



# AAACE INTERNATIONAL CERTIFICATION

Everything You Want To Know  
About Recertification

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The Guide to  
Recertification



## THIS GUIDE IS DIVIDED INTO THE FOLLOWING SECTIONS:

Introduction

Recertification Information

Canon of Ethics

Recertification Application

Each of these sections responds to some of the most commonly asked questions about AACE International's Certification Program. These questions and answers will give you the basic information you need when deciding to become certified.

Visit AACE International's website at: <http://www.aacei.org> or [www.cost.org](http://www.cost.org) for other current information about AACE International and its certification programs. Of special interest may be the Online Bookstore where references useful for professionals and those studying for the exam may be acquired.

## INTRODUCTION

AACE welcomes your interest in retaining the CCE/CCC designation as a recognition of your professional expertise. It is an international symbol of quality. We hope this guide will aid you in maintaining this important career achievement.

Specialty certification is intended to provide a current third-party assessment of an individual's ability to do professional work in a particular discipline. Once certified, competency must be maintained over the many years most people work. The best method for demonstrating this is to continually verify that the person's skills, knowledge, and competency are being maintained. AACE's certification program requires a continuing effort by each certified person to maintain their proficiency and to demonstrate it through Recertification so that it is clear to others that they remain proficient.

This publication is intended to help you understand AACE International's Certification Program, and to help you in the recertification process. Since the inception of the certification program in 1976, AACE has recognized several thousand individuals as Certified Cost Engineers or Certified Cost Consultants (CCE/CCC).

An application for recertifying in the AACE certification program is included in this guide. If you are interested in recertification, read this guide first and make sure that you understand the requirements of recertification. When you are ready, apply by completing the application form and send it to AACE Headquarters with the appropriate fee. If you have any questions, call the certification office at AACE Headquarters at (800) 858-COST (2678) or (304) 296-8444.

## RECERTIFICATION INFORMATION

### *Do I have to recertify?*

A CCC/CCE must recertify every 3 years from the date of your original certification. The certification office will attempt to notify each CCE/CCC about the impending expiration of their certification and provide the materials to recertify. It is the certified individual's responsibility to ensure that the recertification application is submitted on time and with the proper documentation.

An ICC cannot recertify interim certification because the program is intended to provide an initial vehicle to becoming certified during a 5 year period. Once that apprentice period is over, an ICC should be certified as a CCE/CCE.

### *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.

### *How do I recertify?*

You have two options to maintain your certification, re-examination or the Professional Credit Plan. The first method requires the applicant to pass the certification examination every 3 years (a professional paper is not required after initial certification). The second method, by far the most popular, requires the accumulation of 15 recertification points over a 3 year period. Points are earned by being employed in a cost engineering function, actively participating in a local AACE section, presenting and/or publishing papers, and earning continuing education credits by attending authorized seminars and classes.

### *Who keeps track of the recertification points?*

The CCE/CCC is responsible for keeping accurate records of activities that earn recertification points. Local sections are encouraged to keep attendance logs at their meeting 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 for Recertification. 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. By following this

procedure, you will not experience any last minute panic when it is time to recertify.

### *What do you mean by "provide verification"?*

For the purpose of recertification, anything that provides evidence of your attendance at a technical event and helps to document the program content may be used for verification.

Ideally, one should include something that documents the name of the event, the date(s) it was held, and contains a description of the program. This could include a copy of a receipt for the event (e.g., a cancelled check) attached to a copy of a publicity piece showing what the event entailed. It may also be a note from someone handling the event 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. Other commonly used items are meeting announcements, flyers, or advertisements.

The intent is that submitted information will contain some evidence that the attended events were relevant to staying current as a CCE/CCC.

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

Don't worry. AACE International 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 CCC/CCE designation be revoked or suspended?*

Certification 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 the certification has been suspended and the individual later desires to be certified, the individual must apply for CCC/CCE certification and pass the examination and the paper. The Certification Board will accept appeals to modify these requirements based on extenuating circumstances.

### *Is that all there is?*

No, AACE's certification program is designed to demonstrate to potential employers that you, as a certified professional, are totally current in the discipline. You are therefore required to renew your certification at the end of 3 years.

