



# AACCE International Certification

## A MARK OF DISTINCTION



# 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 7,000 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) and the International Cost Engineering Council (ICEC).



## 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. When you certify, you will be provided with a folder designed to help you keep track of such items. 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 recertification points?

No. You must provide proof of your Professional Credit Plan recertification points during the 3 year period. If you hold multiple certifications, your certifications may expire at different times. Therefore, you will be able to apply recertification points that you accumulate during each designation's 3 year period.

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

Don't worry, AACE will notify you six months in advance of your certification expiration date. You can, at that time, decide if you will have enough credits to recertify via the Professional Credit Plan. If not, you will have sufficient time to schedule and sit for the certification examination to recertify.

## 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

Recertification fees are considered to be early if they are submitted before January 1 or July 1 if your recertification application is due in March or September, respectively. For applications received between January 1 and before March 1 for March recertification applications or between July 1 and September 1 for September recertification regular fees will apply. March recertification applications will not be accepted after March 1. September recertification applications will not be accepted after September 1. If you need an extension on your recertification application, you must contact AACE's certification office prior to submitting a recertification application after March 1 for March recertification or September 1 for September recertification.

Recertification fees are as follows:

1. **Professional Credit Plan - Member**
  - Early.....US\$185
  - Regular.....US\$235
2. **Professional Credit Plan - Non-Member**
  - Early.....US\$275
  - Regular.....US\$325
3. **Recertification by Examination - Member**
  - Early.....US\$300
  - Regular.....US\$350
4. **Recertification by Examination - Non-Member**
  - Early.....US\$450
  - Regular.....US\$500

## Ethics

By submitting a Recertification application, you must 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: [www.aacei.org/certification/](http://www.aacei.org/certification/).

## 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 \$60.00. 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:** 209 Prairie Avenue  
Suite 100  
Morgantown, WV 26501  
USA

**Phone:** +1.800.858.2678  
+1.304.296.8444

**Fax:** +1.304.291.5728

**Email:** [info@aacei.org](mailto:info@aacei.org)

**Internet:** [www.aacei.org](http://www.aacei.org)



# AACE International Recertification Application



Please type or print all responses.

This application is for recertification as a

- Certified Cost Consultant (CCC)
- Certified Cost Engineer (CCE)
- Certified Estimating Professional (CEP)
- Certified Forensic Cost Consultant (CFCC)
- Earned Value Professional (EVP)
- Planning & Scheduling Professional (PSP)

My expiration date is:

- March 1, \_\_\_\_\_
- September 1, \_\_\_\_\_

My application is for recertification by:

- Professional Credit Plan
- Examination - I plan to take the examination scheduled on \_\_\_\_\_

*This application must be postmarked no later than **January 1** of the March expiration year or by **July 1** of the September expiration year in order to qualify for the early fee. Failure to comply will result in the regular fee being charged to your credit card; should you pay by check, you will be invoiced for the regular fee. Applications received after the indicated dates will be subject to the regular application fee and/or rejection. In any event, applications must be postmarked prior to the expiration date.*

NO	_____
YRS	_____
PFD	_____
LND	_____
TGT	_____
PST	_____
SVD	_____
APPD	_____
EXP	_____
FEE	_____

**Certification Office Use Only**

## AACE INTERNATIONAL MEMBERSHIP INFORMATION:

Are you a member of AACE International?  Yes  No

Membership Grade  Honorary Member (Life or Emeritus)  Full Member  Associate Member  Fellow  Former Member

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

Name (please print as it will appear on certificate): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_ Home E-mail: \_\_\_\_\_

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Company Address (City/State/Zip): \_\_\_\_\_

Company Phone: \_\_\_\_\_ Company Fax: \_\_\_\_\_ Company E-mail: \_\_\_\_\_

List in chronological sequence, most recent first, your experience since the date of your current certification certificate. Experience must be described in detail showing its relationship to cost engineering. Titles and vague terms such as project supervisor or assistant to manager are not self-explanatory. Attachments should be used to supplement data and to explain and define professional responsibilities. Complete mailing addresses are required. Experience must be full-time, and when requested from headquarters, a supporting statement must be signed by the applicant's immediate supervisor and submitted to AACE Headquarters as an attachment to this application. Self-employed applicants or principals in a firm must submit a sworn, notarized statement that claimed experience is as described herein. In countries that do not commonly use the notary system of oaths, statement may be witnessed by two persons who are not employees or family members of the applicant.

### CURRENT POSITION:

From: \_\_\_\_\_ To Present Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Work Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_

### PREVIOUS POSITION:

From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Work Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_

(Attach supplementary pages as necessary.)



