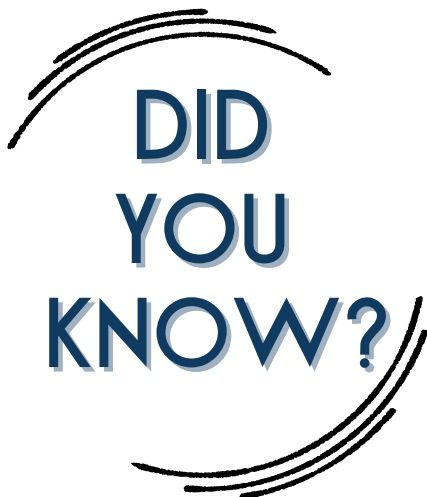


# RECERTIFICATION APPLICATION GUIDE



FROM THE DAY YOU BECAME CERTIFIED OR RECERTIFIED, YOU CAN CREATE A RECERTIFICATION APPLICATION AND BEGIN TRACKING YOUR ACTIVITIES.

**If you have already acquired at least 12 CEUs in more than one category, and are within 6 months of your end date, you can complete and submit your application today.**

# RECERTIFICATION BY ACTIVITY (CEU)

To begin your recertification application, log in to your [AAACE profile](#).

AAACE  
INTERNATIONAL

Home AAACE Home Page myAAACE Events Store My Orders Product Purchases

Login

Login

Username

Password

Remember Me

Login

New member? Forgot your password? Not sure if you have a login?

Get Started

Copyright & Footer Content Powered By Cobalt

## **IMPORTANT:**

THE FIRST TIME YOU LOG IN TO THE SYSTEM, YOU WILL NEED TO SELECT "GET STARTED," AND ENTER YOUR EMAIL ADDRESS.

## **TIP:**

Your username is the email address associated with your profile.

# Click [View \[certification\] Recertification by CEUs Application](#) under **Your Certification**.

## Home Page

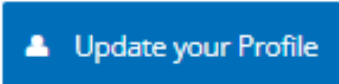
Welcome to the AACE UAT Portal Home Page!


**Bill Freeley**

Customer ID - 1123540

101 Prudent Planning Plaza  
Budgetville, 99999

✉ billfree@aacei.com

 Update your Profile

 CE Activities

Click or drop an image here to update your photo.

### Your Certifications

Certified Cost Professional (CCP) | Active

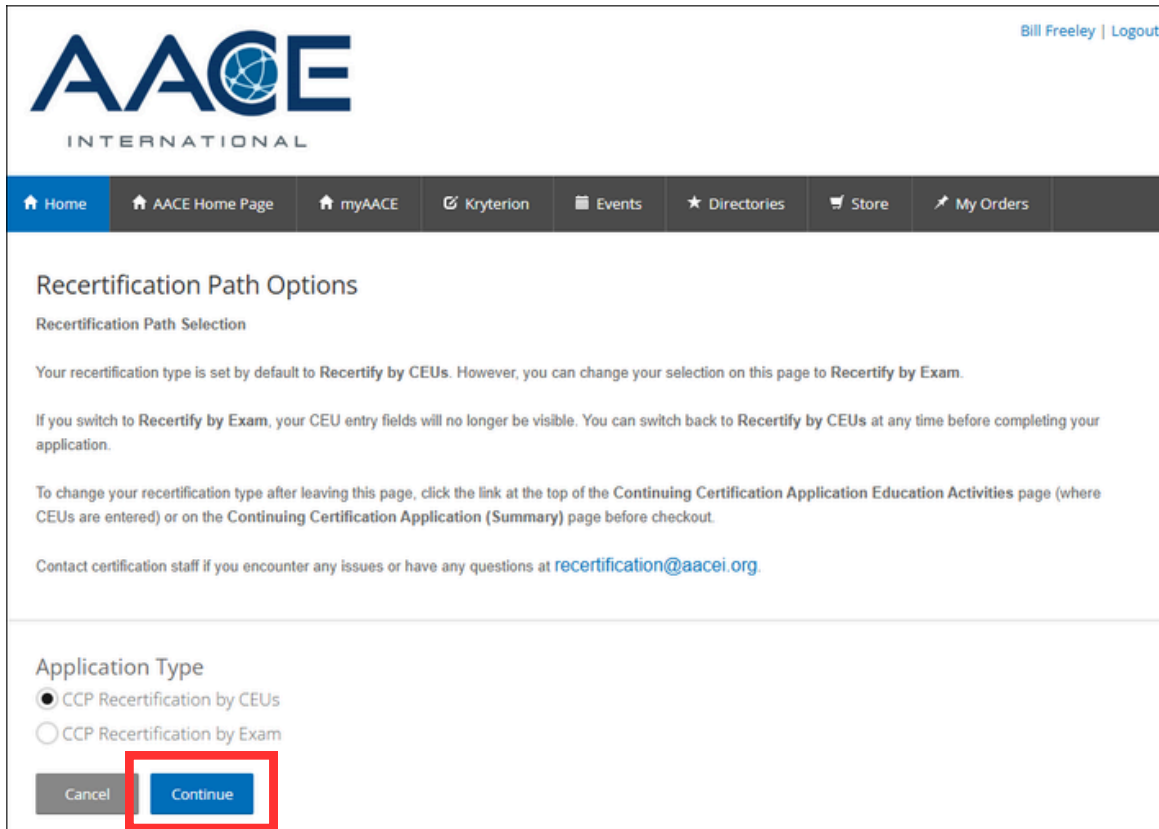
- Received - 3/19/2023
- Ends - 3/20/2027
- Expires - 9/20/2027

[View the CCP Recertification by CEUs Application](#)

[Download Certification](#)

## Select Your Recertification Pathway: Recertification by CEUs or Recertification by Exam

You may change this selection at another time, if needed.



