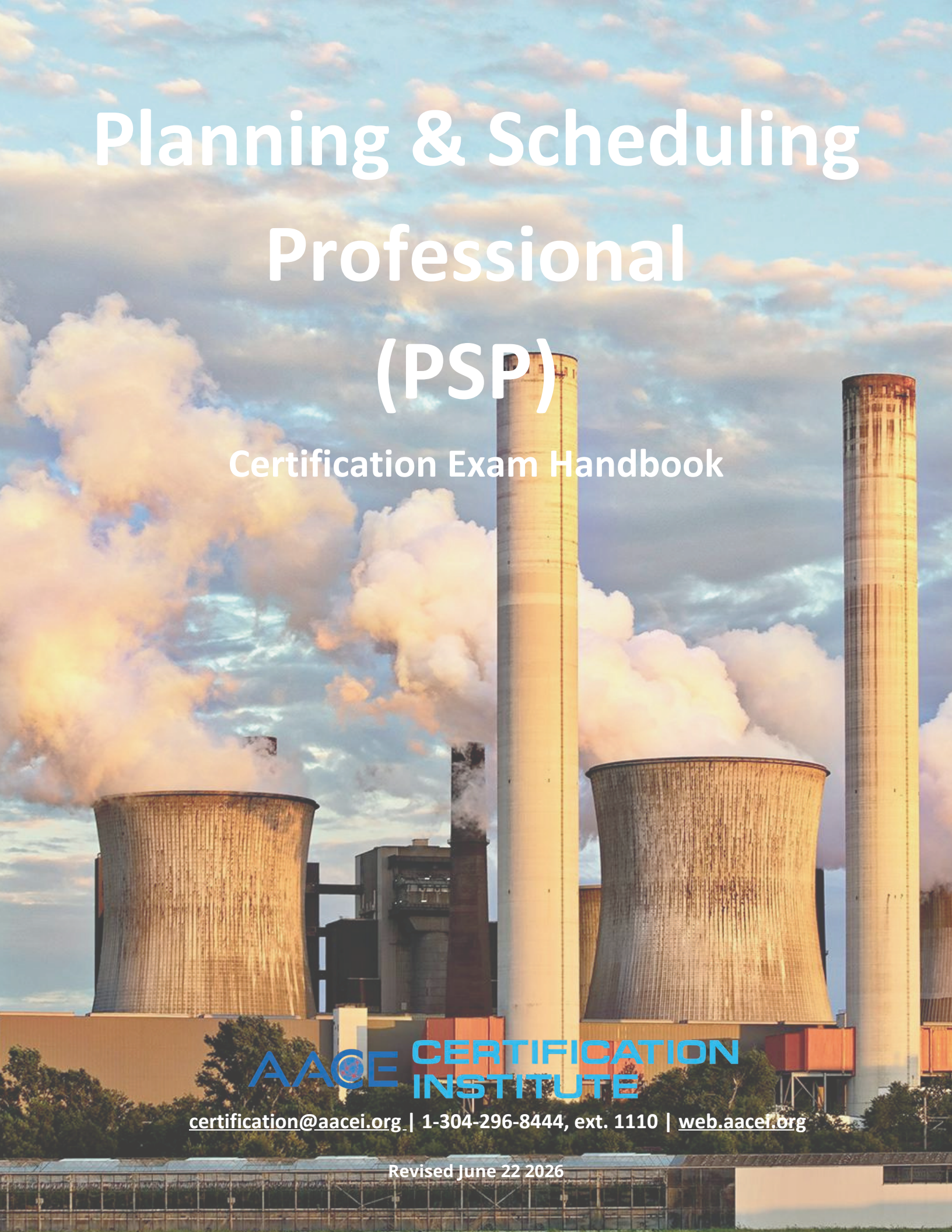
Planning & Scheduling Professional (PSP)

Certification Exam Handbook



AACE CERTIFICATION INSTITUTE

certification@aacei.org | 1-304-296-8444, ext. 1110 | web.aacei.org

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PSP Examination Handbook

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Email:
certification@aacei.org

More Information:
web.aacei.org

The Purpose of this Handbook

This handbook provides important step-by-step information to walk AACE Planning & Scheduling Professional (PSP) exam candidates through the certification process from start to finish. *

The handbook was compiled by the AACE International Certification Headquarters Staff solely as a guide and should not be used as a guarantee for meeting eligibility requirements or passing the exams.

All hyperlinks provided in this handbook are shown as full URLs under the Links section.

Overview

Why Get Certified?