**CLAIMED PROFESSIONAL CREDITS** (PROFESSIONAL CREDIT PLAN APPLICANTS ONLY)

One Continuing Education Credit (CEU) equals one Recertification Credit.

**A. Performed:** (9 credits maximum - 3 per year)  
I claim \_\_\_\_\_ credits for employment in a cost and management function for the **past 3 years**.  
The following is a description of my professional responsibilities during this period of time: \_\_\_\_\_

*(Attach supplementary pages as necessary.)*

**B. Learned:** (8 credits maximum)  
I claim \_\_\_\_\_ credits for continuing education during the **past 3 years**.

1. Section meetings of cost engineering/project management societies: \_\_\_\_\_ credits (0.25 credit per technical meeting; 1 credit/year max.) List society and section name and number of meetings attended. Enclose verification of attendance at technical meetings of other societies. Enclose verification of attendance at AAACE International meetings unless the section maintains written sign-in sheets, which are annually sent to Headquarters.

*(Attach supplementary pages as necessary.)*

2. Association (AAACE and other recognized professional societies) seminars, conferences, clinics, workshops, online courses and symposia attended: \_\_\_\_\_ credits. List sessions attended and the length of sessions in hours of technical presentations (1 credit is given per 10 hours.) With the exception of the AAACE Annual meeting, verification of attendance must be submitted with this application.

Program Title	Name & Address of Sponsor	Date(s) & Location	Contact Hours

*(Attach supplementary pages as necessary.)*

3. Cost and management professional development courses that were sponsored by a corporation, university/college, trade association, professional society (excluding AAACE and other recognized professional societies): \_\_\_\_\_ credits. List programs attended and the length of the session in hours of technical presentations (1 credit is given per 10 hours.) Submit a full description of each program and verification of attendance with this application.

Program Title	Name & Address of Sponsor	Date(s) & Location	Contact Hours

*(Attach supplementary pages as necessary.)*

4. University/college, distance learning/online courses, or school of continuing education-sponsored, cost and management-related seminars attended for which continuing units were assigned and a certification of participation was awarded: \_\_\_\_\_ credits. Describe programs attended and length of seminars in hours of technical presentations (1 credit is given per 10 hours.) Submit a full explanation of how the seminar relates to your certification designation and a copy of the certificate that was awarded.

Program Title	Name & Address of Sponsor	Date(s) & Location	Contact Hours

*(Attach supplementary pages as necessary.)*

**C. Taught:** (9 credits maximum)  
I claim \_\_\_\_\_ credits for teaching cost and management during the **past 3 years**.

1. \*Full-time employment as a cost and management instructor: \_\_\_\_\_ (9 maximum - 3 per year, 12 month academic teaching appointment; prorated credit for 9- or 10-month appointments.) A supporting statement must be signed by your immediate supervisor and submitted with this application. The following is a description of your teaching responsibilities during this period: \_\_\_\_\_

*(Attach supplementary pages as necessary.)*

2. \*\*Part-time service as an instructor of cost and management courses conducted by a university, college, industry, federal agency, state government, local community, or professional society: \_\_\_\_\_ (1 credit per 10 hours of presentations/lectures. List details below:

Course Title	Name & Address of Sponsor	Date(s) & Location	Contact Hours

*(Attach supplementary pages as necessary.)*

3. Submitted acceptable certification examination questions with answers to the Certification Board for use in future examinations: \_\_\_\_\_ (1 credit for each "Part A" and 0.25 credit for each "Part B" exam Q&A.) Maximum 4 credits.

4. Authored and submitted an acceptable published professional paper to the Certification Board. Acceptable papers will receive up to one (1) credit per paper (that is approximately a 2500 word paper.) I claim: \_\_\_\_\_ credits for cost and management related papers written during the past three years. Copies of such papers must be submitted with this application.

**Notes:** \* Credit cannot be claimed for courses taught as part of regular employment for which credit is claimed in items A.3 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 application's participation as an instructor of the course.



CLAIMED PROFESSIONAL CREDITS (CONTINUED)

D. Presented: (8 credits maximum) I claim \_\_\_\_\_ credits for publications and presentations that were made during the past 3 years.

1. Cost and management professionally-related papers published in professional journals, or nationally- or internationally-distributed magazines: \_\_\_\_\_ (maximum 2 per paper.) Copies of such papers must be submitted with this application.

2. Cost and management professionally-related papers presented at AAACE's Annual meeting or other major technical society meetings: \_\_\_\_\_ credits (maximum 2 per paper.) Copies of such papers or other appropriate verification (e.g., a copy of the meeting program listing the paper) must be submitted with this application.