Bill Freeley | Logout

**AACE**  
INTERNATIONAL

Home AACE Home Page myAACE Kryterion Events Directories Store My Orders

### Recertification Path Options

Recertification Path Selection

Your recertification type is set by default to **Recertify by CEUs**. However, you can change your selection on this page to **Recertify by Exam**.

If you switch to **Recertify by Exam**, your CEU entry fields will no longer be visible. You can switch back to **Recertify by CEUs** at any time before completing your application.

To change your recertification type after leaving this page, click the link at the top of the **Continuing Certification Application Education Activities** page (where CEUs are entered) or on the **Continuing Certification Application (Summary)** page before checkout.

Contact certification staff if you encounter any issues or have any questions at [recertification@aacei.org](mailto:recertification@aacei.org).

Application Type

CCP Recertification by CEUs

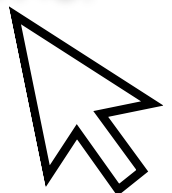
CCP Recertification by Exam

Cancel **Continue**

Click **Continue**.



IF RECERTIFYING BY  
EXAMINATION, PLEASE [CLICK](#)  
[HERE](#) FOR INSTRUCTIONS.



Agree to the Terms & Conditions by checking the box.

Bill Freeley | Logout

**AACE**  
INTERNATIONAL

Home AACE Home Page myAACE Kryterion Events Store My Orders Product Purchases

### Continuing Certification Application Terms & Conditions

Please review the below the terms and conditions.

Recertification by CEUs - Terms & Conditions Agreement ACKNOWLEDGEMENT: AACE Certification Staff will not offer preliminary reviews of any application. 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 allowed to correct or provide additional CEUs. I acknowledge my responsibility to ensure I have achieved the minimum 12 CEUs required, with at least one total CEU in at least two 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 it 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 expire 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 I may make during 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 based on 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.

I agree to the terms and conditions above.

Back Cancel Save and Exit Continue

Click Continue.

## Add activities by clicking **Add New Activity**.

Bill Freeley | Logout

**AACE**  
INTERNATIONAL

Home AACE Home Page myAACE Kryterion Events Store My Orders Product Purchases

### Continuing Certification Application Education Activities

Please review your activities below. If you need to add a new activity, please click 'Add New Activity.'

For additional details regarding CEU categories and values, please review AACE's [Recertification CEU Value Sheet](#).

For detailed information regarding the recertification program, please review AACE's [Recertification Handbook](#) or contact [recertification@aacei.org](mailto:recertification@aacei.org).

Certification Type:  
Certified Cost Professional (CCP)

CEUs Required	CEUs Recognized
12.00	0.00

You have no Continuing Education Activities.

**Add New Activity**

Back Save Continue

## Select a category from the dropdown menu.

Bill Freeley | Logout

**AACE**  
INTERNATIONAL

Home AACE Home Page myAACE Kryterion Events Store My Orders Product Purchases

Category

- A. Performed
- B. Professional Development
- C. Industry Contribution
- D. Volunteer Service

Subcategory

Copyright & Footer Content Powered By: Cobalt

Select a subcategory from the dropdown menu.

The screenshot shows the AACE International website interface. At the top left is the AACE International logo. At the top right, it says "Bill Freeley | Logout". Below the logo is a navigation bar with links: Home, AACE Home Page, myAACE, Kryterion, Events, Store, My Orders, and Product Purchases. The main content area has two dropdown menus. The first is labeled "Category" and has "A. Performed" selected. Below it are "Back" and "Continue" buttons. The second dropdown is labeled "Subcategory" and is open, showing three options: "A.1 Industry Related Employment", "A.2 Industry Related Self-Employment", and "A.3 Full-Time Instructor/Teacher". The "Continue" button and the "Subcategory" dropdown menu are both highlighted with red boxes. At the bottom left, it says "Copyright & Footer Content" and at the bottom right, "Powered By: Cobalt".

Click Continue.

## Complete the fields, as directed.

[Home](#) [AACE Home Page](#) [myAACE](#) [Kryterion](#) [Events](#) [Store](#) [My Orders](#) [Product Purchases](#)

### CEU Activity Form - Years

Activities in this category are awarded CEUs based on your 3-year certification evaluation period and the length of participation in the claimed activity **by years**. If the activity falls outside of your 3-year certification evaluation period, CEUs will not be recognized.

