



# RECERTIFICATION HANDBOOK

CCP CEP CFCC DRMP EVP PSP PRMP



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***Please read this handbook in its entirety and keep for future reference.  
It is important to retain a copy of all supporting documentation should  
your application be randomly selected for audit.***



# Recertification Overview



Recertification is necessary to verify continuing competency in the certification's body of knowledge.



**Recertification only applies to the following AACE certifications:**

• CCP • CEP • CFCC • DRMP • EVP • PSP • PRMP

**CCT and CST certifications are not renewable**

## **Recertification by Examination**

This option requires a certificant to take and pass the exam again, prior to their current expiration date.

**Active certificants may choose from two options to maintain their AACE certification for an additional 3-year term**

## **Recertification by Activity (CEUs)**

This option is a system of accumulating 12 CEUs from four categories during a 3-year certification period.

**>> All certifications not renewed by the expiration date are automatically placed in a 6-month grace period. <<**

If recertification has not been achieved by the end of the grace period, the certification is immediately decertified and not eligible for further extension.

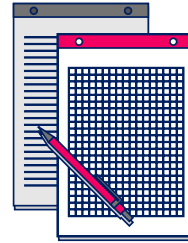
- For certificants who choose to recertify by CEUs, the grace period is a courtesy that simply allows additional time to complete and submit an application.
- The grace period is not intended for a certificant to gain further CEUs. Valid CEUs can only be within the certification evaluation period (the 3 years certificants have been certified). The application system will not allow CEUs for any dates outside of the certificant's certification evaluation period.

# Tips for Recertification



## Step 1 Log in to Your AACE Profile

- [AACE's Recertification Guide](#) provides step-by-step instructions for completing your application.
- To get started, log in to your profile, select **"Recert by Activity Application"** from the menu options, find your certification subcollection name, and select **"Create a New Collection"**.



## Step 2 Track Your Professional Activities

- **Reminder:** You will need to provide verification documentation of all activity if you are selected for audit
- For additional audit documentation information, review [AACE's Audit Documentation Guide](#).



## Step 3 Enter Activities at Any Time

- From the day your certification evaluation period starts, you can begin adding activities into your recertification application. This can help you manage and track your activities throughout your three-year evaluation period and save you time.



## Step 4 Submit

- You may submit your application once you have met the minimum CEU requirement and within 6-months prior to your expiration date.
- Upon payment, applications are reviewed in the order in which they are received. Please allow 2-3 weeks for review and processing.

### Application questions or issues?

If we have any questions or issues, you will receive an email stating additional information is needed. You will have the opportunity to correct or provide more information. Once complete, resubmit your application for review.

### Approved! ✓

Once your application is approved, you will receive an email and updated virtual certificate. However, there is no guarantee of approval; please make sure your activity meets the requirements of the program.

# Recertification Options

## Recertification by Examination

>> This option will require the certificant to go through the application process in the same manner as new examination candidates (eligibility requirement documentation is not required). **Upon clearance, the certificant is provided instructions on how to schedule the exam at a testing center.**

>> The certificant is given one opportunity to pass the examination in order to recertify their active certification for three additional years. **There is no opportunity for a resit.**



**If you are currently certified and nearing your expiration date, but have not accumulated sufficient CEUs to recertify, you may want to consider applying for recertification by examination.**

**The fees for recertification by examination are based upon the current examination fee structure.**

<b>CCP</b>	US\$500 Member   US\$625 Non-Member
<b>CEP</b>	US\$500 Member   US\$625 Non-Member
<b>CFCC</b>	US\$600 Member   US\$700 Non-Member
<b>DRMP</b>	US\$600 Member   US\$700 Non-Member
<b>EVP</b>	US\$500 Member   US\$625 Non-Member
<b>PSP</b>	US\$500 Member   US\$625 Non-Member
<b>PRMP</b>	US\$500 Member   US\$625 Non-Member



**Certificants must have taken and passed their certification re-examination before expiring, or no later than the final grace period expiration date, to avoid removal from the certified directory and inability to continue to use an AACE designation.**