You may ask, “Why get certified?” There are many benefits to becoming AACE certified, including enhancing your professional image, expanding career opportunities, demonstrating initiative, improving your skills and knowledge, and increasing the potential to earn more money.

Terms & Conditions

Before you submit and pay for any application, you must check a box that you have read, agree to, and understand the **Application Terms & Conditions**. You can find the full terms and conditions though the link or in the AACE Policies section of this handbook. Be sure to take the time to review the terms and conditions in their entirety.

Certification Levels

AACE offers three levels of certification to fit your experience and needs. The PSP falls under the Professional level.



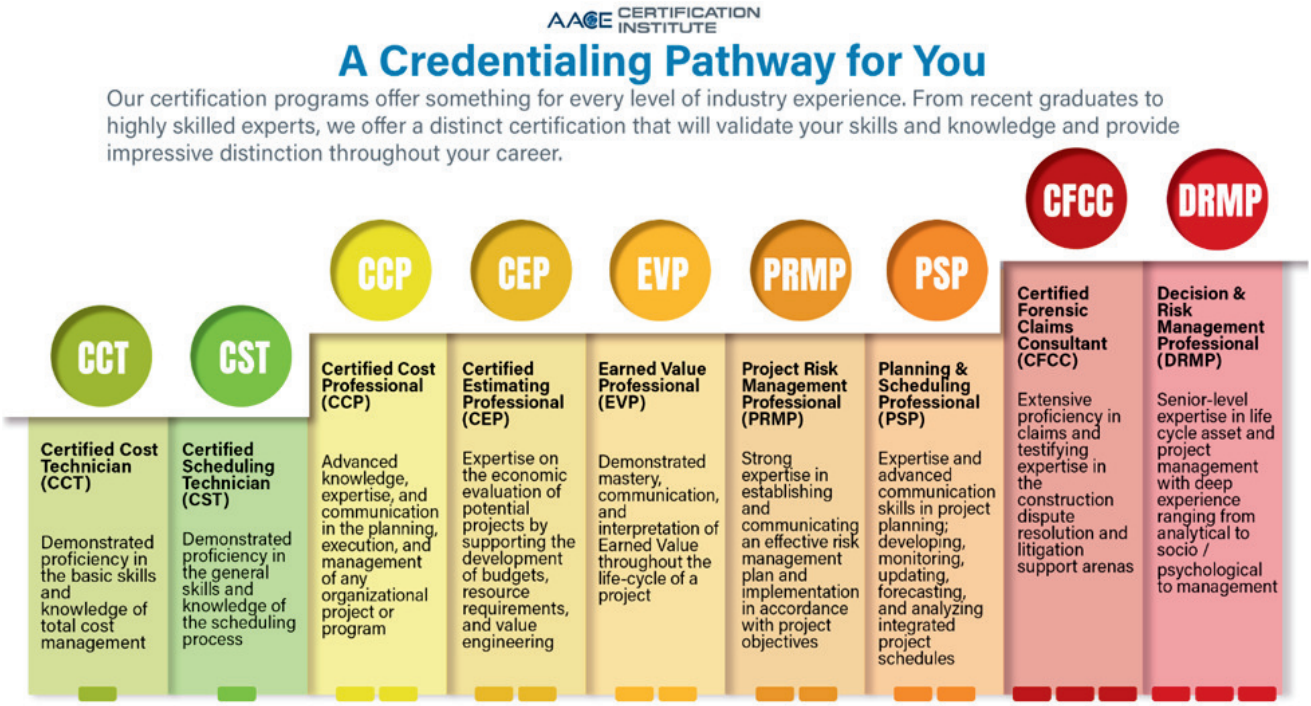
Selecting your Certification

Consider the CCP an encompassing umbrella, housing the vast scope of **Cost Engineering and Total Cost Management**. The CCT serves as a broader, more general rendition of the CCP within this umbrella.



Beneath this overarching structure lie various professional and expertise-level certifications. Each professional-level certification delves deeper into its respective domain (e.g., CEP focuses on estimating, PSP on planning and scheduling, etc.). The CST represents a generalized version of the PSP, particularly emphasizing scheduling.

On the other hand, certifications like DRMP and CFCC delve into their specific areas with expertise-level precision.



Choosing the most suitable certification entails reflecting on your experience and desired trajectory. An PSP certification might align with your goals if you possess expertise in planning or scheduling and aim to advance in that niche. Alternatively, CCP could be the ideal fit for you if you seek versatility across diverse fields.

