



## Approved Education Provider (AEP) Program Terms & Conditions

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

1. Complete an online AEP application and submit verification that the organization has been offering and presenting training for at least one (1) year.
2. The content of each course 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.
3. The learning objectives and method of instruction should 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. The organization 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 professional development hours (PDH) earned during the course.
6. The organization must use post-course evaluations to gather feedback. This feedback must be considered when making necessary improvements to the course.
7. The organization must use qualified instructors who are experts in the topics they are presenting. **In the case of AACCE International Certification Review courses, instructors must hold the certification in the subject area they are teaching.**
8. Only organizations that have been registered and approved by the AACCE International Education Board may offer AACCE International Certification Review courses.
9. All organizations will adhere to the AACCE International Canons of Ethics in the conduct of their courses.
10. Marketing that identifies the 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. Organizations 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."*

11. The organization 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.

For questions regarding the AACCE International AEP program, please contact the Manager, Education at [education@acei.org](mailto:education@acei.org).