## Recertification by Examination - Terms & Conditions Agreement

**TERMS & CONDITIONS OF APPLICATION ACKNOWLEDGEMENT:** Having read the criteria for certification and believing myself to be fully eligible, I hereby apply for certification by re-examination. In making this application, I fully understand it is for enrollment purposes only. To complete the certification process, I will execute the necessary documents, submit to written examinations as required, be present for oral interviews if necessary, and supply further information as determined by the AACE International Certification Board. In submitting this application, I fully understand that:

- I subscribe to the AACE International Canons of Ethics.
- I acknowledge that any false statement or misinterpretation that I may make in the course of this application may result in the revocation of this application and the issuance of an ethics complaint or other administrative action.
- All information and data submitted with this application will be used by AACE International only to verify my experience, education and expertise, and such information will not be divulged to any other person.
- I authorize AACE International to investigate and verify all information, references, and other data and documents to complete my application.
- I agree to hold all information, interview contents, tests, and other certification matters in the strictest of confidence. Such information shall not be copied or divulged in any way.

The AACE International, Inc. certification program is administered by AACE International, Inc. for the benefit of applicants. As an applicant, I agree to hold AACE International harmless from any consequences of acceptance or rejection of this application and to hold AACE International, Inc. harmless from statutory violations or conflicts of the program.

**Non-Discrimination Policy:** The AACE International Certification Program is committed to a policy of equal examination opportunity, as specified in each examination eligibility requirements policy, and does not discriminate any examination application or certification on the basis of race, age, color, sex, national origin, physical or mental disability, or religion. Any examination candidate or recertification applicant who believes they have been discriminated against is strongly encouraged to report this concern promptly to the [Certification Board Chairperson](#).

**Special Accommodations Policy:** For candidates with a medical condition requiring accommodations other than the standard testing accommodations, a written request must be made after making application and payment for a certification examination. For more information, please review our [Request for Reasonable Accommodations policy](#) or complete the form by clicking [here](#).



## Recertification by CEUs

>> This option will provide certificants the means to submit continuing competency in the certification's body of knowledge and professional development activity for consideration and approval to renew AACE certifications for an additional three years.

>> Recertification by CEUs requires the accumulation of 12 CEUs over a 3-year certification period, which is earned through various activities in 4 separate categories.



**Category A:  
Performed**



**Category B:  
Professional  
Development**



**Category C:  
Industry  
Contribution**



**Category D:  
Volunteer  
Service**



**Certificants must submit a paid application before their certification expiration date, or no later than the final grace period expiration date, to avoid removal from the certified directory and inability to continue to use their AACE designation.**



The fees for recertification are based upon the current number of certifications you hold and are ready to recertify and includes AACE's professional review and processing.

Number of AACE Certifications Held	Member Fee	Non-Member Fee
1st Certification held (or just one)	US\$295.00	US\$385.00
2nd Certification held: second oldest	US\$100.00	US\$150.00
3rd Certification held: third oldest	US\$100.00	US\$150.00
4th Certification held: fourth oldest	US\$0.00	US\$0.00
5th Certification held: fifth oldest	US\$0.00	US\$0.00
6th Certification held: sixth oldest	US\$0.00	US\$0.00
<b>MAX TOTAL</b>	<b>US\$495.00</b>	<b>US\$685.00</b>



For those with synced expiration dates, your total fee will be paid at once, upon the submission of all applicable recertification applications (no more than the maximum shown).



For those who do not have synced expiration dates, you will be charged according to the maturity of your certification, meaning your "oldest" certification will always carry the 1st certification fee (\$295 or \$385), and your subsequent certifications will always carry the next oldest fee, regardless of the sequence of recertifying.

**Example:** My oldest certification (CCP) does not expire until January 2021, but my second oldest certification (PSP) expires December 1, 2019. Upon submission of PSP recertification application, a \$100/\$150 fee will be charged. Upon submission of CCP in January 2019, a \$295/\$385 fee will be charged.



For step-by-step instructions on completing your application, please review [AACE's Recertification Guide](#).