What is a PSP?

A PSP is a skilled planning and scheduling professional with advanced experience in project planning, developing, monitoring, updating, forecasting, and analyzing integrated project schedules. The PSP leads the planning and scheduling process within the AACE International Total Cost Management (TCM) framework. A PSP can communicate effectively with all project stakeholders, both internal and external.

Recommended Study Materials

There is a list of study materials on our website that are recommended but not required. It is your choice which, if any, materials you purchase.

PSP Review Course Price: $500 (Members) / $700 (Non-Members)
AACE's Planning and Scheduling Certification Study Guide Price: $50 (Members) / $100 (Non-Members)
AACE's Skills & Knowledge of Cost Engineering, 6th Edition Price: $50 (Members) / $150 (Non-Members)
AACE's Recommended Practices 14R-90, 11R-88 Price: $0 (Members) / $100 each (Non-Members), & 10S-90 (free for members and non-members)
AACE's Total Cost Management Framework Price: $0 (Members) / $150 (Non-Members)
CPM in Construction Management, 8th Edition (available for purchase from Amazon)
Construction Planning and Scheduling Manual, 2nd Edition (available for purchase from Amazon)
Project Management (available for purchase from Amazon)

Exam Fee: $525 members/$690 non-members
Resit Fee: $260 members & non-members



Certification Staff Tip: We recommend that you complete your studying prior to registering for your exam to take advantage of the reduced fee resits, if necessary.

Exam Blueprint

An exam blueprint is a guide that outlines the structure and content areas of the exam. It lists the major domains and the tasks within each domain the exam is designed to assess. The blueprint also shows the percentage of exam questions from each domain, helping candidates understand which areas carry more weight.

While a blueprint does not include detailed skills or knowledge, it provides a clear overview of what to expect on the exam and helps ensure that the test is fair and aligned with the purpose of the certification.

AACE Planning & Scheduling Professional (PSP) Blueprint

Conduct Planning Duties	30%
Develop specifications (e.g., planning, scheduling)	
Collaborate in the development of SOWs	
Review project documents (e.g., contracts, cost estimates, drawings, plans, SOWs)	
Implement project documents into the plan (e.g., contracts, cost estimates, drawings, plans, SOWs)	
Develop WBS (e.g., disciplines, phases)	
Conduct constructibility review	
Develop phase sequencing and relationships	
Identify key resources (e.g., equipment, labor, material(s))	
Define/Identify potential schedule risks (e.g., environmental, political, supply chain)	
Determine appropriate level of schedule detail	
Define KPIs	
Support CBS development	
Support OBS development	
Support EBS development	
Support the value engineering process	
Support stakeholder session(s) (e.g., constructibility, development, Partnering)	
Conduct Scheduling Duties	**70%**
Develop schedules (e.g., baseline, recovery, revised, shutdown)	
Create baseline basis of schedule documents	
Manually calculate schedule networks	
Analyze critical and near critical paths	
Evaluate resource utilization	
Conduct schedule quality checks	
Evaluate schedule for contract compliance	
Evaluate potential schedule risks (e.g., environmental, political, supply chain)	
Perform schedule cost analyses	
Audit project baseline schedules	
Develop reports (e.g., ad-hoc, earned value, look-ahead, variance)	
Update WBS	
Train personnel (e.g., methodologies, scheduling techniques)	
Update progress schedules	
Monitor resource utilization	
Facilitate schedule update review meetings	
Track KPIs	
Prepare stakeholder progress reports	
Review stakeholder progress reports (e.g., accuracy, relevance)	
Communicate with stakeholders (e.g., verbal, written)	
Analyze schedule performance	
Report schedule performance (e.g., consultants, owners, subcontractors)	
Manage baseline schedules (e.g., maintain, revise)	
Review project schedules	
Report KPIs	
Develop schedule scenarios (e.g., alternate, what-if)	
Review updated SOWs	
Perform schedule impact analyses (e.g., additions, change in scope, delay)	
Perform basic delay analyses	
Perform schedule change management	
Prepare time extension documentation	
Review schedule impact analyses (e.g., additions, change in scope, delay)	
Review delay analyses	
Conduct schedule close-outs	

PSP Eligibility Requirements

There are various eligibility requirements for each certification. Be sure to familiarize yourself with what is required for the PSP to ensure you qualify and agree to the program's terms and conditions.

Eight (8) years of industry-related experience or four (4) years of industry-related experience PLUS four (4) years of industry-related degree are required to sit for the PSP certification exam.



