

Recertification Audit Documentation Guide

CEU Application Category		Required Documentation
A.	Performed	
A. 1	Industry Related Employment	<ul style="list-style-type: none"> Verification from your employer including dates of service, title, and a brief description of your duties. <p>Note: Your current employer may verify your past employment if they conducted a background check as part of their hiring process.</p>
A. 2	Industry Related Self-Employment	<ul style="list-style-type: none"> Documentation verifying the legitimacy of business, such as: copy of business license, contract(s), tax Return/IRS Form-1099, Client reference letter(s), etc.
A. 3	Full-time employment as a cost or management instructor	<ul style="list-style-type: none"> Supporting statement signed by your immediate supervisor
B.	Professional Development	
B. 1	Section Meetings of cost or management societies	<ul style="list-style-type: none"> Verification from elected section official and/or copy of sign in sheets
B. 2	Professional development or continuing education	<ul style="list-style-type: none"> Certificate of completion of course, seminar or program, etc.
B. 3	AACE Online Learning Center (OLC)	<ul style="list-style-type: none"> Certificate of completion
B. 4	Obtained New Certification, License or Degree	<ul style="list-style-type: none"> Copy of certification, license, degree or transcript
C.	Industry Contribution	
C. 1	AACE Professional Practice Guide (PPG) Editor	<ul style="list-style-type: none"> Copy of communication verifying contribution
C. 2	AACE Recommended Practice (RP) Author	
C. 3	AACE Recommended Practice (RP) Contributor	
C. 4	Published papers	<ul style="list-style-type: none"> Copy of published paper
C. 5	Part-Time Instructor	<ul style="list-style-type: none"> Supporting statement signed by your immediate supervisor
C. 6	Presented papers at AACE Annual Meeting or Other Technical Meetings	<ul style="list-style-type: none"> Copy of program or notification confirming participation
C. 7	Presented papers to professional communities	<ul style="list-style-type: none"> Copy of program or notification confirming participation
C. 8	AACE Webinar Presenter	<ul style="list-style-type: none"> Copy of program or notification confirming participation
C. 9	Authored reference book	<ul style="list-style-type: none"> Copy of front-matter section, including the book's title and author's name
C. 10	Thesis or dissertation	<ul style="list-style-type: none"> Copy of thesis or dissertation
D.	Volunteer Services	
D. 1	AACE Elected association Officer or Director (President, President-Elect, etc.)	<ul style="list-style-type: none"> Copy of communication verifying participation
D. 2	AACE Elected Association Director (Regional Director)	
D.3	AACE Elected Section Officer (President, Treasurer, Officer)	
D.4	AACE Appointed Section Director/Officer (various committees of the Section)	
D.5	Appointed Associate Board Member	
D.6	Approved Committee Chair	
D.7	Approved Committee Contributing Member	

Recertification Audit Documentation Guide

D. 8	Participated voluntarily in an approved cost engineering activity, in a professional capacity (non-AACE Boards/Committees Industry Volunteerism included)	<ul style="list-style-type: none">• Certificate of appreciation• Documentation verifying volunteer position including time frame
D. 9	Grade AACE technical papers or Specialty memos	<ul style="list-style-type: none">• Verification from the Grader Coordinator
D. 10	Mentoring (through AACE Mentoring program only)	<ul style="list-style-type: none">• Email confirmation of successful match with mentee
D. 11	Submitted accepted certification examination questions	<ul style="list-style-type: none">• Email notification confirming acceptance of your submission and recertification CEUs granted
D. 12	AACE Annual Meeting Room Host	<ul style="list-style-type: none">• Copy of communication verifying participation
D. 13	Miscellaneous: must be approved by AACE Certification Board	<ul style="list-style-type: none">• Email notification confirming approval of activity

Other forms of verification documentation may be considered but must be a written record of your participation or completion of the activity in which you are claiming CEUs.

All verification documents must be in English or have an English translation attached.

Questions: certification@acei.org