*In accordance with the policies and procedures of the certification program, AACE certification staff does not offer preliminary reviews of any application or possible CEUs. We must trust those applying will know they can meet the eligibility requirements prior to submission.*



# Category A Performed

## Category Maximum: 6 CEUs

This category is intended for documenting continuing employment in the industry, including self-employment and full-time teaching at a college or university within in the past three years.

Options	CEU Value	Remarks
A.1 Industry Related Employment	2 per year	Include a description of your professional responsibilities and job title
A.2 Industry Related Self-Employment	2 per year	Review the <a href="#">self-employment policy</a>
A.3 Full-time employment as a cost or management instructor	2 per year	<b>Requires a supporting statement signed by your immediate supervisor</b>

>> For each section, you must provide the start and end dates of employment. If you are still currently employed, you must use the date of your application for End Date in order for the program to properly calculate your years of experience; **you cannot leave the End Date field blank**. You must also provide a description of your professional responsibilities.

**Verification of employment** must be a short paragraph from your supervisor or Human Resources department stating your dates of employment, job title and a brief description of your duties. If you are unable to contact a previous employer, we will accept a statement from your current employer indicating they confirmed your previous employment and verifying what they found. AACE cannot accept your resume/curriculum vitae as verification of employment.

***If you are selected for audit, you will be notified and will be required to upload supporting documentation for each area you are requesting CEUs.***

# Category B Professional Development

## Category Maximum: 10 CEUs

This category is intended for documenting professional development and continuing education efforts within the past three years.

Options	CEU Value	Remarks
B.1. Section Meetings of cost or management societies	0.25 CEUs per meeting	AACE or otherwise; include the sponsor name and location
B.2. Professional development or continuing education	0.10 CEUs per hour	Include the program title, name and location of the sponsor
B.3. AACE Online Learning Center (OLC)	0.10 CEUs for each OLC course taken	All OLC transactions are recorded on your profile and will be confirmed for accuracy. For more information, visit our <a href="#">website</a> .
B.4. Obtained New Certification, License or Degree***	3 CEUs per certification/license/initially obtained	Include the date and title granted and accrediting body in the detail area.
***Does not apply to the certification for which you are recertifying, recertification for other organizations, or certificates of completion.		

*If you are selected for audit, you will be notified and will be required to upload supporting documentation for each area you are requesting CEUs.*

# Category C Industry Contribution

Category Maximum: 10 CEUs		
This category is intended for documenting industry contribution within the past 3 years.		
Options	CEU Value	Remarks
C.1. AACE Professional Practice Guide (PPG) Editor	2 CEUs per PPG edited	<b>Options C.1. – C.4.</b> For each of these selections, you must provide the date of service, the name of the document, paper, presentation, or book in the detail area.
C.2. AACE Recommended Practice (RP) Author	4 CEUs per RP authored	
C.3. AACE Recommended Practice (RP) Contributor	1 CEU per RP contribution	
C.4. Published papers	2 CEUs per paper	
C.5. Part-time Instructor	1 CEU per each 10 hours of instruction	<b>Requires a supporting statement signed by your immediate supervisor</b>
C.6. Presented papers to AACE Conference & Expo Meeting or Other Technical Meetings	2 CEUs per presentation (1 <sup>st</sup> time only, no repeats)	<b>Options C.6. – C.10.</b> For each of these selections you must provide the date of service, the name of the document, paper, presentation, or book in the detail area
C.7. Presented papers to professional communities	1 CEU per presentation (minimum of 30 minutes)	
C.8. AACE Webinar Presenter	0.10 CEUs per Webinar (1 <sup>st</sup> time only; no repeats; not to exceed 2 CEUs per year)	
C.9. Authored reference book	4 CEUs per book	
C.10. Thesis or dissertation	4 CEUs per thesis or dissertation	

C.11. AACE Total Cost Management (TCM) Framework Primary Contributor	4 CEUs each	<b>Options C.11. – C.13.</b> For each of these selections, you must provide the date of service and the name of the document in the detail area.
C.12. AACE Total Cost Management (TCM) Framework Contributor	1 CEU each	
C.13. AACE Professional Guidance Document (PGD) Primary Contributor	3 CEU each	
C.13. AACE Professional Guidance Document (PGD) Contributor	1 CEU each	

>> No paper or presentation(s) may be counted twice in a year. Credit will only be given for the original presentation or publication.

