

# RECERTIFICATION HANDBOOK



Revised February 2026

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# RECERTIFICATION OVERVIEW

## Why Get Recertified?

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



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

- CCP • CEP • CFCC • DRMP • EVP • PSP • PRMP**
- CCT and CST certifications are not renewable**

**Please read this handbook in its entirety and keep it 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 Options

### RECERTIFICATION BY ACTIVITY

### RECERTIFICATION BY EXAMINATION

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

THIS OPTION IS A SYSTEM OF ACCUMULATING 12 CEUS FROM FOUR CATEGORIES DURING A 3-YEAR CERTIFICATION PERIOD.

THIS OPTION REQUIRES A CERTIFICANT TO TAKE AND PASS THE EXAM AGAIN PRIOR TO THEIR CURRENT EXPIRATION DATE.



# RECERTIFICATION OVERVIEW

## Recertification Grace Period

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



**For individuals opting for recertification through CEUs, the grace period serves as a courtesy, providing extra time to finalize and submit their applications. The grace period is not designed for certificants to acquire additional CEUs.**

**Only valid CEUs earned within the certification evaluation period (the three years since certification) are accepted. The application system restricts the submission of CEUs for dates outside the certificant's certification evaluation period.**



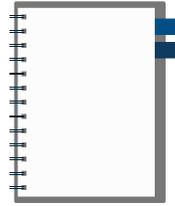
**If recertification has not been achieved by the end of the grace period (expiration date), the certification is immediately decertified and not eligible for further extension.**

# TIPS FOR RECERTIFICATION



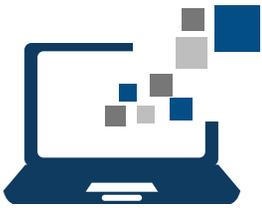
## STEP 1 LOG IN TO YOUR AACE PROFILE

[AACE's Recertification Application Guide](#) provides step-by-step instructions for completing your application. To get started, log in to your profile and select "[Apply](#)" or "[View Recertification by CEUs Application](#)" under the **Your Certifications** menu options.



## STEP 2 TRACK YOUR ACTIVITIES

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



## STEP 3 ENTER YOUR ACTIVITIES

From the day your certification evaluation period starts, you can begin adding activities into your recertification application. This approach 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 are within 6 months of your expiration date. Upon payment, applications will be processed in the order in which they are received.



## SELECTED FOR AUDIT?

If your recertification application, or any activity claimed is selected for audit, you will receive an email with instructions for submitting the required documentation.



## APPROVED!

Upon successful recertification, you will receive an approval email and may access your virtual certificate by logging in to your AACE profile and selecting "[Download Certification](#)" under the **Your Certifications** menu.

**Note:** There is no guarantee of approval; please make sure your activity meets the requirements of the program.

# RECERTIFICATION BY EXAMINATION

## Overview

To maintain AACE certification, certificants must recertify every three years.

**If you are currently certified, and have not accumulated sufficient CEUs to recertify, Recertification by Examination is an option.**



**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.**

### CURRENT RECERTIFICATION BY EXAMINATION FEE STRUCTURE

CERTIFICATION	MEMBER	NON-MEMBER
CCP	US\$525	US\$690
CEP	US\$525	US\$690
CFCC	US\$650	US\$765
DRMP	US\$650	US\$765
EVP	US\$525	US\$690
PSP	US\$525	US\$690
PRMP	US\$525	US\$690



**APPLY NOW**



To apply for Recertification by Examination, log in to your [profile](#) and select “[Apply](#)” or “[View Recertification by CEUs Application](#)” under the Your Certifications menu options.

**Certificants must pass their re-examination before their certification end date or by the end of the grace period to remain listed in the certified directory and continue using the AACE designation.**

# RECERTIFICATION BY EXAMINATION

## Terms and 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 ACTIVITY (CEU)

## Overview

To maintain AACE certification, certificants must recertify every three years.

**Recertification by Activity (CEUs) option allows certificants to submit continuing competency activities for consideration and approval to renew AACE certification.**



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



**Certificants must submit a paid application before their certification end date or by the end of the grace period to stay in the certified directory and continue using their AACE designation.**

# RECERTIFICATION BY ACTIVITY (CEU)

## Fee Structure

THE FEES FOR RECERTIFICATION ARE BASED ON THE NUMBER OF AACE CERTIFICATIONS YOU CURRENTLY HOLD AND ARE SUBMITTING FOR RECERTIFICATION.