This form will include the following subcategories:

- A.1 Industry-Related Employment
- A.2. Industry Related Self-Employment
- A.3. Full-time Instructor/Teacher\*\*
- D.1 AACE Elected Association Officer
- D.2 AACE Elected Association Director
- D.3 AACE Elected Section Officer/Leader
- D.4 AACE Appointed Section Director/Officer
- D.5 AACE Appointed Associate Board Member
- D.6 AACE Approved Committee Chair
- D.7 AACE Approved Contributing Member
- D.8 Participated voluntarily in an approved cost engineering activity in a professional capacity

(\*\*denotes documentation is required regardless of audit status)

For additional details regarding CEU categories and values, please review AACE's [Recertification CEU Value Sheet](#).

For detailed information regarding the recertification program, please review AACE's [Recertification Handbook](#) or contact [recertification@aaacei.org](mailto:recertification@aaacei.org).

### Years Subcategory Questions

Name of company or organization

Supporting Documentation [optional] [+ Add Files...](#)

Tell us what you did.

Start Date

End Date

[Back](#) [Submit](#)

Click **Submit**.

IMPORTANT: CEUS WILL ONLY BE RECOGNIZED FOR ANY ACTIVITIES THAT FALL WITHIN YOUR THREE-YEAR CERTIFICATION EVALUATION PERIOD.

Home AACE Home Page myAACE Kryterion Events Store My Orders Product Purchases

### Continuing Certification Application Education Activities

Please review your activities below. If you need to add a new activity, please click 'Add New Activity.'

For additional details regarding CEU categories and values, please review AACE's [Recertification CEU Value Sheet](#).

For detailed information regarding the recertification program, please review AACE's [Recertification Handbook](#) or contact [recertification@aacei.org](mailto:recertification@aacei.org).

Certification Type:  
Certified Cost Professional (CCP)

CEUs Required: 12.00

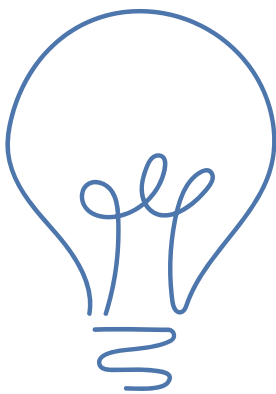
CEUs Recognized: 2.00

Date	Category	Subcategory	Activity Description	CEU Value	CEUs Recognized		
1/1/2023	A. Performed	A.1 Industry Related Employment	Cost estimating	2.00	2.00	Edit	Delete

Add New Activity

Back Save Continue

**Continue to enter activities completed.**



**YOU MAY LOG ACTIVITIES DURING YOUR THREE-YEAR CERTIFICATION EVALUATION PERIOD. THE SYSTEM WILL SAVE ENTRIES MADE.**

**NOTE: Once you have met the minimum CEU requirements, and are within 6 months of your certification end date, you may submit your application.**

**To submit, click [Continue](#).**

[Home](#) [AACE Home Page](#) [myAACE](#) [Kryterion](#) [Events](#) [Store](#) [My Orders](#) [Product Purchases](#)

### Continuing Certification Application Education Activities

Please review your activities below. If you need to add a new activity, please click 'Add New Activity.'

For additional details regarding CEU categories and values, please review AACE's [Recertification CEU Value Sheet](#).

For detailed information regarding the recertification program, please review AACE's [Recertification Handbook](#) or contact [recertification@aaacei.org](mailto:recertification@aaacei.org).

Certification Type:  
Certified Cost Professional (CCP)

CEUs Required: 12.00      CEUs Recognized: 12.00

Date	Category	Subcategory	Activity Description	CEU Value	CEUs Recognized		
1/1/2023	A. Performed	A.1 Industry Related Employment	Cost estimating	2.00	2.00	<a href="#">Edit</a>	<a href="#">Delete</a>
4/1/2023	B. Professional Development	B.2 Professional development or continuing education	Efficiency & Savings Summit	10.00	10.00	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New Activity](#)

[Back](#) [Save](#) [Continue](#)

# Review your application details.

## Click Add to Cart.

Home | AACE Home Page | myAACE | Kryterion | Events | Store | My Orders | Product Purchases

### Continuing Certification Application

Please review your application below. If everything looks correct, please click 'Add to Cart.'

**Certification:**  
Certified Cost Professional (CCP)

<b>Certification Type</b> CCP Recertification by CEUs	<b>Application Type</b> CCP Recertification Application Fee
<b>CEUs Required</b> 12.00	<b>CEUs Recognized</b> 12.00

Date	Category	Subcategory	Name	CEUs Recognized
1/1/2023	A. Performed	A.1 Industry Related Employment	Cost estimating	2.00
4/1/2023	B. Professional Development	B.2 Professional development or continuing education	Efficiency & Savings Summit	10.00

Back | Cancel | Save and Exit | Print | **Add to Cart**

# Click Checkout.

Home | AACE Home Page | myAACE | Kryterion | Events | Store | My Orders | Product Purchases


## Cart

Please review your cart below. You can edit or remove classes, meeting, etc below.