>> Credit cannot be requested for papers/presentations given as part of regular employment (including self-employment) for which credit is requested in Category A; paper/presentation efforts must be optional and in addition to normal work responsibilities.

***If you are selected for audit, you will be notified and will be required to upload supporting documentation for each area you are requesting CEUs.***



# Category D Volunteer Service

## Category Maximum: 10 CEUs

This category is intended for volunteer service to AACE and other bonafide cost or management related organizations within the past 3 years.

Options	CEU Value	Remarks
D.1. AACE Elected association Officer or Director (ex: President, President-Elect, etc.)	2 CEUs per year served	-Include the details of your service -Intended for AACE volunteerism only
D.2. AACE Elected Association Director (ex: Regional Director)	2 CEUs per year served	
D.3. AACE Elected Section Officer (ex: President, Treasurer)	2 CEUs per year served	
D.4. AACE Appointed Section Director/Officer (ex: various committees of the Section)	1 CEUs per year served	
D.5. AACE Appointed Associate Board Member (ex: Technical, Education, Certification)	2 CEUs per year served	
D.6. AACE Approved Committee Chair (ex: Technical Subcommittee, SIG)	2 CEUs per year served	
D.7. AACE Approved Committee Contributing Member (ex: Technical Subcommittee, SIG)	1 CEUs per year served	
D.8. Participated voluntarily in an approved cost engineering activity, in a professional capacity (non-AACE Boards/Committee Industry Volunteerism included)	1.4 CEUs per year, maximum	-Include details about your role in the activity -Your volunteerism must be in a professional capacity related to our industry.
D.9. Grade AACE Certification Examination technical papers, memos, & essays	0.25 CEUs per paper	-Provide the certification type in the detail area -Intended for AACE's program only

D.10. Mentoring (through AACE Mentoring program only)	1 CEU per mentee (1 CEU per year, maximum)	-Provide the mentee's name in the detail area  -Intended for AACE's program only
D.11. Submitted <b>accepted</b> certification examination questions	-1 CEU per compound scenario question (4 maximum)  -0.25 per singular multiple-choice question (4 maximum)	-You must select the type of approved question, provide the date of approval notification, enter the certification examination type in the details, and upload the supporting documentation received via email from the certification chair.  -Intended for AACE exams only
D.12 AACE Conference & Expo Meeting Room Host	0.10 per session/hour hosted	-You must provide the date of service, the total hours and the session name(s) in the detail area.  -Intended for AACE's Conference & Expo only
D.13 Miscellaneous: Must be approved by AACE Certification Board	1 per approved activity (unless otherwise stated)	You must provide the start and end date, total hours and details surrounding your service and the activity. <b>NOTE: These activities must be pre-approved by the Certification Board to be valid.</b>
D.14 Evaluate AACE Conference & Expo technical papers for presentation	0.25 per paper	-Provide the details of the technical paper evaluated

***If you are selected for audit, you will be notified and will be required to upload supporting documentation for each area you are requesting CEUs.***

## Application Review

You may submit your recertification application up to six-months prior to your expiration date. Once a certificant submits a paid recertification application through our online process, AACE staff will begin reviewing the applications in the order in which they are received. Please allow 2-3 weeks for review and processing after receipt of your application. Should a staff member have questions regarding your application, you will receive an email indicating additional information is needed. You will need to log in to your profile, access your recertification application and review comments made by staff. Once the requests have been met, you must resubmit your application for review. Upon approval of your recertification application, you will receive an email containing your updated virtual certificate.



## Multiple Certifications

If you hold more than one AACE Certification, you will be required to submit an application for each active certification held. Depending upon your original and current expiration certification date, some CEUs will be eligible for all active certifications, while others may not. The system will automatically calculate the requested and allowable points; fields driven by dates are based upon your current certification cycle (ex: current cycle is March 4, 2014 until March 4, 2017; any dates outside of this parameter will be ignored when calculating CEUs).