3. Cost and management-related papers or course materials presented to professional, government, community, or to other select audiences where such delivery is beneficial to the cost and management profession: \_\_\_\_\_ (maximum 1 credit per paper.) Maximum credit for an oral presentation is 1/2 credit unless a copy of the formal paper is submitted with this application. Provide full details below, and submit copies of the papers (or other verification of the presentation) with this application.

Table with 4 columns: Presentation Subject, Audience, Date(s) & Location, Benefit to the Profession

(Attach supplementary pages as necessary.)

4. Authored a cost and management-related reference book(s) (course text writing) published during the past 3 years: \_\_\_\_\_ credits (maximum 4 per book.)

Table with 4 columns: Title, Coauthor(s), Publication Date, Publisher's Name & Address

If available, copies of books should be submitted with this application. Credit will be given only for books that are in general public circulation. Internal company manuals, reports, etc., are not acceptable for credit as reference books.

(Attach supplementary pages as necessary.)

5. Participated in voluntary professional society, state/provincial, regional, or local community cost and management-related activity: \_\_\_\_\_ credits (1.4/year.) Provide a full description of such activity below and submit a supporting document from the group for which the service was performed. Note: Proctors of the AAACE Certification examinations may claim service credit under this category. (Such credit is limited to .01 credits/actual examination hour proctored, i.e., 0.7 credit maximum/full examination.)

(Attach supplementary pages as necessary.)

E. Served: (6 credits maximum) Include service to AAACE and to other cost engineering/project management-related organizations I claim \_\_\_\_\_ credits for service to the cost engineering profession during the past 3 years.

1. Elected as an association officer or director: \_\_\_\_\_ credits (2 per year). List organization, offices held, and dates:

2. Elected as section (chapter) officer or director: \_\_\_\_\_ credits (2 per year). List organization, offices held, and dates:

3. Served as a member of the AAACE Certification Board: \_\_\_\_\_ credits (2 per year).

4. Served as a chair or a contributing member of a standing, technical, or special ad hoc committee at the association (i.e., not section or chapter) level. I claim \_\_\_\_\_ credits (2 per year). List organizations, committee names, positions held, and dates of service:

(Committee members must submit a statement of verification from the head of the committee(s) with this application.)

5. Participated in voluntary professional society, state, provincial, county, municipal, or local community cost engineering activity. I claim \_\_\_\_\_ credits (1.4 per year). Provide a full description of such activity below and submit a supporting document from the group for which the service was performed. Note: Proctors of the AAACE Certification examinations may claim service credit under this category. Such credit is limited to 0.1 credits per actual examination hour proctored (i.e., .07 credit maximum per full examination.)

F. Obtained: (6 credits maximum - initially obtained qualified certification or license) List the type of certification/license and the date acquired. I claim \_\_\_\_\_ credits for obtaining a qualified certification or license during the past 3 years.

Table with 2 columns: Certification/License, Date Acquired

(Attach supplementary pages as necessary.)

DOCUMENTATION MUST BE SUBMITTED TO VERIFY ALL CLAIMED CREDITS.



Total credits claimed are \_\_\_\_\_, which included a minimum of 1 full credit in at least 2 categories (Performed, Learned, Taught, Presented, Served, and Obtained.) A minimum of 15 total credits are required for recertification under the Professional Credit Plan.

By submitting this application, I understand that the AACE Certification Board will evaluate the above claimed credits and enclosed documentation, and the Certification Board will determine from these submittals the actual credit to be granted to me. In the event that the Certification Board 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.



**CERTIFICATION FEES:**

- 1. Professional Credit Plan - Member  
Early.....US\$185      Regular .....US\$235
- 2. Professional Credit Plan - Non-Member  
Early.....US\$275      Regular .....US\$325
- 3. Recertification by Examination - Member  
Early.....US\$300      Regular .....US\$350
- 4. Recertification by Examination - Non-Member  
Early.....US\$450      Regular .....US\$500

Applications must be post marked no later than January 1 for March recertification or July 1 for September recertification to qualify for the early fee. Applications postmarked after January 1 and before March 1 of expiration year for March recertification candidates and after July 1 and before September 1 of expiration year for September recertification candidates will be charged the regular fee.

- 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: Recertification by Examination applicants who cancel or reschedule after the application deadline will be subject to a \$60 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.**

In making this application, I fully understand, and by my submission subscribe to, the AACE International Cannon 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 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 \_\_\_\_\_

**DOCUMENTATION MUST BE SUBMITTED TO VERIFY ALL CLAIMED CREDITS.**



Return completed application to:  
AACE International  
209 Prairie Avenue, Suite 100  
Morgantown, WV 26501 USA