## PERSPECTIVE

Certification/recertification can be looked at as a hurdle or as an opportunity.

Continuous learning is important to keep you in a value-added position in the highly-competitive environment of the next millennium. The recertification program provides a structure and disciplined opportunity to help you keep this continual education process active. AACE's recertification process is also an opportunity for our society of professionals to expand its collective knowledge of cost engineering and to share this knowledge with fellow professionals and other disciplines.

An opportunity or a hurdle? The difference is simply a state of mind. Keep a positive focus on the target and journey toward it. As you prepare to take the certification examination, write the paper, or maintain an appropriate level of activity in the profession toward recertification, your mental state makes the difference between creating a hurdle or seeing an opportunity.

Now is a great time to begin this process and to focus on the opportunity that certification offers. Now is the time to keep yourself in a value-added position in your profession. The Certification Board wants you to have the opportunity to enjoy the benefits of a journey toward certification or recertification as a CCE or CCC.

Excerpts from a column by Dr. James E. Rowings Jr., CCE, Iowa State University, in the July 1996 issue of Cost Engineering journal. Dr. Rowings is a past member of the AACE Certification Board.

# AACE INTERNATIONAL CANON OF ETHICS\*

## Introduction

The AACE member, to uphold and advance the honor and dignity of Cost Engineering and the Cost Management profession and in keeping with the high standards of ethical conduct will (1) be honest and impartial and will serve employer, clients, and the public with devotion; (2) strive to increase the competence and prestige of their profession; and (3) will apply knowledge and skill to advance human welfare.

### I. Relations With the Public

A. Members will hold paramount the safety, health, and welfare of the public, including that of future generations.

B. Members will endeavor to extend public knowledge and appreciation of cost engineering and cost management and its achievements, and will oppose any untrue, unsupported, or exaggerated statements regarding cost engineering and cost management.

C. Members will be dignified and modest, ever upholding the honor and dignity of their profession, and will refrain from self-laudatory advertising.

D. Members will express an opinion on a cost engineering or cost management subject only when it is founded on adequate knowledge and honest conviction.

E. On cost engineering or cost management matters, members will issue no statements, criticisms, or arguments that are inspired or paid for by an interested party or parties, unless they preface their comments by identifying themselves, by disclosing the identities of the party or parties on whose behalf they are speaking, and by revealing the existence of any pecuniary interest they may have in matters under discussion.

F. Members will approve or seal only those documents, reviewed or prepared by them, which are determined to be safe for public health and welfare in conformity with accepted cost engineering, cost management and economic standards.

G. Members whose judgment is overruled under circumstances where the safety, health, and welfare of the public are endangered shall inform their clients or employers of the possible consequences.

H. Members will work through professional societies to encourage and support others who follow these concepts.

I. Members will work only with those who follow these concepts.

J. Members shall be objective and truthful in professional reports, statements, or testimony.

ny. They shall include all relevant and pertinent information in such reports, statements, and testimony.

### II. Relations With Employers and Clients

A. Members will act in all matters as a faithful agent or trustee for each employer or client.

B. Members will act fairly and justly toward vendors and contractors and will not accept any commissions or allowances from vendors or contractors, directly or indirectly.

C. Members will inform their employer or client of financial interest in any potential vendor or contractor, or in any invention, machine, or apparatus that is involved in a project or work for either employer or client. Members will not allow such interest to affect any decisions regarding cost engineering or cost management services that they may be called upon to perform.

D. When, as a result of their studies, members believe a project(s) will not be successful, or if their cost engineering and cost management or economic judgment is overruled, they shall so advise their employer or client.

E. Members will undertake only those cost engineering and cost management assignments for which they are qualified. Members will engage or advise their employers or clients to engage specialists whenever their employer's or client's interests are served best by such an arrangement. Members will cooperate fully with specialists so engaged.

F. Members shall treat information coming to them in the course of their assignments as confidential and shall not use such information as a means of making personal profit if such action is adverse to the interests of their clients, their employers, or the public.

1. Members will not disclose confidential information concerning the business affairs or technical processes of any present or former employer or client or bidder under evaluation, without consent, unless required by law.

