removed and you must cease and desist in using the credentials.

Can my AACE Certification designation be revoked or suspended?

Yes. AACE Certification designations may be revoked for causes such as a violation of the AACE Canon of Ethics, falsification of information on the application, malpractice, or other unethical behavior. If your AACE Certification has been suspended and you later desire to become certified, you must apply for the AACE certification and pass the examination (and professional paper, when required.) The Certification Board will accept appeals to modify these requirements based on extenuating circumstances.

Summary of Recertification Fees

Effective January 1, 2012, the Recertification fees are as follows:

Member.....US\$235

Non-Member.....US\$325

Ethics

By submitting a Recertification application, you must 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: <http://www.aacei.org/mbr/govDocuments/CanonEthics.shtml>.

Cancellation/Refund Policy

The recertification application fee is non-refundable. If you chose to recertify by examination, you may reschedule to take an examination after paying a re-sit fee of \$100.00. 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 Dr
Morgantown, WV 26505
USA

Phone: +1.800.858.2678
+1.304.296.8444

Fax: +1.304.291.5728

Email: info@aacei.org

Internet: www.aacei.org

Show your [mark of distinction](#) by maintaining your AACE Certification.





Recertification Application

Please type or print all responses

This application is for (please select all that apply):

Certification Designation	Expiration Date	For Office Use Only
<input type="checkbox"/> Certified Cost Consultant (CCC)		
<input type="checkbox"/> Certified Cost Engineer (CCE)		
<input type="checkbox"/> Certified Estimating Professional (CEP)		
<input type="checkbox"/> Certified Forensic Claims Consultant (CFCC)		
<input type="checkbox"/> Earned Value Professional (EVP)		
<input type="checkbox"/> Planning & Scheduling Professional (PSP)		

My application is for recertification by:

- Professional Credit Plan
 - Recertification by Examination on _____ at _____
- Date Location

If recertifying by examination you must select a date and location listed on the exam calendar on our website; no other dates/locations will be accepted. You must also complete an application for each certification you are recertifying by examination

GENERAL INFORMATION:

Name (as it will appear on certificate): _____

Home Mailing Address _____
 City/State/Zip/Country _____
 Home Phone _____
 Home Fax _____
 Home Email _____

Company Name & Mailing Address _____
 City/State/Zip/Country _____
 Work Phone _____
 Work Fax _____
 Work Email _____

Where do you prefer to receive correspondence: Home Work

WORK EXPERIENCE: (Please attach supplementary pages for additional work experience.)

From: _____ To: _____ Title: _____
 Company: _____
 Company Address: _____
 City/State/Zip/Country _____
 Work Phone _____
 Work Fax _____
 Work Email _____
 Immediate Supervisor: _____

From: _____ To: _____ Title: _____
 Company: _____
 Company Address: _____
 City/State/Zip/Country _____
 Work Phone _____
 Work Fax _____
 Work Email _____
 Immediate Supervisor: _____

By submitting this application, and affixing my signature below, I understand that after payment has been processed and approved the AACE Certification Department will evaluate the following claimed credits and enclosed documentation and will determine from these submittals the actual credit to be granted to me. In the event the Certification Department 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.

FEES Member (US\$235) Non-Member (US\$325)

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

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

Name on Card: _____ Total Remitted: US\$ _____

Mailing Address for Card: _____ CDN\$ _____

Card Number: _____

Expiration Date: _____ Security Code (on back): _____

Signature: _____

Note: Recertification by Examination applicants who cancel or reschedule after the application deadline will be subject to a \$100 re-sit fee providing the application has not exceeded one year. If the application is older than one year, you must re-apply with full fees.

PROFESSIONAL CREDIT PLAN APPLICATION *(If you are recertifying by examination, go directly to page 3 for your signature)*

