



Approved Education Provider (AEP) Program Terms & Conditions

In order to become registered and maintain active status in the Approved Education Provider (AEP) program, each AEP must adhere to the following criteria.

1. Content of courses offered must be relevant to the field of cost and management and able to be mapped to the current editions of the Total Cost Management (TCM) Framework, Skills and Knowledge of Cost Engineering, and Recommended Practices.
2. Learning objectives and method of instruction for courses must be clearly stated on promotional materials and to prospective participants.
3. Attendance records for each course must be maintained for at least one year.
4. AEP must present each attendee with a certificate of completion or a letter supporting the attendee's participation. The certificate or letter must include the course title, course number (if applicable), date of completion, and the number of continuing education units (CEU) and professional development hours (PDH) earned during the course.
5. Substantive participant comments included in post-course evaluations must be considered when making necessary improvements to the course. AEP will provide completed post-course evaluations to AAACE upon request to ensure attendees' satisfaction.
6. AEP may offer AAACE certification preparatory courses only upon the review and approval of the syllabus and slide presentations by AAACE's Education Board.
7. AEP's course content must not contain copyrighted material unless permission in writing from AAACE is obtained and material is cited as AAACE's intellectual property. The majority of course content must be the AEP's original work.
8. AEP must use qualified instructors who are experts in the topics they are presenting. In the case of AAACE certification preparatory courses, AEP's instructors must hold a valid certification in the subject area they are teaching.
9. AEP must adhere to the AAACE International Canons of Ethics in the conduct of their courses
10. AEPs are prohibited from delivering AAACE examinations through computer-based testing, or any other delivery mode. Therefore, if a company applying to be an AEP is already an authorized computer-based testing center that delivers AAACE certification exams or is in the process of becoming a testing center or plans to become a

testing center in the future, the details of such must be disclosed to AACCE International. Failure to comply shall disqualify the company from the AEP program and may be subject to ethics violations.

11. AEP must abide by the U.S. CAN-SPAM Act and equivalent laws of the international community when marketing to AACCE members and certification holders. AEP must provide the option to opt-out of future mailings and honor recipients' opt-out requests in a timely manner.
12. The AEP logo must only be used in conjunction with those courses that have been registered and approved by the AACCE International Education Board.
13. AEP understands and accepts that as a participant in the AEP program, AACCE International reserves the sole and exclusive right to terminate participation in the program if it has been determined that the organization acted contrary to any AACCE International or AEP program policy outlined in these Terms and Conditions or AACCE's Canons of Ethics.
14. Upon acceptance into the AEP program, AEP agrees to pay US \$1,500.00 per calendar year, January 1 – December 31, to maintain their status. A prorated payment amount for the first year will be calculated for applicants accepted into the program after January 1.

For questions or concerns, please contact Manager, Education via e-mail at: education@acei.org or by phone at (304)296-8444 ext. 1120.