2. Members shall not reveal confidential information or finding of any commission or board of which they are members, unless required by law.

3. Members shall not duplicate for others, without express permission of the client(s), designs, calculations, sketches, etc., supplied to them by clients.

4. Members shall not use confidential information coming to them in the course of their assignments as a means of making personal profit if such action is adverse to the interests of their clients, employers, or the public.

G. Members will not accept compensation-financial or otherwise-from more than one party for the same service, or for other services pertaining to the same work, without the consent of all interested parties.

H. Employed members will engage in sup-

\* All AACE International certified individuals must agree to abide by the AACE Canon of Ethics. This agreement is shown by signing the appropriate AACE Certification application form.

plementary employment or consulting practice only with the consent of their employer.

I. Members shall not use equipment, supplies, laboratory, or office facilities of their employers to carry on outside private practice without the consent of their employers.

J. Members shall not solicit a contract from a governmental body on which a principal officer or employee of their organization serves as a member.

K. The member shall act with fairness and justice to all parties when administering a construction (or other) contract.

L. Before undertaking work for others in which the member may make improvements, plans, designs, inventions, or records that may justify copyrights or patents, the member shall enter into a positive agreement regarding the rights of respective parties.

M. Members shall admit and accept their own errors when proven wrong and refrain from distorting or altering the facts to justify their decisions.

N. Members shall not attempt to attract an employee from another employer by false or misleading representations.

O. Members shall act in professional matters for each employer or client as faithful agents or trustees and shall avoid conflicts of interest.

1. Members shall avoid all known or potential conflicts of interest with their employers or clients and shall promptly inform their employers or clients of any business association, interests, or circumstances that could influence their judgment or the quality of their services.

2. Members shall not solicit or accept gratuities, directly or indirectly, from contractors, their agents, or other parties dealing with their clients or employers in connection with work for which they are responsible.

### III. Relations With Other Professionals

A. Members will take care that credit for cost engineering and cost management work is given to those to whom credit is properly due.

B. Members will provide prospective employees with complete information on working conditions and their proposed status of employment. After employment begins, they will keep the employee informed of any changes in status and working conditions.

C. Members will uphold the principle of appropriate and adequate compensation for those engaged in cost engineering and cost management work, including those in subordinate capacities.

D. Members will endeavor to provide opportunity for the professional development and advancement of individuals in their employ or under their supervision.

E. Members will not attempt to supplant other cost engineers or cost management professionals in a particular employment after becoming aware that definite steps have been

taken toward the others' employment or after they have been employed.

F. Members shall not maliciously or falsely, directly or indirectly, injure the professional reputation, prospects, practice, or employment of another, nor shall they indiscriminately criticize another's work. Proof that another cost professional has been unethical, illegal, or unfair in his/her practice shall be cause for advising the proper authority.

G. Members will not compete unfairly with other cost professionals.

H. Members will cooperate in advancing the cost engineering and cost management profession by interchanging information and experience with other cost professionals and students, by contributing to public communication media and to cost engineering, cost management, and scientific societies and schools.

I. Members will not request, propose, or accept professional commissions on a contingent basis under circumstances that compromise their professional judgements.

J. Members will not falsify or permit misrepresentation of their own or their associates' academic or professional qualifications. They shall not misrepresent or exaggerate their degrees or responsibility in or for the subject matter of prior assignments. Brochures or other presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures, accomplishments, or membership in technical societies.

K. Members will prepare articles for the lay or technical press that are only factual, dignified, and free from ostentatious or laudatory implications. Such articles shall not imply credit to the cost professionals for other than their direct participation in the work described unless credit is given to others for their share of the work.

L. Members will not campaign, solicit support, or otherwise coerce other cost professionals to support their candidacy or the candidacy of a colleague for elective office in a technical association.

### IV. Standards of Professional Performance

A. Members shall be dignified and modest in explaining their work and merit and will avoid any act tending to promote their own interests at the expense of the integrity, honor, and dignity of the profession.

B. Members, when serving as expert witnesses, shall express a cost engineering and cost management opinion only when it is founded upon adequate knowledge of the facts, upon a background of technical competence, and upon honest conviction.