THIS INCLUDES AACE'S PROFESSIONAL REVIEW AND PROCESSING.

NUMBER OF AACE CERTIFICATIONS HELD	MEMBER FEE	NON-MEMBER FEE
1ST CERTIFICATION HELD (OR ONLY ONE):	US\$295	US\$385
2ND CERTIFICATION HELD:	US\$100	US\$150
3RD CERTIFICATION HELD:	US\$100	US\$150
4TH CERTIFICATION HELD:	US\$0	US\$0
5TH CERTIFICATION HELD:	US\$0	US\$0
6TH CERTIFICATION HELD:	US\$0	US\$0
<b>MAX TOTAL</b>	<b>US\$495</b>	<b>US\$685</b>

**Note: Fees are applied per certification currently held, not per recertification cycle or the number of times you have recertified.**

*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.*

# RECERTIFICATION BY ACTIVITY (CEU)

## Categories & Subcategories

Category A: Performed

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



### 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
A.1 INDUSTRY RELATED EMPLOYMENT	2 CEUS PER YEAR
A.2 INDUSTRY RELATED SELF-EMPLOYMENT	2 CEUS PER YEAR
A.3 FULL-TIME INSTRUCTOR/TEACHER	2 CEUS PER YEAR

**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.**

# RECERTIFICATION BY ACTIVITY (CEU)

## Categories & Subcategories

### Category B. Professional Development

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



#### CATEGORY MAXIMUM: 10 CEUS

THIS CATEGORY IS INTENDED FOR DOCUMENTING PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION EFFORTS WITHIN THE PAST THREE YEARS.

OPTIONS	CEU VALUE
B.1. SECTION MEETINGS OF COST OR MANAGEMENT SOCIETIES	0.25 CEUS PER MEETING
B.2. PROFESSIONAL DEVELOPMENT OR CONTINUING EDUCATION	0.10 CEUS PER HOUR
B.3. AACE ONLINE LEARNING CENTER (OLC)	0.10 CEUS FOR EACH OLC COURSE TAKEN
B.4. OBTAINED NEW CERTIFICATION, LICENSE OR DEGREE***	3 CEUS PER NEW CERTIFICATION/LICENSE/DEGREE

\*\*\*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.**

# RECERTIFICATION BY ACTIVITY (CEU)

## Categories & Subcategories

### Category C. Industry Contribution

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



#### CATEGORY MAXIMUM: 10 CEUS

THIS CATEGORY IS INTENDED FOR DOCUMENTING INDUSTRY CONTRIBUTION WITHIN THE PAST 3 YEARS.

OPTIONS	CEU VALUE
C.1. AACE PROFESSIONAL PRACTICE GUIDE (PPG) EDITOR	2 CEUS PER PPG EDITED
C.2. AACE RECOMMENDED PRACTICE (RP) PRIMARY CONTRIBUTOR	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
C.6. PRESENTED PAPERS TO AACE CONFERENCE & EXPO MEETING OR OTHER TECHNICAL MEETINGS	2 CEUS PER PRESENTATION (1ST TIME ONLY, NO REPEATS)

**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.**

# RECERTIFICATION BY ACTIVITY (CEU)

## Categories & Subcategories

### Category C. Industry Contribution

OPTIONS	CEU VALUE
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 (2 CEUS PER YEAR, MAXIMUM; 1ST TIME ONLY; NO REPEATS)
C.9. AUTHORED REFERENCE BOOK	4 CEUS PER BOOK
C.10. THESIS OR DISSERTATION	4 CEUS PER THESIS OR DISSERTATION
C.5. PART-TIME INSTRUCTOR	1 CEU PER EACH 10 HOURS OF INSTRUCTION
C.11. AACE TOTAL COST MANAGEMENT (TCM) FRAMEWORK PRIMARY CONTRIBUTOR	4 CEUS EACH
C.12. AACE TOTAL COST MANAGEMENT (TCM) FRAMEWORK CONTRIBUTOR	1 CEU EACH
C.13. AACE PROFESSIONAL GUIDANCE DOCUMENT (PDG) PRIMARY CONTRIBUTOR	3 CEUS EACH
C.14. AACE PROFESSIONAL GUIDANCE DOCUMENT (PDG) CONTRIBUTOR	1 CEU EACH