**It is the certificant's responsibility to ensure recertification fees are paid and applications are submitted on time, including all required documentation. All fees are non-refundable. Please contact [AACE Headquarters Certification Staff](#) if you have any questions or are unsure about anything before submitting your application.**

## Recertification by CEUs - Terms & Conditions Agreement:

**TERMS & CONDITIONS OF APPLICATION ACKNOWLEDGEMENT:** AACE Certification Staff will not offer preliminary reviews of any application for any reason. My paid, submitted application will be reviewed by AACE Certification Staff in the order in which it was received. If, after review, my CEUs have not been approved as submitted, I will be notified and given the opportunity to correct or provide additional CEUs.

I acknowledge it is my responsibility to ensure I have achieved the minimum 12 CEUs required, with at least one full CEU in at least 2 categories and verification to prove all claimed CEUs, if warranted or requested. If I am NOT being audited, I may still be asked for verification documentation for all CEUs claimed in this application, and I will be able to promptly provide upon request. If I have been randomly selected for AUDITING, I MUST SUBMIT verification documentation for all CEUs claimed in the application. No exceptions. Failure to submit documentation will result in an automatic denial for renewal. I will receive a virtual certificate upon approval; however, I may purchase a pre-paid, hard-copy certificate through the instructions provided in my renewal letter. My application, if approved, will only cover the certification for which the application was submitted. All fees are non-refundable, regardless of renewal or denial. The recertification fee includes a professional review and validation of my recertification activity by a trained certification staff person to ensure it meets the standards and guidelines of the Certification Board; payment does not guarantee approval. There is a possibility of denial, which will result in the expiration of my certification(s).

In submitting this application, I fully understand that:

- I subscribe to the AACE International Canons of Ethics.
- I acknowledge that any false statement or misinterpretation that I may make in the course of this application may result in the revocation of this application and the issuance of an ethics complaint or other administrative action.
- All information and data submitted with this application will be used by AACE International only to verify my experience, education and expertise, and such information will not be divulged to any other person.
- I authorize AACE International to investigate and verify all information, references, and other data and documents to complete my application.

The AACE International, Inc. certification program is administered by AACE International, Inc. for the benefit of applicants. As an applicant, I agree to hold AACE International harmless from any consequences of acceptance or rejection of this application and to hold AACE International, Inc. harmless from statutory violations or conflicts of the program.

**Non-Discrimination Policy:** The AACE International Certification Program is committed to a policy of equal examination opportunity, as specified in each examination eligibility requirements policy, and does not discriminate any examination application or certification on the basis of race, age, color, sex, national origin, physical or mental disability, or religion. Any examination candidate or recertification applicant who believes they have been discriminated against is strongly encouraged to report this concern promptly to the [Certification Board Chairperson](#).



# Audit



**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.** If you have multiple certifications, it is possible that one of your applications will be selected for audit, while the others may not.

>> If you are NOT being audited, you may still be asked for verification documentation for some or all CEUs claimed on your recertification application. Failure to submit documentation will result in an automatic denial for renewal.

