



**NOMINATION FOR FELLOW OF AAACE INTERNATIONAL**

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Information requested on this form should be forwarded to the Vice President-Administration, via the office of the Staff Director: Governance, Marketing, & Meetings, by either submitting this form online, emailing to marketing@aaacei.org, or via U.S. Postal Service to AAACE International's mailing address. Sponsors' letters must accompany this Nomination Form. The Initiator of this form may be one of the five sponsors listed. Each sponsoring letter must emphasize the achievements of the nominee which meet the Constitutional requirements for the Fellow grade of membership. AAACE Headquarters will verify for accuracy all information contained within the nomination and check for the membership status of the nominee, Initiator, and all Sponsors. After review and recommendation by the Fellow Admissions Committee, the Vice President-Administration will present a recommendation on the nomination to the Board of Directors for a decision. Correspondence concerning the nominee will be sent to the Initiator.

Name of Nominee: \_\_\_\_\_  
(spell out name in full)

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Year joined as a Full Member of AAACE International (10 consecutive years, minimum): \_\_\_\_\_

**SPONSORS:**

**CHECK MEMBERSHIP GRADE:**

Member      Fellow      Honorary  
Life

1) Name: \_\_\_\_\_

Address: \_\_\_\_\_

          

2) Name: \_\_\_\_\_

Address: \_\_\_\_\_

3) Name: \_\_\_\_\_

Address: \_\_\_\_\_

4) Name: \_\_\_\_\_

Address: \_\_\_\_\_

5) Name: \_\_\_\_\_

Address: \_\_\_\_\_

**NOTE:** Sponsor letters must include a signature. Digital signature is acceptable. A letter that has been signed in pen (blue ink preferred) and then scanned to PDF is also acceptable.

Include a brief career summary of the nominee in chronological order (to be prepared by the Initiator.) Include education, honorary degrees, professional registration, etc. Emphasize significant achievement in or related to the profession of total cost management. Please do not engage the nominee's spouse/significant other in this effort. (Attach additional sheets as needed.)

Signature of Initiator: \_\_\_\_\_ Date: \_\_\_\_\_

**INITIATOR:**

**CHECK MEMBERSHIP GRADE:**

Member

Fellow

Honorary  
Life

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**NOTICE TO INITIATOR AND SPONSORS:** A granting of Fellow Membership in AACE International is an award given by one's peers. It is not something a member applies for on his/her own behalf. The award is not automatic and is granted only to those deemed most qualified. As a result, the nomination must be held in the strictest of confidence from the nominee.

**GUIDELINES FOR ELECTION TO FELLOW OF AACE INTERNATIONAL**

The grade of Fellow in AACE was created as a special category of membership to identify and honor the large group of total cost management professionals who have made meaningful impacts on the profession and to AACE International.

These members, in the words of AACE's Constitution, "shall have practiced cost management and/or cost engineering for a minimum of fifteen years and shall have been a Member of AACE for at least ten years." Election as Fellow "shall

be in recognition of professional attainment and significant accomplishment in cost management and/or cost engineering.”

The principles for judging whether a Member has the necessary qualifications are spelled out in the Constitution under Article III, Section 3.

A nominee for Fellow need not have benefited both areas uniformly, but evidence in achievement at some level is desired in each. Significance is required in only one category.

### **PROFESSIONAL RECORD OF NOMINEE**

The first requirement is that a nominee shall have been a full Member of AACE for at least ten (10) consecutive years and shall have practiced cost engineering/total cost management for a minimum of fifteen (15) years.

To the best of your ability, list the following (attach a separate sheet if necessary):

<b>From</b>	<b>To</b>	<b>Employer/Title</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### **SECTION 1: PROFESSIONAL ATTAINMENT**

The nominee shall have made significant “contributions to the professional advancement of cost management and/or cost engineering, valuable service in AACE” (per the AACE Constitution, Article III – Membership; Section 3.1.) Reference to honors awarded the nominee, patents granted, affiliations with other professional societies and offices held or services performed in these societies should be made.

- a. DESCRIBE THE CONTRIBUTIONS OF THE NOMINEE TO THE PROFESSIONAL ADVANCMENT OF COST MANAGEMENT AND/OR COST ENGINEERING. List any awards, honors, or specific recognitions which the nominee has received from his/her contributions to the advancement of cost management and/or cost engineering.

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b. DESCRIBE THE CONTRIBUTIONS OF THE NOMINEE TO AACE. List AACE activities and/or positions held and the dates. Cite specific reasons why the nominee's contributions are felt to be particularly meritorious.

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**SECTION 2:**

**SIGNIFICANT ACCOMPLISHMENT IN COST MANAGEMENT AND/OR COST ENGINEERING**

The nominee shall have made “significant accomplishments in Cost Management and/or Cost Engineering...based on publications or presentations at meetings, and achievements in bringing Cost Management and/or Cost Engineering efforts to industry, educational institutions, forums, or government agencies” (per the AACE Constitution, Article III – Membership, Section 3.2.)

- a. LIST THE NOMINEE’S PUBLICATIONS AND PRESENTATIONS. GIVE FULL BIBLIOGRAPHICAL CITATIONS, IF POSSIBLE, INCLUDING DATES AND LOCATIONS OF ANY PRESENTATIONS.

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b. DESCRIBE THE ACHIVEMENTS OF THE NOMINEE IN BRINGING COST MANAGEMENT AND/OR COST ENGINEERING EFFORTS TO INDUSTRY, EDUCATIONAL INSTITUTIONS, FORUMS, OR GOVERNMENT AGENCIES.

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### FELLOW NOMINATION CHECKLIST

Please review the following prior to submitting the Fellow Nomination for recommendation to the Board:

- Headquarters was contacted for verification of minimum requirements (membership years) and other pertinent information
- Professional record (employment history) is as complete as possible
- Section 1 (AACE service/activities) has been completed
- Section 2 (other professional activities) has been completed
- Support letters from 5 sponsoring members (may include the Initiator) have been completed and signed (digital signatures are acceptable)
- Full nomination, including 5 sponsor letters have been submitted to Headquarters (only completed applications with 5 sponsor letters will be forwarded to the Fellow Admissions Committee and the Vice President-Administration)