Experience: **Since AACE's certifications are competency-based and mostly rely on candidates' experience, you must meet the minimum industry-related experience requirement for your certification.**

Verification of industry experience must be from your employer and include dates of service, title, and a brief description of your duties. We have many candidates whose prior employers are no longer in business or are difficult to contact. Your current employer may verify and identify your past employment if they conducted a background check as part of their hiring process.

You can have your employer complete the **Certification Application Employment Verification Form**.

If you are self-employed, you must submit substantiation based on **AACE's Self-Employment Policy**.

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

We cannot accept your CV, résumé, application, job description, employment contract/offers, or another organization's certification as verification of employment.



Education: **An industry-related degree can be used as a substitute for up to four (4) years of the required experience.**

Verification of education must be in the form of a copy of your diploma or transcripts. Verification must either be in English or have an official translation attached.

If you have questions about the eligibility requirements, contact the Certification Department staff at certification@aacei.org.

Exam Process

Starting your journey toward AACE PSP certification begins with verifying your proficiency, expertise, and background in Cost Engineering and Total Cost Management.

Be sure you thoroughly review the instructions provided, as they will guide you through the specific requirements for each step.

The examination process comprises five essential steps:

01 APPLICATION

COMPLETE YOUR APPLICATION. MAKE SURE YOU UPLOAD ALL THE REQUIREMENTS FOR THE EXAM. YOU CAN PAY THE FEE ONCE YOU HAVE MET THE REQUIREMENTS.



02 CLEARANCE

ONCE YOUR PAYMENT HAS BEEN POSTED, WE WILL REVIEW YOUR APPLICATION. IF THERE ARE NO ISSUES, YOU WILL BE CLEARED TO TAKE YOUR EXAM.



03 SCHEDULE

ONCE YOU HAVE BEEN CLEARED, YOU WILL RECEIVE INSTRUCTIONS FOR SCHEDULING YOUR EXAM.YOU CAN SELECT A TESTING CENTER OR ONLINE PROCTORING.



04 EXAM

ON THE DAY OF YOUR EXAM, BE SURE TO FOLLOW THE SPECIFIC INSTRUCTIONS FOR YOUR SELECTED EXAM TYPE (TESTING CENTER OR OLP).



05 RESULTS

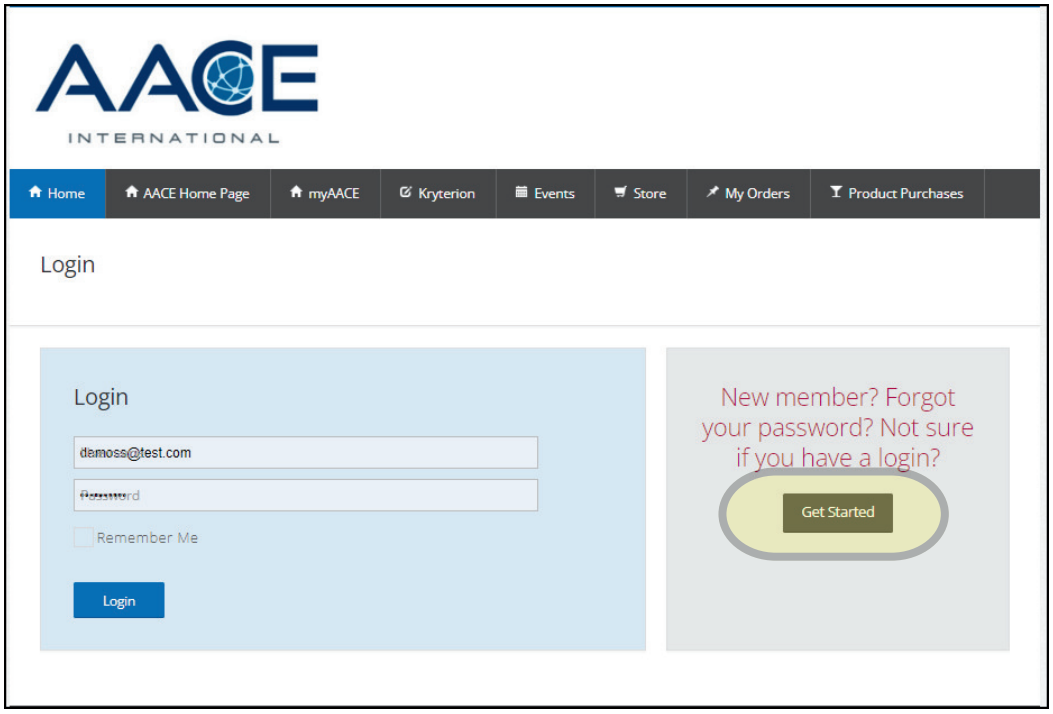
YOU WILL RECEIVE YOUR EXAM RESULTS VIA EMAIL BASED ON THE AACE EXPECTED RESULTS CALENDAR. IF YOU PASS, YOU WILL BE ABLE TO DOWNLOAD YOUR CERTIFICATE FROM YOUR PROFILE. IF YOU FAIL, YOU MAY HAVE A CHANCE TO RESIT AT A REDUCED FEE.