To update the quantity of a store product, select '+' or '-' on the product below and click 'Update'.

Once you are ready to check out, click 'Checkout' on the right hand side.

Your total savings is \$90.00!

 **Certified Cost Professional (CCP) Application**  
\$295.00

[Edit](#) [Remove](#)

### Coupon Codes

You don't have any coupons.

  
[Apply](#)

### Order Summary

Subtotal:	\$295.00
Discount:	\$0.00
Tax:	\$0.00
<b>Order Total:</b>	<b>\$295.00</b>

[Checkout](#)

# Enter your payment information. Click Continue.

Home | AACE Home Page | myAACE | Kryterion | Events | Store | My Orders | Product Purchases

## Payment Information

Enter in your payment information below. Click 'Continue' to proceed to the submission confirmation page.

Your credit and debit cards	Name on card	Expires on
<input checked="" type="radio"/> Visa ending in 1111	s s	02/2027
<input type="radio"/> Use another card		

Card Type:

Card Number:

Expiration Date (MM/YYYY):

Save this card to my profile

None - Enter Address  Mailing Address  Billing Address

Street Address 1:

Street Address 2:

City:

Security Code (CW/CW2):

First Name:

Last Name:

State/Province:

Postal Code:

Country:

### Order Summary


Subtotal:	\$295.00
Discount:	\$0.00
Tax:	\$0.00
<b>Order Total:</b>	<b>\$295.00</b>

# Click Pay Now.

Home AACE Home Page myAACE Kryterion Events Store My Orders Product Purchases

## Payment Submission

Please review your products below. Click '**Pay Now**' to complete the payment process.

 **Certified Cost Professional (CCP) Application**  
\$295.00

Product	Qty	Price	Tax	Discount	Total
CCP_RECERT_CEU - CCP Recertification by CEUs	1	\$295.00	\$0.00	\$0.00	\$295.00

### Order Summary

Subtotal: \$295.00  
Discount: \$0.00  
Tax: \$0.00  
**Order Total: \$295.00**

### Payment Details

**Payment Total: \$295.00**  
s s  
Visa  
\*\*\*\*\*1111  
Exp. 02/2027

#### Billing Address

101 Prudent Planning Plaza  
Budgetville, PA 99999  
United States

[Back](#) [Cancel](#) [Pay Now](#)

Click **Print Receipt**, if desired.

The screenshot shows a receipt page with a navigation bar at the top containing links for Home, AACE Home Page, myAACE, Kryterion, Events, Store, My Orders, and Product Purchases. The main heading is "Receipt" with a sub-message: "Thank you for your order. You will receive a confirmation via email, but you can also print your receipt by clicking the 'Print Receipt' button below." The order details include a product icon, the text "Certified Cost Professional (CCP) Application" with a price of "\$295.00", and a table with columns for Product, Qty, Price, Tax, Discount, and Total. The table contains one row: "CCP\_RECERT\_CEU - CCP Recertification by CEUs" with a quantity of 1, price of \$295.00, tax of \$0.00, discount of \$0.00, and total of \$295.00. To the right, the "Order Summary" shows Subtotal: \$295.00, Discount: \$0.00, Tax: \$0.00, and Order Total: \$295.00. Below that, "Payment Details" shows Payment Total: \$295.00, Visa card information (\*\*\*\*\*1111, Exp. 02/2027), and Billing Address (2550 S Clark St, Arlington, VA 22202, United States). A blue "Print Receipt" button is highlighted with a red box at the bottom right.

Product	Qty	Price	Tax	Discount	Total
CCP_RECERT_CEU - CCP Recertification by CEUs	1	\$295.00	\$0.00	\$0.00	\$295.00

You can also access receipts by clicking on **My Orders**.

The screenshot shows the AACE International website header with the logo and the text "INTERNATIONAL". In the top right corner, it says "Bill Freeley | Logout". Below the logo is a navigation bar with links for Home, AACE Home Page, myAACE, Kryterion, Events, Directories, Store, and My Orders. The "My Orders" link is highlighted with a red box.

**NOTE:** If you hold more than one AACE certification, you will be required to submit an application for each active certification held.



If you are randomly selected for audit, you will receive an email notification with instructions.

IF YOUR APPLICATION IS NOT SELECTED FOR AUDIT, YOUR UPDATED VIRTUAL CERTIFICATE WILL BE AVAILABLE UNDER YOUR CERTIFICATIONS ON THE HOME TAB. CLICK [DOWNLOAD CERTIFICATION](#).

