



2026 Approved Education Provider (AEP) Program Criteria and Agreement

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

Section 1: Program Benefits and Criteria

Program Benefits

- Permission to publicize your organization as an AACE approved education provider (AEP)**
- License to use the official AACE AEP logo. (Must be used in compliance with program policies.)**
- Company profile and courses can be viewed by students searching the AEP directory**
- Access to Request for Group Training Proposals (RFP) from global organizations**
- Limited License – Basic Intellectual Property license**

Nontransferable license to reproduce 10 of the 15 preselected figures and five excerpts from the most current edition of AACE's TCM Framework and reproduce definitions from the Recommended Practice 10S-90: Cost Engineering Terminology.

Program Criteria – Non-compliance with criteria will result in termination

Criterion 1: Organizational Responsibilities - the AEP will be in compliance with all applicable laws and requirements. A dedicated contact person will be assigned to provide administrative support to effectively participate in the program, including the ability to comply with all AEP responsibilities and procedures.

- 1.1. AEP status is granted exclusively to proven project controls education providers who are aligned with AACE [core values](#), with mature business practices and courses aligned with AACE's [Body of Knowledge](#). AACE retains the right to deny any application that does not comply with program rules and criteria.
- 1.2. AEP must adhere to the AACE International [Canons of Ethics](#) in the conduct of their courses.
- 1.3. AEP may offer AACE certification preparatory courses only upon the review and approval of the syllabus and slide presentation by AACE's Education Board.
- 1.4. AEPs are prohibited from delivering AACE examinations through computer-based testing, or any other delivery mode. Therefore, if a company applying to become a testing center that delivers AACE 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 AACE International. Failure to comply shall disqualify the company from the AEP program and may be subject to ethics violations.
- 1.5. AEP shall maintain accurate records relating to course delivery, attendance, instructor assignments, and related program documentation for a minimum of five (5) years, and shall protect such data in accordance with all applicable privacy and data protection laws. AACE may review such records upon request for program compliance.
- 1.6. AEP shall submit a quarterly activity report to AACE in a format prescribed by AACE. At a minimum, each report shall include:
 - a. Names of all courses delivered during the reporting period;
 - b. Course delivery dates and delivery format;
 - c. Names of all instructors for each course;
 - d. Number of participants per course;
 - e. Names and contact information of all participants who completed each course.

Reports are due within thirty (30) days following the end of each calendar quarter. Failure to submit timely or accurate reports constitutes material non-compliance.

Criterion 2: Course Development and Content – to ensure that high quality cost engineering courses are offered for pre-approved CEUs aligned to the AACE Body of Knowledge. Appropriate knowledge experts shall develop and /or review all course content prior to delivery to the general public.

- 2.1. Registered courses offered must be relevant to the field of project and cost management and controls and aligned with the current editions of the Total Cost Management (TCM) Framework and Recommended Practices (RP).
- 2.2. Instructional designers/developers will have such qualifications as formal education, experience, AACE credentials, or other recognized credentials appropriate to the subject matter.
- 2.3. Registered courses should be designed around clearly identified, measurable learning outcomes. All course materials should have and follow the outline/syllabus in a clear and logical manner.
- 2.4. AEPs must abide by applicable intellectual property law as well as the terms and restrictions for use of AACE trademarks and copyrighted material.
- 2.5. When AACE updates the Body of Knowledge, certification examinations, Recommended Practices, or the TCM Framework, AEP shall update affected courses within timeframes specified by AACE. Failure to comply constitutes material non-compliance.

Criterion 3: Course Delivery and Instructor Evaluation – to ensure that identified learning objectives will be met, appropriate instructional delivery methods shall be chosen for the course. In addition, instructors shall be chosen based on proven expertise in the field, and their ability to facilitate learning.

- 3.1. AEP may offer AACE certification preparatory courses **only** upon the review and approval of course presentation, syllabus, and any other course materials by AACE's Education Board.
- 3.2. AEP's instructors must possess at least one of the following qualifications: AACE certification, formal education, experience, or other recognized credential appropriate for the subject matter.
- 3.3. AEP must ensure that all AACE certification preparatory courses are taught by instructors currently holding the requisite credential (i.e., only a current CCP holder can teach a CCP preparatory course).
- 3.4. AACE may require the removal of any instructor from AEP courses if AACE determines that the instructor no longer meets qualification standards or is otherwise detrimental to the integrity of the AEP Program.

Criterion 4: Awarding of Continuing Education Units (CEU) – to ensure that participants are awarded the appropriate number of PDUs upon completion of a course, and that assignment of PDUs is uniform throughout the AEP program.

- 4.1. AEPs must calculate the CEU value of each course or educational product delivered via classroom or distance learning instructional methodologies using current industry methods of contact hour equivalencies listed below.
 - 4.1.1. Courses shall be assigned 0.1 CEU for each contact hour of instructional interaction. One full CEU (1.0) is issued for every 10 hours of a planned, structured learning activity.
 - 4.1.2. No Course pre-work or homework assignments may be eligible for CEUs.
 - 4.1.3. Meal times must be deducted in the calculation of total instructional interaction time.
 - 4.1.4. Courses must be eligible for at least 0.1 CEU.