C. Members shall continue their professional development throughout their careers and shall provide opportunities for the profes-

AACE International certified individuals are listed on our website, in the *Cost Engineering* journal, in AACE International's membership directory and with the Council of Engineering and Scientific Specialty Boards (CESB). Names of certified individuals living in particular areas are also released to companies inquiring about someone for hire. You can soon be on this list!

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### Call for Volunteers!

Volunteers are needed for the AACE Certification Board. It's fun, fulfilling, frustrating, satisfying, time-consuming, and rewarding - all of these adjectives describe what it's like to be a member or chair of AACE International's Certification Board. The Certification Board meets twice a year. For those who do not have company support for the travel, this can be a rather expensive proposition, although one of these is normally held at the annual meeting.

Perhaps the foremost is the ability to have a direct influence on the content and direction of your Association's certification operations. Additionally, you will find that satisfaction of helping to produce new materials and directions for other cost/management professionals can be very rewarding personally.

You simply need to contact the Certification Administrator at AACE International Headquarters, (304) 296-8444, or e-mailing: [info@aacei.org](mailto:info@aacei.org)

sional development of those cost professionals under their supervision.

1. Members should keep current in their specialty fields by engaging in professional practice, participating in continuing education courses, reading in the technical literature, and attending professional meetings and seminars.

2. Members should encourage their cost engineering and cost management employees to become certified at the earliest possible date.

3. Members should encourage their cost engineering and cost management employees to attend and present papers at professional and technical society meetings.

4. Members shall uphold the principle of mutually satisfying relationships between employers and employees with respect to terms of employment including professional grade descriptions, salary ranges, and fringe benefits.

## ABOUT AACE INTERNATIONAL:

**AACE International, the Association for the Advancement of Cost Engineering, is a non-profit professional society representing over 5,000 Cost and Management Professionals. Founded in 1956 as the American Association of Cost Engineers, AACE's Certification Programs are administered by the AACE Certification Board and were begun in 1976.**

**The International AACE Headquarters Office is located in Morgantown, West Virginia. Please call or visit the AACE website for further information:**

## **AACE INTERNATIONAL**

**209 Prairie Avenue, Suite 100**

**Morgantown, WV 26501**

**phone: 1-800-858-COST**

**fax: 304-291-5728**

**e-mail: [info@aacei.org](mailto:info@aacei.org)**

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

**AACE International's ICC/CCC/CCE Certification Program is accredited by:**



## **THE INTERNATIONAL COST ENGINEERING COUNCIL**

*The International Cost Engineering Council (ICEC)* is a nonpolitical and nonprofit organization which was founded with the object of promoting cooperation between national and multinational cost engineering, quantity surveying and project management organizations worldwide for their mutual wellbeing and that of their individual members.

**AACE International's CCC/CCE Certification Program is accredited by:**



**The Council of Engineering and Scientific Specialty Boards (CESB)** is an independent, voluntary membership body created for its member organizations who recognize, through specialty certification, the expertise of individuals practicing in engineering and related fields.

**AACE International is a member of:**



**The National Organization for Competency Assurance (NOCA)** is the leader in setting quality standards for credentialing organizations. NOCA provides information on the latest trends and issues of concern to practitioners and organizations focused on certification, licensure, and human resource development.

# R E C E R T I F I C A T I O N A P P L I C A T I O N

Please type or print all responses.



NO. \_\_\_\_\_  
 YRS. \_\_\_\_\_  
 PFD. \_\_\_\_\_  
 LND. \_\_\_\_\_  
 TGT. \_\_\_\_\_  
 PST. \_\_\_\_\_  
 SVD. \_\_\_\_\_  
 APPD. \_\_\_\_\_  
 EXP. \_\_\_\_\_  
 FEE \_\_\_\_\_

**This application is for recertification as a:**

- Certified Cost Engineer (CCE)     Certified Cost Consultant (CCC)

**My expiration date is:**

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

**This application is for recertification by:**

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

This application must be postmarked **no later than July 1** of the September expiration year and January 1 of the March expiration year to qualify for the early 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.