 **Your Certifications**

Certified Cost Professional (CCP) | Active

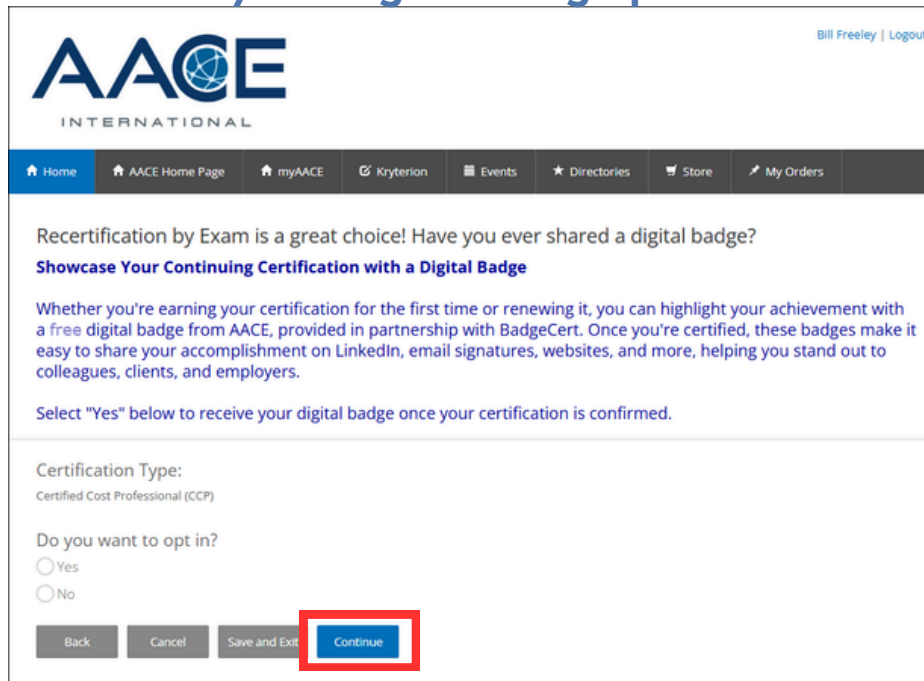
- Received - 3/19/2023
- Ends - 3/20/2027
- Expires - 9/20/2027

[Download Certification](#)

IF YOU HAVE ANY ADDITIONAL QUESTIONS, PLEASE CONTACT THE CERTIFICATION DEPARTMENT AT [RECERTIFICATION@AAACEI.ORG](mailto:RECERTIFICATION@AAACEI.ORG).

# RECERTIFICATION BY EXAMINATION

## Select your digital badge preference



Bill Freeley | Logout

Home AACE Home Page myAACE Kryterion Events Directories Store My Orders

Recertification by Exam is a great choice! Have you ever shared a digital badge?  
**Showcase Your Continuing Certification with a Digital Badge**

Whether you're earning your certification for the first time or renewing it, you can highlight your achievement with a free digital badge from AACE, provided in partnership with BadgeCert. Once you're certified, these badges make it easy to share your accomplishment on LinkedIn, email signatures, websites, and more, helping you stand out to colleagues, clients, and employers.

Select "Yes" below to receive your digital badge once your certification is confirmed.

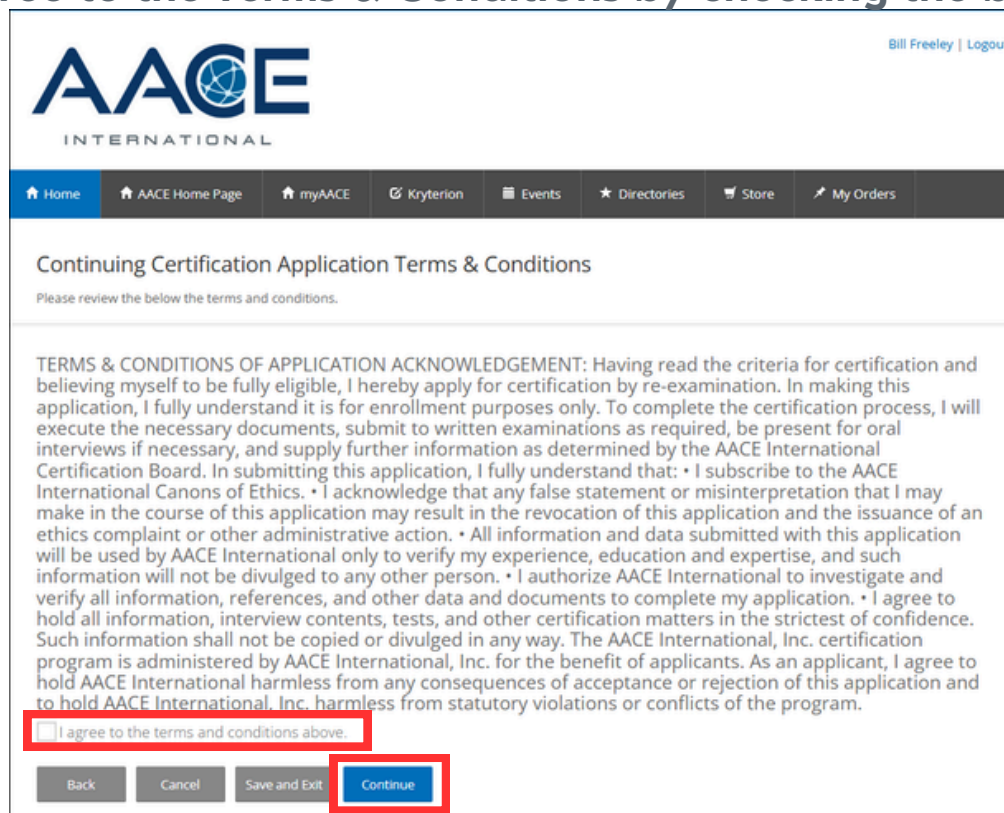
Certification Type:  
Certified Cost Professional (CCP)

Do you want to opt in?  
 Yes  
 No

Back Cancel Save and Exit **Continue**

Click **Continue**.