- 4.2. 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) earned during the course.

Criterion 5: Course Evaluation, Improvement, and Maintenance – to ensure that courses being offered under the AEP program meet participant expectations and achieve their stated learning objectives, AEPs will have a process in place for continuously improving their courses based on student evaluations, external audits, course changes or other monitoring methods.

- 5.1. 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 AACE upon request to ensure attendees' satisfaction.
- 5.2. AEP must have a process in place for continuously improving their courses based on student evaluations, external audits, course changes, or other monitoring methods.
- 5.3. AACE reserves the right, upon reasonable notice, to review AEP course materials, observe course delivery (including live and virtual sessions), review instructor qualifications, and audit compliance with this Agreement. AEP shall cooperate fully with such reviews.

Criterion 6: Marketing Representations – AEPs must adhere to marketing guidelines to ensure that the AEP acts in an honest, ethical, and professional manner, and to ensure the relationship between AACE and the AEP is accurately represented to the public.

- 6.1. Use of AEP IP (Logo and Program Designation)
 - 6.1.1. The AEP logo can **only** be used in conjunction with those courses that have been registered and approved by the AACE International Education Board.
 - 6.1.2. The AEP logo cannot be used with other organizations' certification courses, by partners, or on third party platforms.
 - 6.1.3. Designation in AACE's AEP program cannot benefit any partner or third party platform.
 - 6.1.4. AEPs are permitted to offer their activities via Massive Open Online Courses (MOOCs). AEPs are NOT permitted to display the AEP logo or the AACE logo on the MOOC website to market or advertise their course or business.
- 6.2. Act in an honest, ethical and professional manner both in its dealing with AACE and the public.
 - 6.2.1. Accurately represent the scope and quality of their offerings to clients, AACE and the public.
 - 6.2.2. Use the words "organization has been reviewed and approved by the AEP Program. Never use accredited, certified, sponsored, endorsed, or guaranteed by the AEP Program/AACE.
 - 6.2.3. Include proper notice of AACE ownership of its copyrights, trade, service or certification marks with all uses of such copyrights and marks as instructed by the current AACE style guide.

- 6.2.4. Be prohibited from using any AACE trade, service, or certification mark in any domain name, email account or company name.
- 6.2.5. AEPs must abide by AACE's advertising policies when advertising offerings.
- 6.2.6. AEP must abide by the U.S. CAN-SPAM Act and equivalent laws of the international community when marketing to AACE 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.

6.3 AEP may not assign, delegate, subcontract, sublicense, or otherwise permit any third party to deliver training, represent itself as an AEP, or perform any obligations under this Agreement without AACE's prior written consent. AEP remains fully responsible for all acts and omissions of any approved subcontractor. Any unauthorized delegation constitutes material breach and grounds for immediate termination.

Criterion 7: AACE Intellectual Property (IP) Usage – all organizations that utilize AACE IP must obtain permission and pay for its use. As part of the program, AEPs receive reduced, bundled fees.

- 7.1. AACE reserves all rights to publish and use, and to license others to publish and use, AACE IP and any portion thereof, in any manner whatsoever and in any location without restriction. AEP hereby acknowledges and agrees that AACE is the sole and exclusive owner of AACE IP and the title to and ownership of AACE IP shall remain with AACE International.
- 7.2. AEP shall be granted a license to use designated AACE IP by participating in the program. AEPs are required to use up to 10 pre-selected figures from the TCM Framework or RPs in their approved course material.
- 7.3. Permission is granted for the term of this Agreement, and shall cease upon expiration or termination of this Agreement unless renewed by the parties in writing. The AACE licensed material may only be used in AEP courses approved by AACE's Education Board. No right to sublicense AEP course materials to third parties is granted as part of the AEP application and agreement.
- 7.4. AEP may not share or distribute courseware containing AACE IP to any third parties, without prior written consent from AACE. Permitted use does not include the right to grant others permission to photocopy or otherwise reproduce the material except for versions of the work created by non-profit organizations for use by visually or physically handicapped persons.
- 7.5. To the extent that the AACE IP is incorporated into courses made available to students via the internet, AEP agrees that AACE licensed material will not be displayed on a website accessible to the general public; all such AEP online courses containing AACE licensed material must be posted to password protected areas of the AEP's website.
- 7.6. Appropriate credit to AACE's copyrighted material must be provided, either on the first page of the quoted text or in the figure legend.

7.7. Participation in the AEP Program requires payment of an annual, non-refundable fee of \$3,500 USD. The fee includes all program benefits and the limited, non-exclusive, non-transferable license to use AACE intellectual property as set forth in this Agreement.