**Membership Grade**

- Honorary (Life or Emeritus)     Member     Former Member  
 Fellow     Associate Member     Nonmember

*Having read the criteria for recertification, and believing myself to be fully qualified, I hereby apply for renewal of my certificate of certification. I declare that all the submitted information is correct to the best of my knowledge and belief.*

**Certification Office Use Only**

**PERSONAL AND BUSINESS INFORMATION:**

Indicate the address where you would like 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: \_\_\_\_\_ Company Address: \_\_\_\_\_  
 \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Company Phone: \_\_\_\_\_ Company Fax: \_\_\_\_\_ Company E-mail: \_\_\_\_\_

**WORK EXPERIENCE:**

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 a supporting statement must be signed by the applicant's immediate supervisor and submitted with 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: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Immediate Supervisor: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_  
 \_\_\_\_\_

**Previous Position**

From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Immediate Supervisor: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_  
 \_\_\_\_\_

**CLAIMED PROFESSIONAL CREDITS:** (PROFESSIONAL CREDIT PLAN APPLICANTS ONLY—SEE ARTICLE F OF THE CERTIFICATION REQUIREMENTS)

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

(Attach supplementary pages as necessary.)

**CLAIMED PROFESSIONAL CREDITS:** (CONTINUED)

2. Association (AACE and other recognized cost engineering/project management societies) cost engineering 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 AACE annual meetings, verification of attendance must be submitted with this application.

<b>Program Title</b>	<b>Name and Address of Sponsor</b>	<b>Date and Locations</b>	<b>Contact Hours</b>
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*(Attach supplementary pages as necessary.)*

3. Cost engineering or cost management courses attended that were sponsored by a corporation, university, college, trade association, or professional society (excluding AACE and other cost engineering/project management societies): \_\_\_\_\_ credits. List programs attended and the length of the sessions 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.

<b>Program Title</b>	<b>Name and Address of Sponsor</b>	<b>Date and Locations</b>	<b>Contact Hours</b>
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*(Attach supplementary pages as necessary.)*

**Note: Credit cannot be claimed for courses attended as a part of regular employment duties. Participation must be optional and in addition to normal work responsibility.**

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

<b>Program Title</b>	<b>Name and Address of Sponsor</b>	<b>Date and Locations</b>	<b>Contact Hours</b>
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*(Attach supplementary pages as necessary.)*

**C. Taught:** (9 credits maximum)

I claim \_\_\_\_\_ credits for teaching cost engineering during the **past 3 years**. ♦

1. \*Full-time employment as a cost engineering instructor: \_\_\_\_\_ credits (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 applicant's immediate supervisor and submitted with this application. The following is a description of the applicant's teaching responsibilities during this period:

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*(Attach supplementary pages as necessary.)*

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

<b>Course Name</b>	<b>Name and Address of Sponsor</b>	<b>Date and Locations</b>
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*(Attach supplementary pages as necessary.)*

3. Submitted acceptable certification examination questions with answers to the Certification Board for use in future examinations: \_\_\_\_\_ credits (based on 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 unpublished professional paper to the Certification Board. Acceptable papers will receive up to one (1) credit per paper (that is comparable in length to the approximately 2500 word paper required for initial certification). I claim \_\_\_\_\_ credits for cost engineering and 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 a part of regular employment duties for which credit is claimed in items III.A or III.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 AACE, 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. Presented:** (8 credits maximum)

I claim \_\_\_\_\_ credits for publications and presentations that were made during the **past 3 years**. ♦

1. Cost engineering papers published in professional journals, or nationally- or internationally-distributed magazines: \_\_\_\_\_ credits (maximum 2 per paper). Copies of such papers must be submitted with this application.
2. Cost engineering papers presented at AACE International 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.

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



CLAIMED PROFESSIONAL CREDITS: (CONTINUED)

3. Cost engineering papers or course materials presented to professional, government, community, or to other select audiences where such delivery is beneficial to the cost engineering profession: \_\_\_\_\_ credits (maximum 1 credit per paper).  
**Maximum credit for an oral presentation is ½ 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.

Subject of Presentation \_\_\_\_\_

Audience \_\_\_\_\_

Date and Location \_\_\_\_\_

This presentation benefited the cost engineering profession because \_\_\_\_\_

\_\_\_\_\_

(Attach supplementary pages as necessary.)