Agree to the Terms & Conditions by checking the box.



Bill Freeley | Logout

Home AACE Home Page myAACE Kryterion Events Directories Store My Orders

Continuing Certification Application Terms & Conditions

Please review the below the terms and conditions.

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.

I agree to the terms and conditions above.

Back Cancel Save and Exit **Continue**

Click **Continue**.

# RECERTIFICATION BY EXAMINATION

Click Add to Cart.

AAACE INTERNATIONAL

Bill Freeley | Logout

Home AACE Home Page myAAACE Kryterion Events Directories Store My Orders

### Continuing Certification Application (Summary)

Please review your application below. If everything looks correct, please click 'Add to Cart.'

[Click here to change your recertification application type.](#)

<b>Certification:</b> Certified Cost Professional (CCP)	
<b>Certification Type</b> CCP Recertification by Exam	<b>Application Type</b> CCP Recertification by Exam
<b>Address 1: Street 1</b> 123 Main Street	<b>Address 1: State/Province Lookup</b> California
<b>Address 1: Street 2</b>	<b>Address 1: Country Lookup</b> United States
<b>Address 1: City</b> Hollywood	<b>Address 1: ZIP/Postal Code</b> 90078

Do you want to opt in?  
Yes

Cancel Save and Exit Print **Add to Cart**

Click Checkout.

AAACE INTERNATIONAL

Bill Freeley | Logout

Home AACE Home Page myAAACE Kryterion Events Directories Store My Orders

### Cart

Please review your cart below. You can edit or remove classes, meeting, etc below.

To update the quantity of a store product, select '+' or '-' on the product below and click 'Update'.

Once you are ready to check out, click 'Checkout' on the right hand side.

Save by signing up for a membership today!

	<b>Certified Cost Professional (CCP) Application</b> \$690.00
<a href="#">Edit</a>	<a href="#">Remove</a>

**Coupon Codes**

You don't have any coupons.

  
[Apply](#)

**Order Summary**

Subtotal:	\$690.00
Discount:	\$0.00
Tax:	\$0.00
<b>Order Total:</b>	<b>\$690.00</b>

**Checkout**

# RECERTIFICATION BY EXAMINATION

Enter your payment information. Click **Continue**.

Bill Freeley | Logout

**AACE**  
INTERNATIONAL

Home AACE Home Page myAACE Kryterion Events Directories Store My Orders

### Payment Information

Enter in your payment information below. Click 'Continue' to proceed to the submission confirmation page.

Card Type	Security Code (CVV/CVV2)	
Card Number	First Name	
Expiration Date (MM/YYYY)	Last Name	
<input type="checkbox"/> Save this card to my profile		
<input type="radio"/> None - Enter Address	<input type="radio"/> Mailing Address	<input type="radio"/> Billing Address
Street Address 1	State/Province	
Street Address 2	Postal Code	
City	Country	
	United States	

<b>Order Summary</b>	
Subtotal:	\$690.00
Discount:	\$0.00
Tax:	\$0.00
<b>Order Total:</b>	<b>\$690.00</b>

Back Cancel **Continue**

Click **Continue**.

# RECERTIFICATION BY EXAMINATION

Confirm your address.

Bill Freeley | [View Cart \(1\)](#) | [Logout](#)

## AAACE INTERNATIONAL

[Home](#) [AAACE Home Page](#) [myAAACE](#) [Kryterion](#) [Events](#) [Directories](#) [Store](#) [My Orders](#)

### Important Confirmation

To process your certification application, a complete mailing address must be present on your profile. All fields are required for integrating with our testing delivery partner. Failure to provide the correct information will result in a system error that will cause delays in processing.

Please review the following information and provide any missing values or update to your current mailing address.

Note: when selecting country or state/province, type in a few letters and wait a second for the options to display, and then select. These fields are lookup values; you cannot type a new value.

Certification Type:  
Certified Cost Professional (CCP)

Ensure the accuracy of your address

Address 1: Street 1 <input type="text" value="101 Prudent Planning Plaza"/>	Address 1: State/Province Lookup <input type="text" value="Pennsylvania"/>
Address 1: Street 2 [optional] <input type="text"/>	Address 1: Country Lookup <input type="text" value="United States"/>
Address 1: City <input type="text" value="Budgetville"/>	Address 1: ZIP/Postal Code [optional] <input type="text" value="99999"/>

[Back](#) [Cancel](#) [Save and Exit](#) [Continue](#)

Click **Continue**.

# RECERTIFICATION BY EXAMINATION


Click Pay Now.

AAACE INTERNATIONAL Bill Freeley | Logout

Home | AAACE Home Page | myAAACE | Kryterion | Events | Directories | Store | My Orders

### Payment Submission

Please review your products below. Click '[Pay Now](#)' to complete the payment process.

