



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. Please initial by each item indicating acceptance.

1. The content of courses offered must be relevant to the field of cost and or management and address one or more of the skills included in the current edition of the Total Cost Management (TCM) Framework.
2. The content of the training must be mapped to the content to the AACE body of knowledge
3. The learning objectives and method of instruction for courses must be clearly stated on promotional materials and to prospective participants.
4. Attendance records for each course must be maintained for at least one year.
5. 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.
6. AEP must use post-course evaluations to gather feedback. This feedback will be considered when making necessary improvements to the course and be available for AACE to review when required.
7. AEP will not use AACE copyrighted material unless permission in writing is obtained. The overall content of slide presentations must be AEP's original work. If it is determined AEP has used AACE's copyrighted material without receiving permission in writing, AEP will be subject to a per use licensure fee of up to US \$5,000.
8. AEP must use qualified instructors who are experts in the topics they are presenting. In the case of AACE International Certification Review courses, AEP's instructors must hold the certification in the subject area they are teaching.
9. AEP may offer AACE International Certification Review Courses only upon review and approval of the syllabus and/or slide presentations used to teach the course(s) by AACE International's Education Board. Slide presentations must not contain copyrighted material, including material from AACE International's Seminar-in-a-Box (SiaB) presentations, unless permission in writing is obtained. The material contained in slide presentations for courses must be the original work of the AEP.
10. AEP must receive permission from AACE to serve as a Kryterion Testing Center.
11. AEP will adhere to the AACE International Canons of Ethics in the conduct of their courses.

12. AEP must abide by the U.S. CAN-SPAM Act and equivalent laws of the international community when marketing to AACCE International 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.
13. Marketing that identifies organization as an AEP will be restricted to those courses registered and approved by AACCE International. Use of the AEP logo will only be used in conjunction with those courses that have been registered and approved by AACCE International. AEP will use the following approved statement when marketing their AEP status:

"[Name of Provider] is an AACCE International Approved Education Provider (AEP). [Name of Provider] is committed to enhancing the ongoing professional development of AACCE International members and other TCM professionals through appropriate learning activities and products. As an AACCE International AEP, [Name of Provider] has agreed to abide by established operational and educational criteria, and is subject to random audits for quality assurance and compliance purposes."

14. 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 AEP program if it has been determined that the organization acted contrary to any AACCE International or AEP program policy, standard, or rule, or violated the above terms and conditions.
15. 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.