**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.**

# RECERTIFICATION BY ACTIVITY (CEU)

## Categories & Subcategories

### Category D. Volunteer Services

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



#### 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
D.1. AACE ELECTED ASSOCIATION OFFICER (EX: PRESIDENT, PRESIDENT-ELECT, ETC.)	2 CEUS PER YEAR
D.2. AACE ELECTED ASSOCIATION DIRECTOR (EX: REGIONAL DIRECTOR)	2 CEUS PER YEAR
D.3. AACE ELECTED SECTION OFFICER/LEADER (EX: PRESIDENT, TREASURER)	2 CEUS PER YEAR
D.4. AACE APPOINTED SECTION DIRECTOR/OFFICER (EX: VARIOUS COMMITTEES OF THE SECTION)	1 CEU PER YEAR
D.5. AACE APPOINTED ASSOCIATE BOARD MEMBER (EX: TECHNICAL, EDUCATION, CERTIFICATION)	2 CEUS PER YEAR

**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.**

# RECERTIFICATION BY ACTIVITY (CEU)

## Categories & Subcategories

### Category D. Volunteer Services

OPTIONS	CEU VALUE
D.6. AACE APPROVED COMMITTEE CHAIR (EX: TECHNICAL SUBCOMMITTEE, SIG)	2 CEUS PER YEAR
D.7. AACE APPROVED CONTRIBUTING MEMBER (EX: TECHNICAL SUBCOMMITTEE, SIG)	1 CEU PER YEAR
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
D.9. GRADE AACE CERTIFICATION EXAMINATION TECHNICAL PAPERS, MEMOS, & ESSAYS	0.25 CEUS PER PAPER
D.10. MENTORING (THROUGH AACE MENTORING PROGRAM ONLY)	1 CEU PER MENTEE (1 PER YEAR, MAXIMUM)

**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.**

# RECERTIFICATION BY ACTIVITY (CEU)

## Categories & Subcategories

### Category D. Volunteer Services

OPTIONS	CEU VALUE
D.11.1. ACCEPTED SINGLE MCQ OR MEMO CERTIFICATION EXAMINATION QUESTION	0.25 CEUS PER SINGULAR MULTIPLE CHOICE QUESTIONS (4 MAXIMUM)
D.11.2. ACCEPTED COMPOUND, SCENARIO-STYLE CERTIFICATION EXAMINATION QUESTION	1 CEU PER COMPOUND, SCENARIO QUESTION (4 MAXIMUM)
D.12 AACE CONFERENCE & EXPO MEETING ROOM HOST	0.10 CEUS PER SESSION/HOUR HOSTED
D.13 MISCELLANEOUS: MUST BE APPROVED BY AACE CERTIFICATION BOARD	1 CEUS PER APPROVED ACTIVITY (UNLESS OTHERWISE STATED)
D.14 EVALUATE AACE CONFERENCE & EXPO TECHNICAL PAPERS FOR PRESENTATION	0.25 CEUS PER PAPER
D.15 TRANSLATION OF AACE TECHNICAL MATERIALS	0.10 CEUS PER HOUR

**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.**

# RECERTIFICATION BY ACTIVITY (CEU)

## Categories & Subcategories

Application Review & Multiple Certifications

### APPLICATION REVIEW

You may submit your application once you have met the minimum CEU requirement and are within 6 months prior to your expiration date.

Following payment and submission, applications will be processed in the order in which they are received.

If your recertification application, or any activity claimed, is selected for audit, you will receive an email with instructions for submitting the required documentation.

Upon successful recertification, you will receive an approval email and may access your virtual certificate by logging in to your AACE profile and selecting "[Download Certification](#)" under the Your Certifications menu.



### 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 current certification expiration date, some CEUs will be eligible for all active certifications, while others may not. The system will only allow CEUs for activities that occurred during your 3-year certification evaluation period. (ex: Your current cycle is July 25, 2023 until July 25, 2026; any dates outside of this parameter will not be awarded 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 ACTIVITY (CEU)

## Audit Selection & Requirements

Following the submission of your recertification application, you may be randomly selected for Audit. In such cases, you will be required to provide verification documentation for all activities claimed on the application. **No exceptions.**



For detailed information regarding the required verification documentation for each category, please review [AAACE's Audit Documentation Guide](#).