 **Certified Cost Professional (CCP) Application**  
\$690.00

Product	Qty	Price	Tax	Discount	Total
CCP_RECERT_EXAM - CCP Recertification by Examination	1	\$690.00	\$0.00	\$0.00	\$690.00

#### Order Summary

Subtotal: \$690.00  
Discount: \$0.00  
Tax: \$0.00  
**Order Total: \$690.00**

#### Payment Details

**Payment Total: \$690.00**  
Bill Freeley  
Visa  
\*\*\*\*\*1111  
Exp. 02/2037

#### Billing Address

101 Prudent Planning Plaza  
Budgetville, PA 99999  
United States

[Back](#) [Cancel](#) [Pay Now](#)

# RECERTIFICATION BY EXAMINATION

Click **Print Receipt**, if desired.

The screenshot shows the AACE International website interface. At the top right, it says "Bill Freeley | Logout". The navigation bar includes links for Home, AACE Home Page, myAACE, Kryterion, Events, Directories, Store, and My Orders. The main content area is titled "Receipt" and includes a thank-you message. Below this, the order details are shown: "Certified Cost Professional (CCP) Application" for \$690.00. A table lists the product details, and a summary box on the right shows the total amount and payment information. A "Print Receipt" button is highlighted with a red box at the bottom right of the receipt area.

**Receipt**

Thank you for your order. You will receive a confirmation via email, but you can also print your receipt by clicking the 'Print Receipt' button below. Please allow 15 - 30 minutes for your purchase to appear in related systems.

**Certified Cost Professional (CCP) Application**  
\$690.00

Product	Qty	Price	Tax	Discount	Total
CCP_RECERT_EXAM - CCP Recertification by Examination	1	\$690.00	\$0.00	\$0.00	\$690.00

**Order Summary**

Subtotal: \$690.00  
Discount: \$0.00  
Tax: \$0.00  
**Order Total: \$690.00**

**Payment Details**

**Payment Total: \$690.00**  
Bill Freeley  
Visa  
\*\*\*\*\*1111  
Exp. 02/2037

**Billing Address**  
101 Prudent Planning Plaza  
Budgetville, PA 99999  
United States

**Print Receipt**

You can also access receipts by clicking on **My Orders**.

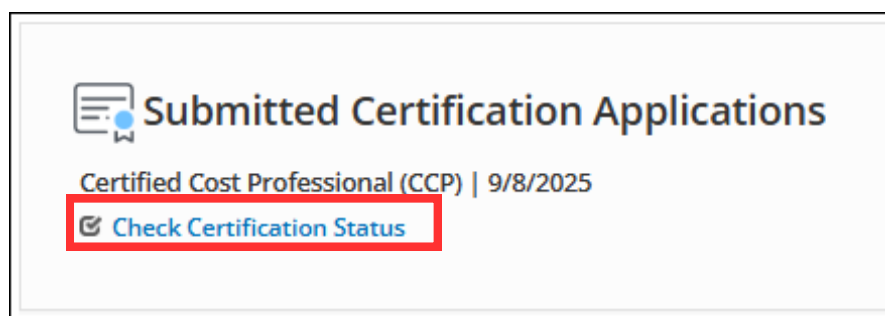
This screenshot shows the top navigation bar of the AACE International website. The "My Orders" link is highlighted with a red box, indicating where users can access their receipts.

**My Orders**

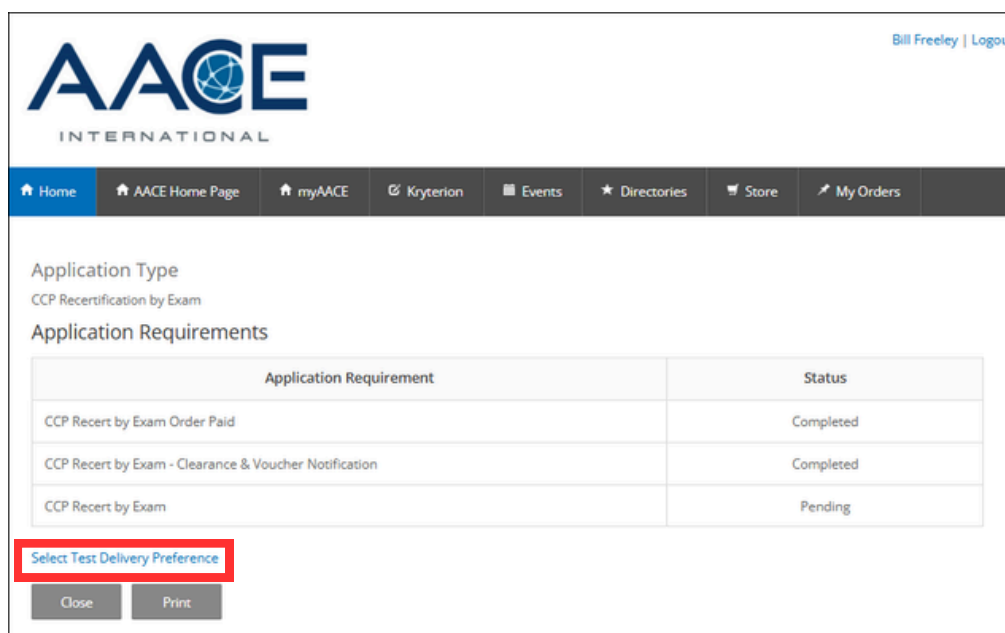
# RECERTIFICATION BY EXAMINATION

ONCE YOUR EXAMINATION CLEARANCE IS PROCESSED, YOU WILL RECEIVE INSTRUCTIONS TO LOG IN TO YOUR AACE PROFILE AND SELECT YOUR EXAM DELIVERY.

