

Glossary of Terms

CCP CCT CEP CFCC CST DRMP EVP PSP



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This glossary provides definitions for terms used for the process of certification and recertification. The definitions were compiled by the AACE International Certification Headquarters staff and were designed to be used as a reference for certificants and candidates for certification.

<u>Term</u>	<u>Definition</u>
AACE ID	A number automatically assigned by AACE's database upon creating a profile, making a purchase, registering for an exam, or becoming a member. Also known as the AACE customer number. Candidates must know this number when taking the CCP, CEP, CFCC, DRMP, EVP or PSP exam.
Application	A method of applying for a certification examination, recertifying through CEU activity or re-examination. In the certification module an application begins by creating a specific collection (see Collection).
Auditing	Random selection to submit supporting documentation for all CEUs requested for Recertification by CEU.
Cancellation	Any change made at exactly 24 hours or less before the originally scheduled exam and incurs a fee. This is different from <i>rescheduling</i> .
Canons of Ethics	AACE International's code of ethics by which each candidate, certificant, and member must abide.
CBT	Computer-based testing.
Certificant	A nomenclature used to describe individuals who are certified.
CEU	Continuing Education Units. CEUs are used for Recertification by CEUs/Activity.
Clearance	The point in which a candidate's registration has been successfully accepted and processed and permitted to proceed with scheduling their exam. Candidates are notified by email and given their access voucher code and scheduling instructions.
Collection	The specific type of application for Certification Examination, Recertification by CEUs, or Recertification by Examination.
Eligibility	The minimum qualifications to sit for an exam.
Emeritus	An achieved status for certificants of retiring age who hold an active certification and can meet the eligibility requirements.

Grace Period	Status of a certification beginning from the date of expiration up to six months to allow certificants additional time to recertify.
Industry-related	For the purpose of AACE certification exams, pertaining to Cost Engineering and/or Total Cost Management. If you are not sure what Cost Engineering or Total Cost Management is about, please see What are Cost Engineering & Total Cost Management?
Multiple Certifications	Certificants who hold more than one active certification.
No Show	When a candidate does not appear for a scheduled exam.
Recertification	The act of achieving certification again.
Recertification by CEU/Activity	The option to maintain certification by accumulating 12 CEUs over a 3-year certification period. For more information about recertification categories & values, please see Recertification by CEUs .
Recertification by Exam	The process of recertifying by taking the exam. For more information, please see Recertification by Examination .
Registration	The submission of all exam eligibility requirements, payment of applicable exam fees, and review of eligibility requirements.
Registration Period	The six-month period following receipt of the <i>initial</i> clearance email. The candidate may take the exam up to three times, two at a reduced fee. If the six-month period has expired or three attempts have been exhausted, the candidate must begin a new registration period, paying full fees. All applicable exams must be taken within this six-month period.
Request for Reasonable Accommodations	Candidates with a medical condition requiring accommodations other than the standard testing accommodations may request reasonable accommodations for their certification exam. This policy satisfies the Certification Program policy 2.01.1 Americans with Disabilities Act (ADA) Request for Reasonable Accommodations .
Reschedule	Any change made greater than exactly 24 hours before the originally scheduled exam and does not incur a fee. This is different from cancellation .
Resit	The opportunity to retake an exam at a reduced fee within the six-month registration period. If the candidate's registration period has expired and the candidate wishes to retake an exam, the term "resit" does not apply to retaking the exam at the beginning of a new registration period.

Resit Fee	A reduced registration fee applied for a maximum of two times within a candidate's six-month registration period.
Scheduling	The act of choosing an exam date, time and location at a Kryterion testing center.
Scheduled Examination Confirmation	The email sent to the candidate after scheduling an exam from the testing provider.
SME	Subject Matter Expert - person who is an expert in a particular area or topic.
Status	The state in which the certification application currently exists. Examples of this are "Pending", "Reviewer Scoring", and "Exam Eligible". See also Submittal Status.
Subcollection	The specific certification for which a candidate wishes to take an exam or recertify (CCP, CEP, EVP, PSP, etc).
Submittal	The compilation of documentation submitted for a Subcollection (Certification Exam).
Submittal Status	The state in which the certification application currently exists. Examples of this are "Pending", "Reviewer Scoring", and "Exam Eligible". See also Status.
Testing Center	A location approved by our computer-based testing provider where exams are administered.
Verification	Evidential proof of accuracy or truth.
Verification Documentation	Proof of experience or education that is submitted to substantiate a candidate's eligibility to sit for an exam.