**The following chart outlines the required verification documentation for each category.**

CEU Category		Required Documentation
<b>A.</b>	<b>Performed</b>	
<b>A. 1</b>	Industry Related Employment	<ul style="list-style-type: none"> <li>Verification from your employer including dates of service, title, and a brief description of your duties.</li> </ul> <p>Note: Your current employer may verify your past employment if they conducted a background check as part of their hiring process.</p>
<b>A. 2</b>	Industry Related Self-Employment	<ul style="list-style-type: none"> <li>Documentation verifying the legitimacy of business, such as: copy of business license, contract(s), tax Return/IRS Form-1099, Client reference letter(s), etc.</li> </ul>
<b>A. 3</b>	Full-time employment as a cost or management instructor	<ul style="list-style-type: none"> <li>Supporting statement signed by your immediate supervisor</li> </ul>
<b>B.</b>	<b>Professional Development</b>	
<b>B. 1</b>	Section Meetings of cost or management societies	<ul style="list-style-type: none"> <li>Verification from elected section official and/or copy of sign in sheets</li> </ul>
<b>B. 2</b>	Professional development or continuing education	<ul style="list-style-type: none"> <li>Certificate of completion of course, seminar or program, etc.</li> </ul>
<b>B. 3</b>	AACE Online Learning Center (OLC)	<ul style="list-style-type: none"> <li>Certificate of completion</li> </ul>
<b>B. 4</b>	Obtained New Certification, License or Degree	<ul style="list-style-type: none"> <li>Copy of certification, license, degree or transcript</li> </ul>
<b>C.</b>	<b>Industry Contribution</b>	
<b>C. 1</b>	AACE Professional Practice Guide (PPG) Editor	<ul style="list-style-type: none"> <li><b>Options C. 1 – C. 3</b> Copy of communication verifying contribution</li> </ul>
<b>C. 2</b>	AACE Recommended Practice (RP) Author	
<b>C. 3</b>	AACE Recommended Practice (RP) Contributor	
<b>C. 4</b>	Published papers	<ul style="list-style-type: none"> <li>Copy of published paper</li> </ul>

C. 5	Part-Time Instructor	<ul style="list-style-type: none"><li>Supporting statement signed by your immediate supervisor</li></ul>
C. 6	Presented papers at AACE Annual Meeting or Other Technical Meetings	<ul style="list-style-type: none"><li>Copy of program or notification confirming participation</li></ul>
C. 7	Presented papers to professional communities	<ul style="list-style-type: none"><li>Copy of program or notification confirming participation</li></ul>
C. 8	AACE Webinar Presenter	<ul style="list-style-type: none"><li>Copy of program or notification confirming participation</li></ul>
C. 9	Authored reference book	<ul style="list-style-type: none"><li>Copy of front-matter section, including the book's title and author's name</li></ul>
C. 10	Thesis or dissertation	<ul style="list-style-type: none"><li>Copy of thesis or dissertation</li></ul>
C. 11	AACE Total Cost Management (TCM) Framework Primary Contributor	<ul style="list-style-type: none"><li><b>Options C. 11 – C. 14</b> Copy of communication verifying contribution</li></ul>
C. 12	AACE Total Cost Management (TCM) Framework Contributor	
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 (ex: President, President-Elect, etc.)	<ul style="list-style-type: none"><li><b>Options D. 1 – D. 7</b> Copy of communication verifying participation</li></ul>
D. 2	AACE Elected Association Director (ex: Regional Director)	
D. 3	AACE Elected Section Officer (ex: President, Treasurer)	
D. 4	AACE Appointed Section Director/Officer (ex: various committees of the Section)	
D. 5	Appointed Associate Board Member (ex: Technical, Education, Certification)	
D. 6	Approved Committee Chair (ex: Technical Subcommittee, SIG)	
D. 7	Approved Committee Contributing Member (ex: Technical Subcommittee, SIG)	
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"><li>Certificate of appreciation</li><li>Documentation verifying volunteer position including time frame</li></ul>
D. 9	Grade AACE Certification Examination technical papers, memos, & essays	<ul style="list-style-type: none"><li>Verification from the Grader Coordinator</li></ul>

<b>D. 10</b>	Mentoring (through AACE Mentoring program only)	<ul style="list-style-type: none"> <li>Email confirmation of successful match with mentee</li> </ul>
<b>D. 11</b>	Submitted accepted certification examination questions	<ul style="list-style-type: none"> <li>Email notification confirming acceptance of your submission and recertification CEUs granted</li> </ul>
<b>D. 12</b>	AACE Annual Meeting Room Host	<ul style="list-style-type: none"> <li>Copy of communication verifying participation</li> </ul>
<b>D. 13</b>	Miscellaneous: must be approved by AACE Certification Board	<ul style="list-style-type: none"> <li>Email notification confirming approval of activity</li> </ul>
<b>D. 14</b>	Evaluate AACE Conference & Expo Technical Papers for Presentation	<ul style="list-style-type: none"> <li>Copy of communication verifying participation</li> </ul>

**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.**

# Emeritus

The AACE Certification Board provides an emeritus certification category for retiring certified professionals. Emeritus certification is for the certificant's lifetime with no fees or renewal credits required.