Criterion 8: Post-Termination Obligations and Trademark Enforcement

8.1 Upon termination or non-renewal of AEP status for any reason, Organization shall, within ten (10) business days:

- a. Immediately discontinue all use of AACE names, trademarks, logos, program designations, marketing statements, certificates, and any other materials indicating affiliation with AACE or the AEP Program;
- b. Remove all such references from websites, social media, marketing materials, advertising, and course materials;
- c. Destroy or return any AACE-provided materials as directed by AACE; and
- d. Provide AACE with written certification of compliance with these obligations.

Any continued use of AACE marks or representations of affiliation after termination or non-renewal constitutes material breach of this Agreement and trademark infringement.

8.2 If Organization continues such unauthorized use after written notice from AACE, Organization shall be ineligible to reapply for participation in the AEP Program for a minimum period of five (5) years.

In addition, Organization agrees to pay liquidated damages of \$500 per day for each day of continued unauthorized use following written notice, which the parties agree represents a reasonable estimate of damages and not a penalty.

AACE shall be entitled to immediate injunctive relief to stop any unauthorized use, without the requirement to post bond.

Additional Terms and Conditions

9.1 Proper Form of Link: AEPs are permitted to link to AACE's home page using one of the following forms: the name "AACE International," the initials "AACE," writing web.aacei.org, or using the AEP logo on the AEP's website. The AEP logo may only be used as a link to the AACE home page or to the AEP directory and not to any other portion of the AACE website.

9.2 No Misrepresentations: AEPs will not place AACE web pages in a "frame" within its own website without specific written permission from AACE.

9.3 No Objectionable Content: AEPs' websites must not contain, or link to, content that may be interpreted as libelous, obscene, or criminal, or which may infringe or violate any third-party rights.

9.4 No Conflicts of Interest: AEPs will not conduct any business that represents a conflict of interest or interferes with the integrity of AACE's certification program. In that regard, AEPs may not use questions or items from AACE certification examinations for examination preparation training. AEPs may not act as or operate an AACE certification examination business and simultaneously maintain AEP status.

- 9.5 Protection of Marks: AEPs may not use AACE names, marks, or other materials in a manner that is likely to cause confusion with another source or to dilute or damage the reputation or image of AACE.
- 9.6 Indemnification: AACE will have no responsibility or liability for any content appearing on the AEP's website. AEP agrees to indemnify and defend AACE against all claims arising out of or based upon its website.
- 9.7 Proper Use of AEP Logo: Use of the AACE AEP logo will conform in all respects to the logo usage guidelines as defined in the logo use guidelines that are provided with each year's logo upon renewal. When placed on a website, the logo may only be used to show AEP's approval of a course that demonstrates alignment with AACE International's Body of Knowledge.
- 9.8 Right to Revoke: AACE reserves the right at any time and in its sole discretion to revoke the right and request that the AEP remove from its website any link(s) to the AACE website.
- 9.9 Amendment to Terms and Conditions: AACE reserves the right to amend these linking terms and conditions at any time. By continuing to link to the AACE website, AEP agrees to abide by the linking terms and conditions then current, as well as other legal terms of use and conditions on the AEP website, as amended from time to time.
- 9.10 An AEP applicant cannot publicize the AEP logo or their AEP designation, until they have received written confirmation from AACE that they have been accepted in the program. Failure will result in the delay of application processing and/or failed application due to non-compliance.

Agreement to Sign

- 10.1 This form serves as the contract between your organization and AACE International. Acceptance of terms means your organization will comply with the program's criteria, IP compliance, and quality assurance.
- 10.2. AACE has sole discretion of an organization's participation in the program. AACE reserves the right to terminate any organization from the program indefinitely based on its inability to maintain program compliance or if its operations or offerings denigrate the AEP/AACE brand.
- 10.3. AACE reserves the right to change any terms of the program or terminate this agreement at any time.
- 10.4 Organization agrees to immediately discontinue use of all AACE AEP logos, marks, materials, statements or affiliation with the program if the organization is no longer an AEP.
- 10.5 Organization understands there are no guarantees for increased business. Applicant understands that AEP status does not confer exclusive access or opportunity to AACE certification training or education market.
- 10.6 Information provided in this application package is true and accurate. I acknowledge that the AEP program benefits will become effective for our organization upon our receipt of written approval into the program by AACE.

10.7. Organization understands that contingent upon AEP's acceptance of the terms and conditions set forth herein and payment of applicable fees, AACE hereby grants AEP a limited use, nonexclusive, non-transferable license to reproduce certain AACE copyrighted material, as set forth herein

10.8 Organization expressly agrees that AACE may publicly disclose the Organization's termination, non-renewal, or lack of authorization as an Approved Education Provider. If AACE has provided written notice of unauthorized use of AACE marks or misrepresentation of affiliation and such non-compliance has not been cured within the timeframe specified by AACE, AACE may publicly state that the Organization is not authorized and/or is misusing AACE trademarks, provided such statements are factual and based on documented non-compliance. Organization waives any claims against AACE arising from such disclosures.

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