Category/Description	CEU MAX	Detail	Total CEUs Claimed
A. Performed: You can claim 3 CEUs for each year you have maintained employment in the cost or management industry.	9 CEUs max (3 / year)	You must list a description of your professional responsibilities during the period of time you are claiming credits: _____ _____ _____	Performed Total CEUs:
B. Learned: You can claim the following: 1. Section meetings of cost or management societies: 0.25 CEUs per technical meeting; 1 CEU per year maximum 2. Professional development or continuing education courses sponsored by university/college, corporation, trade association, or professional society including seminars, conferences, workshops & online courses: 1 CEU per 10 hours of instruction	8 CEUs max	1. Section Meetings (list society/section name and number of meetings attended) : _____ _____ _____ 2. Professional Development/Continuing Education (list program title, Name & Address of Sponsor, Date(s) & Location and Contact Hours): _____ _____ _____	Meetings Total CEUs: Education Total CEUs: Learned Total CEUs:
C. Taught: You can claim the following: 1. *Full-time employment as a cost or management instructor: 3 CEUs per year (12-month academic teaching; prorated for 9-10 month appointment) 2. **Part-time service as an instructor of cost or management courses by a university, college, industry, federal agency, state government, local community, or professional society: 1 CEU per 10 hours of instruction	9 CEUs max	1.Full-time employment - Please provide a description of your teaching responsibilities for the past 3 years. (NOTE: A supporting statement must be signed by your immediate supervisor and submitted with this application: _____ _____ _____ 2. Part-time service (list program/course title, Name & Address of Sponsor, Date(s) & Location and Contact Hours): _____ _____ _____	Full-time CEUs: Part-time CEUs: Taught Total CEUs:
*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 AAACE, 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 applicant's participation as an instructor of the course.			
D. Professional Papers Published/Presented: 1. Cost or management professional-related papers published in professional journals or national/internationally distributed magazines: 2 CEUs per paper 2. Cost or management professional-related papers presented at AAACE's Annual Meeting or other major technical society meetings: 2 CEUs per paper 3. Cost or management related-papers or course materials presented to professional, government, community, or to other select audiences where such delivery is beneficial to the cost or management profession: 1 CEU per paper (max) Presentation must be at least 30 minutes. Maximum credit for an oral presentation is 1/2 credit. 4. Authored a cost or management related reference book(s) (course text writing) published in the past 3 years: 4 CEUs per book maximum 5. Cost or management thesis or dissertation: 4 CEUs per thesis or dissertation	8 CEUs max	1. Professional Paper published in journals/magazines (list name of journal/magazine, article name, and date(s) published): _____ _____ _____ 2. Professional Paper presented at AAACE Annual meetings or other major technical society meetings (list name of meeting, title, and date presented): _____ _____ _____ 3. Professional Paper or course material presented to professional, government, community, or other select audiences (list name of meeting, title, and date presented): _____ _____ _____ 4. Authored books (list title of book, coauthor(s), publication date, publisher's name & address): _____ _____ _____ 5. Thesis or dissertation (list title, date, degree granted, name & address of College/University): _____ _____ _____	Journal/Magazine CEUs: Presented Papers CEUs: Presented Papers or Materials CEUs: Authored CEUs: Thesis/Dissertation CEUs: Published Total CEUs:

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 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.

<p>E. Served: Include service to AACE and other cost or management-related organizations in the past 3 years.</p> <ol style="list-style-type: none"> Elected as an association officer or director OR elected as Section officer or director: 2 CEUs per year Served as a member of the AACE Technical/Education/Certification Board: 2 CEUs per year Served as a chair or contributing member of a standing, technical, or special ad hoc committee (including participating in writing RPs at the Association level (i.e., not Section): 2 CEUs per year Participated in voluntary professional society, state, provincial, county, municipal, or local community or cost/management activity in a professional capacity: 1.4 CEUs per year Proctor AACE Certification exams: 2 CEUs for full day; 1 CEU for 1/2 day for each examination proctored Assisted Certification Board by grading technical papers or specialty memos: 0.25 CEUs per technical paper graded and 0.1 CEUs for each memo graded Mentoring Entry Level cost or management member through AACE's mentoring program ONLY: Maximum 1 CEU per year Submitted certification exam question(s) accepted by the CEAG committee: 1 CEU for each compound word problem with at least 5 multiple choice questions pertaining to the word problem and 0.25 CEUs for any singular multiple choice question. Email verification from the CEAG chair for each accepted question must accompany your application. Miscellaneous assistance to AACE as approved by the Certification Board: Maximum 1 credit(s) assigned per task as approved by the Certification Board 	<p>6 CEUs max</p>	<ol style="list-style-type: none"> Elected Association or Section Officer/Director: _____ Member of AACE Technical/Education/Certification Board: _____ Chair or contributing member of committee: _____ Voluntary Professional Cost or Management Activity: _____ Proctor AACE Certification Exam: _____ Graded technical paper(s) or specialty memo(s) for certification exam: _____ Mentoring (list name(s) of mentee): _____ Submitted accepted certification questions: (email verification must be attached) Miscellaneous assistance (list activity date, hours, & name of person approved by): _____ 	<p>Elected Officer/Director CEUs: _____</p> <p>Associate Board Member CEUs: _____</p> <p>Committee Member CEUs: _____</p> <p>Volunteer Credits CEUs: _____</p> <p>Proctor Credits CEUs: _____</p> <p>Grading Credits CEUs: _____</p> <p>Mentoring Credits CEUs: _____</p> <p>Submitted Credits CEUs: _____</p> <p>Miscellaneous Credits CEUs: _____</p> <p>Served Total CEUs: _____</p>
<p>F. Obtained: must be initially obtained technical qualified certification or license obtained in the last 3 years – cannot be the certification you are recertifying: 3 CEUs per certification or license</p>	<p>6 CEUs max</p>	<p>List certification/license name and date acquired: _____</p>	<p>Obtained Total CEUs: _____</p>
<p>TOTAL CEUs Claimed: 15 CEUs minimum</p>		<p><i>Must include a minimum of 1 full CEU in at least 2 categories (Performed, Learned, Taught, Professional Paper, Serve, and Obtained).</i></p>	

A minimum of 15 total CEUs are required for recertification under the professional credit plan (please read the following statement carefully)

AFFIRMATION:

In making this application, I fully understand, and by my submission subscribe to the AACE International Canons 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 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: _____

AACE CONTACT INFORMATION:

ADDRESS: 1265 Suncrest Towne Centre Dr.
 Morgantown, WV 26505
 PHONE / FAX: 1.304.296.8444 / 1.304.291.5728
 EMAIL: certification@aacei.org