The eligibility requirements for obtaining an emeritus certification are that the certificant is:

- At least 60 years of age.
- Retired and not engaged in consulting activity or part-time cost engineering related work of any kind.

The emeritus certified professional must agree to:

- Reapply for certification, submit any required fees, and sit for an examination if at any time in the future he or she accepts any form of cost engineering related work.
- Release and hold AACE harmless from any future liability associated with, or arising out of, the designation as an Emeritus [certification designation].



You may apply for emeritus status online by clicking [here](#).





# Recertification FAQs

## Q: Why do I have to recertify?

A: Recertification is necessary to verify continuing competence for maintaining AACE certification for an additional certification term.

## Q: How do I recertify?

A: You must complete an application through your AACE profile. You may choose to apply for Recertification by Activity or Recertification by Re-Examination from the menu options before your expiration date. There is no opportunity to apply for recertification in any other manner.

## Q: Do I have a grace period?

A: You have a 6-month grace period to recertify by CEUs or by exam. If recertification has not been achieved by the end of your grace period, the certification is immediately decertified and not eligible for further extension.

## Q: What is a CEU?

A: CEU stands for Continuing Education Units. We use CEUs for the recertification process. Other groups refer to this as Professional Development Units (PDUs) or Professional Development Hours (PDHs).

## Q: What constitutes one CEU?

A: One CEU equals ten contact hours of participation in organized continuing education classes and/or training or meeting. A contact hour is equivalent to one 60-minute interaction between an instructor/presenter and the participant.

- **Example:** You attend a two-day, 16-hour professional development course. You will receive .10 CEU per hour, for a total of 1.6 CEUs. The calculation is:  $x \text{ hours}/10$ .

## Q: How do I convert PDUs to CEUs?

A: 10 hours = 1 CEU

## Q: How many CEUs can I claim for AACEs Conference & Expo?

A: This is dependent upon the total hours of technical sessions. Once the program is finalized the total CEUs are listed on our website. Typically, the average range is 1.5 to 1.8 CEUs. **This activity can be claimed under Category B.2 Professional development or continuing education.**

## Q: How often do I need to recertify?

A: Recertification is every three years.

## Q: How many CEUs do I need to recertify by Continuing Education Units (CEUs)?

A: You will be required to show that you have accumulated a minimum of 12 CEUs for the past three-year certification period.



**Q: When do I submit my Recertification by CEUs Application?**

**A:** You may submit your recertification application up to six-months prior to your expiration date.

**Q: I have multiple certifications. Do I have to have do an application for each one?**

**A:** Yes, you are required to submit an application for each certification you hold. In order to not have to re-enter your information in each application, complete one application in its entirety. When you create your subsequent applications, the details will copy to your application and items fit into the recertification period will be applied.

**Q: When does my recertification start?**

**A:** Your recertification begins at initial certification; the day you become certified.

**Q: How long does it take for my recertification application to be processed?**

**A:** Please allow 2-3 weeks for review and processing after receipt of your application.

**Q: Can I recertify by exam?**

**A:** This option requires registration for a certification examination and payment. You must pass the examination, which will renew your certification for three additional years.

**Q: When can I recertify by exam?**

**A:** You can recertify by exam up to six-months prior to your expiration date.

**Q: How long do I have to take my recertification by exam?**

**A:** You must have taken and passed your recertification examination before your final expiration date, unless other arrangements have been made and approved by AACE Certification Staff.

**Q: How many attempts do I get to pass by recertification by exam?**

**A:** You get one attempt to pass your recertification by exam.



If our FAQs library does not answer your questions, contact the **Certification Department** at [recertification@aacei.org](mailto:recertification@aacei.org) or 304-296-8444, ext. 1110 for assistance.