AACE Recertification Audit Documentation Guide

After submitting your recertification application, you may be randomly selected for AUDIT. This means you MUST SUBMIT verification documentation for all CEUs claimed in the application. No exceptions.

CEU Category		Required Documentation
A.	**Performed**	
A. 1	Industry Related Employment	• Verification from your employer including dates of service, title, and a brief description of your duties. Note: Your current employer may verify your past employment if they conducted a background check as part of their hiring process.
A. 2	Industry Related Self-Employment	• 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	• Supporting statement signed by your immediate supervisor
B.	**Professional Development**	
B. 1	Section Meetings of cost or management societies	• Verification from elected section official and/or copy of sign in sheets
B. 2	Professional development or continuing education	• Certificate of completion of course, seminar or program, etc.
B. 3	AACE Online Learning Center (OLC)	• Certificate of completion
B. 4	Obtained New Certification, License or Degree	• Copy of certification, license, degree or transcript
C.	**Industry Contribution**	
C. 1	AACE Professional Practice Guide (PPG) Editor	• **Options C. 1 – C. 3** Copy of communication verifying contribution
C. 2	AACE Recommended Practice (RP) Author	

C. 3	AACE Recommended Practice (RP) Contributor	
C. 4	Published papers	• Copy of published paper
C. 5	Part-Time Instructor	• Supporting statement signed by your immediate supervisor
C. 6	Presented papers at AACE Annual Meeting or Other Technical Meetings	• Copy of program or notification confirming participation
C. 7	Presented papers to professional communities	• Copy of program or notification confirming participation
C. 8	AACE Webinar Presenter	• Copy of program or notification confirming participation
C. 9	Authored reference book	• Copy of front-matter section, including the book's title and author's name
C. 10	Thesis or dissertation	• Copy of thesis or dissertation
C. 11	AACE Total Cost Management (TCM) Framework Primary Contributor	
C. 12	AACE Total Cost Management (TCM) Framework Contributor	• **Options C. 11 – C. 14** Copy of communication verifying contribution
C. 13	AACE Professional Guidance Document (PDG) Primary Contributor	
C. 14	AACE Professional Guidance Document (PDG) Contributor	
D.	**Volunteer Services**	
D. 1	AACE Elected association Officer or Director (President, President-Elect, etc.)	
D. 2	AACE Elected Association Director (Regional Director)	
D.3	AACE Elected Section Officer (President, Treasurer, Officer)	• **Options D. 1 – D. 7** Copy of communication verifying participation
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	
D. 8	Participated voluntarily in an approved cost engineering activity, in a professional capacity (non-AACE Boards/Committees Industry Volunteerism included)	• Certificate of appreciation • Documentation verifying volunteer position including time frame
D. 9	Grade AACE technical papers or Specialty memos	• Verification from the Grader Coordinator
D. 10	Mentoring (through AACE Mentoring program only)	• Email confirmation of successful match with mentee
D. 11	Submitted accepted certification examination questions	• Email notification confirming acceptance of your submission and recertification CEUs granted
D. 12	AACE Annual Meeting Room Host	• Copy of communication verifying participation
D. 13	Miscellaneous: must be approved by AACE Certification Board	• 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.

If you have any additional questions, please contact the Certification Department at recertification@aacei.org or 304-296-8444, ext. 1110 for assistance.