

3.5.1 Expertise Level Examination Application Policy & Procedure

KEYWORDS: CFCC™, DRMP™, application, expertise, eligibility

POLICY: The eligibility requirements for AAACE® International expertise-level certifications are detailed. To ensure candidates have the necessary combination of experience, education, work products, recommendations, etc., an application must be completed and submitted for review by the designated Examination Team of the Certification Board.

Approved applications will allow the candidate to proceed to register and sit for the examination. Denied applications will prohibit the candidate from taking the examination or reapplying within one year or more, as determined by the Certification Board.

PROCEDURE:

- The candidate completes an application through their AAACE profile and pays the application fee.
- The application is reviewed by headquarters staff to ensure all basic components are sufficiently met, and an “application package” and analysis of the eligibility requirements are provided to the designated Examination Team of the Certification Board.
 - If the application is approved, the candidate is notified of their clearance via email. They will receive instructions on paying the examination fee and obtaining their voucher to schedule their exam. The normal examination process is followed.
 - If the application is denied, the candidate is notified and provided feedback for areas of deficiency. The candidate is given one opportunity to correct or update the areas of deficiency within a given deadline.
 - If the resubmission is approved, the candidate is notified of their clearance via email. They will receive instructions on paying the examination fee and obtaining their voucher to schedule their exam. The normal examination process is followed.
 - If the resubmission is denied, the candidate is notified and is not eligible to reapply within one year or more, as determined by the Certification Board.