To do so, click **Check Certification Status** under the **Submitted Certification Applications** menu.

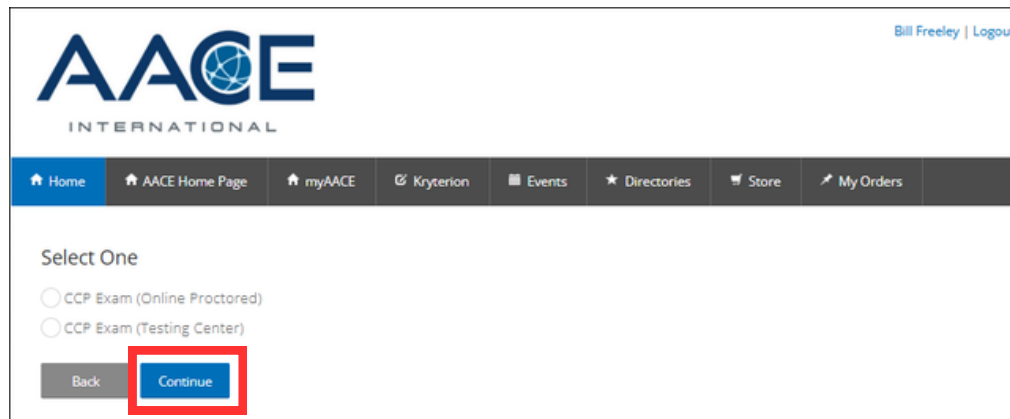


Click **Select Test Delivery Preference**.



# RECERTIFICATION BY EXAMINATION

Select your exam delivery preference.



The screenshot shows the AACE International website interface. At the top right, it says "Bill Freeley | Logout". Below the logo is a navigation bar with links: Home, AACE Home Page, myAACE, Kryterion, Events, Directories, Store, and My Orders. The main content area is titled "Select One" and contains two radio button options: "CCP Exam (Online Proctored)" and "CCP Exam (Testing Center)". At the bottom of this section are two buttons: "Back" and "Continue". The "Continue" button is highlighted with a red rectangular box.

Click **Continue**.



The screenshot shows the "Application Summary" page on the AACE International website. It displays the following information: "Test: CCP Exam (Online Proctored)" and "Fee: (\$0.00) - CCP Online Proctored Exam - 1st Attempt". At the bottom left, there are two buttons: "Back" and "Add to cart". The "Add to cart" button is highlighted with a red rectangular box.

Click **Add to Cart**.

# RECERTIFICATION BY EXAMINATION

Click **Checkout**.

Bill Freeley | Logout

**AACE**  
INTERNATIONAL

Home | AACE Home Page | myAACE | Kryterion | Events | Directories | Store | My Orders

### Cart

Please review your cart below. You can edit or remove classes, meeting, etc below.

To update the quantity of a store product, select '+' or '-' on the product below and click 'Update'.

Once you are ready to check out, click 'Checkout' on the right hand side.

Save by signing up for a membership today!

\$0.00  
Test: CCP Exam (Online Proctored)

#### Coupon Codes

#### Order Summary

Subtotal:	\$0.00
Discount:	\$0.00
Tax:	\$0.00
<b>Order Total:</b>	<b>\$0.00</b>

**Checkout**

Powered By: Cobalt

Click **Print Receipt**, if desired.

ONCE COMPLETED, YOU WILL RECEIVE AN EMAIL WITH INSTRUCTIONS AND A VOUCHER CODE TO LOG IN TO WEBASSESSOR AND SCHEDULE YOUR EXAMINATION.

IF YOU HAVE ANY ADDITIONAL QUESTIONS, PLEASE CONTACT THE CERTIFICATION DEPARTMENT AT [RECERTIFICATION@AAEI.ORG](mailto:RECERTIFICATION@AAEI.ORG).

## **AACE** CERTIFICATION INSTITUTE

To remain strong and responsive to the needs of certified members and other cost professionals, the public, and AACE International Certification Institute, our certification programs solicit input from all interested individuals and organizations as to the policies and procedures used in administering the Association's certification programs. Please address any comments you may have regarding the administration of certification programs to the Certification Board via e-mail to [certification@acei.org](mailto:certification@acei.org) or via U.S. mail at Certification Board, AACE International, 726 East Park Avenue #180, Fairmont, WV 26554 USA.