4. Authored a cost engineering reference book(s) (course text writing) published during the **past 3 years** ♦: \_\_\_\_\_ credits (maximum 4 per book).  
**Title**                      **Coauthor(s)**                      **Publication Date**                      **Publisher's Name and 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.

5. Cost engineering thesis or dissertation: \_\_\_\_\_ credits (4 per thesis or dissertation).  
**Thesis or Dissertation Title**                      **Date**                      **Degree Granted**                      **Name & Address of College or University**

\_\_\_\_\_

If available, copies of claimed theses or dissertations should be submitted with this application. If copies are not available, an official transcript of applicant's graduate studies and the thesis or dissertation title and abstract must be submitted.

**Note:** Under the Presented category, **no paper or presentations 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 applicant's current certification certificate.**

**E. Served:** (6 credits maximum)—Include service to AACE 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 AACE Certification Board: \_\_\_\_\_ credits (2 per year).

List dates of service: \_\_\_\_\_ to \_\_\_\_\_.

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 AACE Certification examinations** may claim service credit under this category. Such credit is limited to 0.1 credits per actual examination hour proctored, i.e., 0.7 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. ♦

Certification/License

Date Acquired

\_\_\_\_\_

\_\_\_\_\_



# R E C E R T I F I C A T I O N A P P L I C A T I O N

♦For the purpose of this application, the phrase *past three (3) years* refers to the three-year period ending with the date of expiration of applicant's current certificate of certification or to the period of applicant's current certification, whichever is longer.

## TOTAL CLAIMED CREDITS:

Total credits claimed are \_\_\_\_\_, which includes a minimum of one full credit in at least two of the above categories (i.e., *Performed, Learned, Taught, Presented, Served, and Obtained*). A minimum of 15 total credits are required for certification renewal under the *Professional Credit Plan*.

*It is understood 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 the applicant. In the event that the Certification Board rules that the applicant has not accrued the required number of credits for recertification or has not submitted adequate evidence of such credits herewith, the applicant will be so notified and this application will be considered as an application for recertification by examination. The applicant will be required to submit the appropriate balance due prior to being permitted to sit for the examination.*

## RECERTIFICATION FEES:

Enclose the required recertification fees in the form of a check or money order payable to AACE, Inc., or pay by any of the following credit cards.

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

Name on Card: \_\_\_\_\_ Total Remitted: US\$ \_\_\_\_\_  
 \_\_\_\_\_ CDN\$ \_\_\_\_\_  
 Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

	Early Fee*	Regular Fee**
AACE International Member Applicants—Professional Credit Plan .....	US\$185.00	US\$235.00
Nonmember Applicants—Professional Credit Plan .....	US\$275.00	US\$325.00
AACE International Member Applicants for Examination .....	US\$295.00	US\$345.00
Nonmember Applicants for Examination .....	US\$345.00	US\$425.00

\* This application must be postmarked no later than July 1 for September recertification and no later than January 1 for March recertification to qualify for the early fee.

\*\* Applications postmarked after July 1 and before September 1 of expiration year for September recertification candidates, and postmarked after January 1 and before March 1 of expiration year for March recertification candidates.

ALL FEES ARE NONREFUNDABLE.

## AFFIRMATION:



**Address:**  
 209 Prairie Avenue  
 Suite 100  
 Morgantown, WV  
 26501 USA

**Phone:**  
 800.858.COST  
 304.296.8444

**Fax:**  
 304.291.5728

**E-mail:**  
 info@aacei.org

In making this application, I fully 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:

- 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 confidence. Such information shall not be copied or divulged in any way.
- d. the AACE, Inc. certification program is administrated by AACE, 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, 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:**  
 Certification Office  
 AACE International  
 209 Prairie Avenue, Suite 100  
 Morgantown, WV 26501 USA



AACE International's Certification Program is accredited by the Council of Engineering and Scientific Specialty Boards and the International Cost Engineering Council.



209 Prairie Avenue, Suite 100  
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Phone: 800-858-COST or  
304-296-8444  
Fax: 304-291-5728  
E-mail: [info@aacei.org](mailto:info@aacei.org)  
Internet: <http://www.aacei.org>