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

# RECERTIFICATION BY ACTIVITY (CEU)

## Terms and 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](#).

# EMERITUS CERTIFICATION

## Eligibility Requirements & Application

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.

### ELIGIBILITY REQUIREMENTS

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.

### TERMS & CONDITIONS

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

## Frequently Asked Questions

### GENERAL

**Q: What is recertification?**

A: Recertification is the process by which professionals maintain their certification by meeting specific requirements set by the certifying body. Recertification is necessary to verify continuing competence for maintaining AACE certification for an additional certification term.

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

A: Recertification is every three years.

### ELIGIBILITY AND REQUIREMENTS

**Q: Who is eligible for recertification?**

A: Individuals who hold a current AACE certification, including CCP, CEP, CFCC, DRMP, EVP, PSP, and PRMP. CCT and CST certifications are not renewable.

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

A: Yes, you must submit an application for each certification you hold. To avoid re-entering your information for each application, complete one application in its entirety first. When you create your subsequent applications, the details will be automatically copied, and any applicable items within the recertification period will be included.

### PROCESS AND DOCUMENTATION

**Q: How do I recertify?**

A: Recertification must occur before your expiration date. To recertify by activity or by examination, you must complete an application through your AACE profile.

**Q: Can I recertify if my certification has expired?**

A: You have a 6-month grace period to recertify by activity 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.

# RECERTIFICATION FAQS

## Frequently Asked Questions

### TIMING AND DEADLINES

**Q: When should I start the recertification process?**

A: You can create a recertification application and begin tracking your activities from the day you become certified or recertified. Also, you can recertify as early as six months before your expiration date.

If you have acquired at least 12 CEUs in more than one category and are within six months of expiration, you can complete and submit your application today.

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

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

### RECERTIFICATION BY ACTIVITY (CEUS)

**Q: What is a CEU?**

A: CEU stands for Continuing Education Units, which are used in the recertification process. Other groups may refer to these 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, training, or meetings. A contact hour is equivalent to one 60-minute interaction between an instructor or presenter and the participant.

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

A: 10 hours = 1 CEU

**Q: How many CEUs can I claim for AACE's Conference & Expo?**

A: This depends on 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.

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

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

# RECERTIFICATION FAQS

## Frequently Asked Questions

### RECERTIFICATION BY EXAMINATION

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

A: Yes, this option requires registration for a certification examination and payment. You must pass the examination to renew your certification for three additional years.

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

A: You can recertify by exam up to six months before your end date.

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

A: You must have taken and passed your recertification examination before your expiration date (grace period expiration) unless other arrangements have been made and approved by AACE Certification Staff.

**Q: How many attempts do I have to pass my Recertification by Examination?**

A: You get one attempt to pass your Recertification by Examination.

### SUPPORT AND RESOURCES

**Q: I am significantly short on CEUs and do not want to recertify by re-examination. Are there ways to earn additional CEUs through AACE?**

A: Our annual Conference & Expo gathers the industry's leading cost professionals for learning, sharing, and networking. The technical presentations aim to enhance your management, planning, scheduling, and technology implementation skills. Recordings of these presentations, with audio overlaid on the slides, are available and contain 70-100 hours of material on various topics. Watching each presentation will earn you 0.1 CEUs toward AACE recertification. To explore Product Bundles, click [here](#).

**Q: Are there any no-cost ways to earn CEUs through AACE?**

A: Providing volunteer support to the AACE International Certification program is a great way to lend your expertise in the areas of certification while earning recertification credits to maintain your credentials. To explore certification-related volunteer opportunities, click [here](#).

For more information on volunteer opportunities throughout AACE, please click [here](#).

# RECERTIFICATION FAQS

## Frequently Asked Questions

### SUPPORT AND RESOURCES (CONTINUED)

**Q: Can I get an extension on my recertification deadline?**

A: Grace period extensions may be available in certain extenuating circumstances. Please email [recertification@aaacei.org](mailto:recertification@aaacei.org) to review your options.

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

A: Upon payment, applications will be processed in the order in which they are received. Your updated virtual certification will be available on your profile unless additional information is needed or you are selected for audit.

## **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.

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