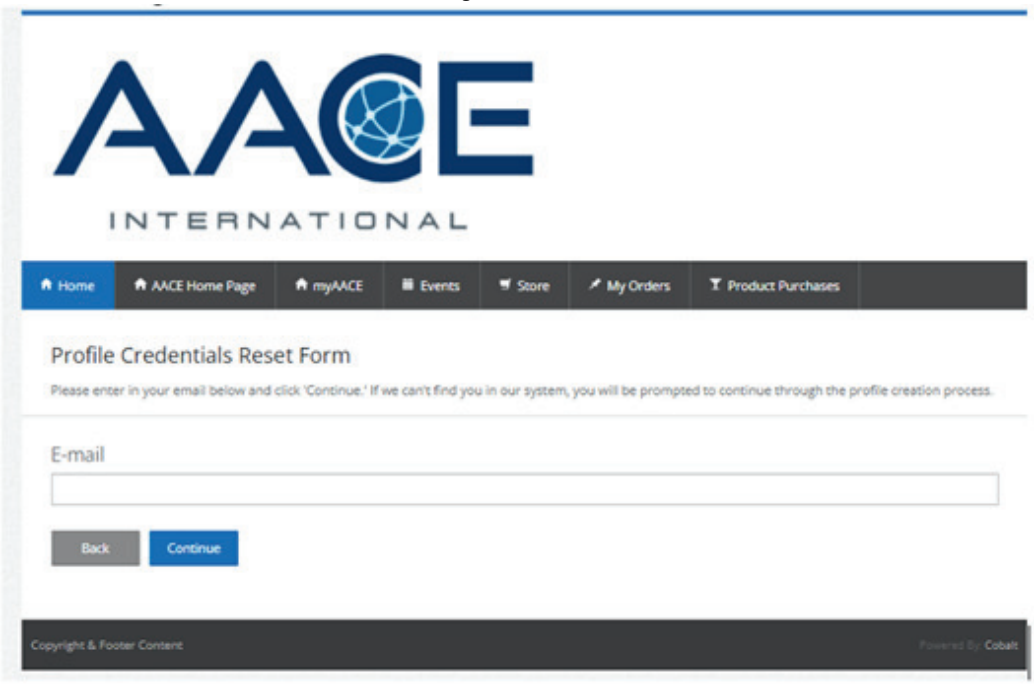
1. Application

If you do not already have a profile, you must create one.

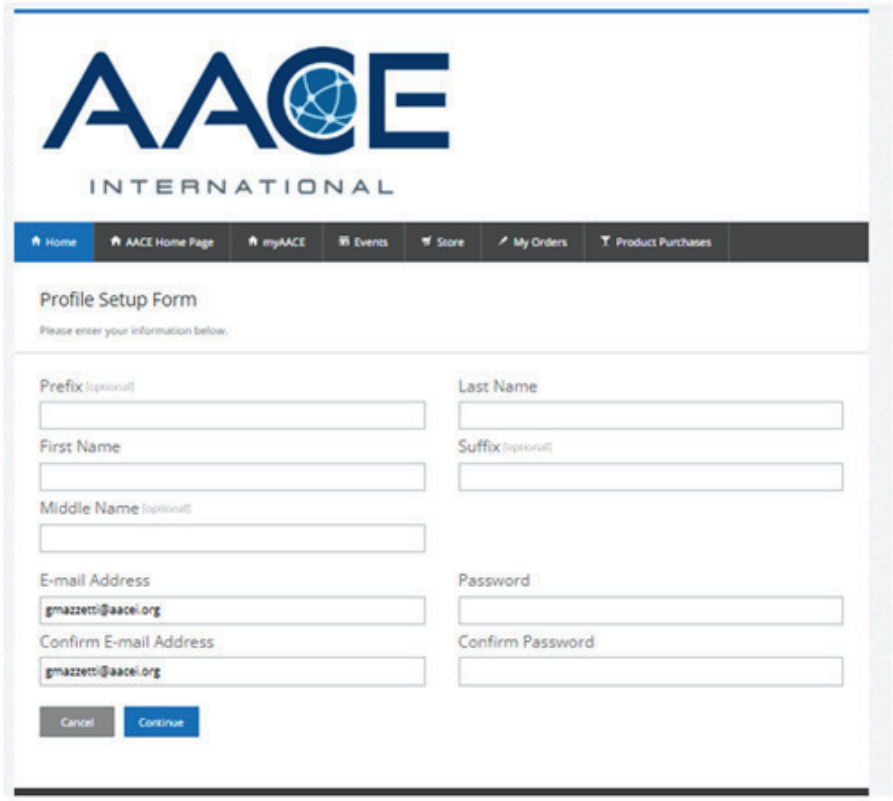
On the **login page**, click **Get Started**:



Enter your **E-mail**:



- If your email matches, you are already in the system and will receive a password reset email. Navigate to the link in the email, change your password, and you can access the system.
- If you are a new user (email does not match), you will be prompted through the process to create your profile. Once you have created your profile, you will be logged into the system.



Once you have accessed the system (reset your password or create your profile), you can log in with your email (username) and password.

An AACE ID/customer number will be created for you with your new profile. It is helpful to know this number for exams as well as future communications with AACE staff.

Note: It is good practice for passwords to be at least 8 characters long and contain a combination of letters, numbers, and special characters.

After setting up your profile, you will land on its home page, where you can apply for membership and certifications, register for events, and purchase products.

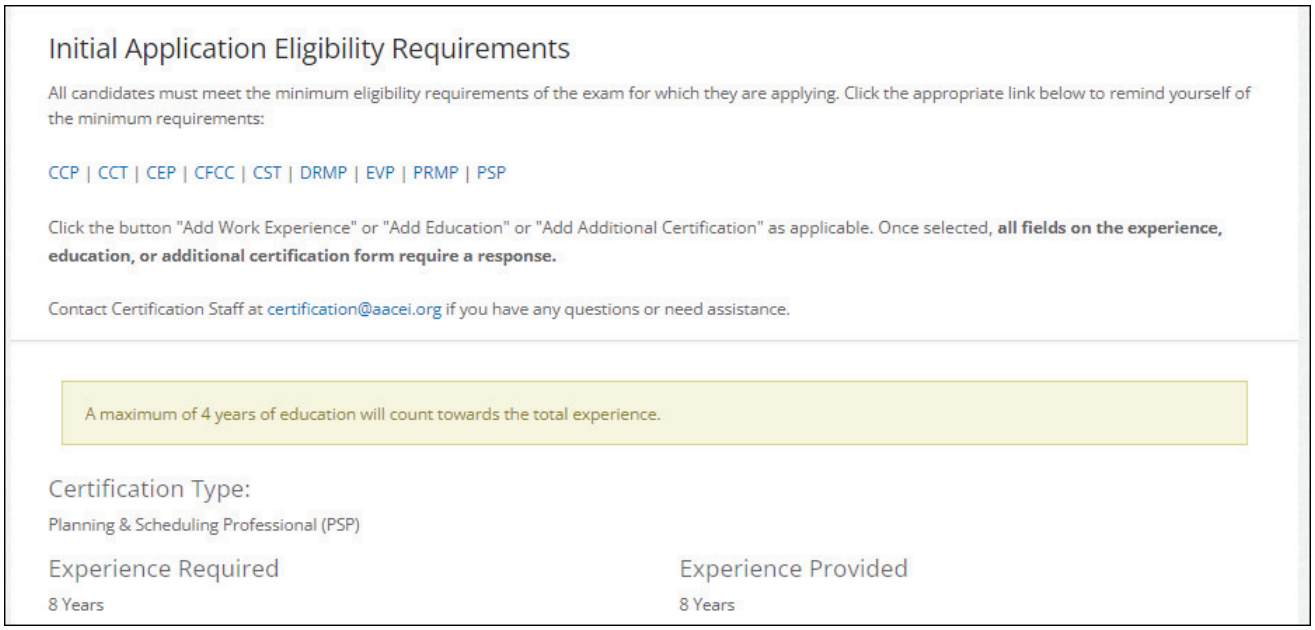
Once you create your profile/log into your profile, you will find the **Apply for New Certifications** section on your homepage.



Create Application

Click on **Apply for Planning & Scheduling Professional (PSP)**.

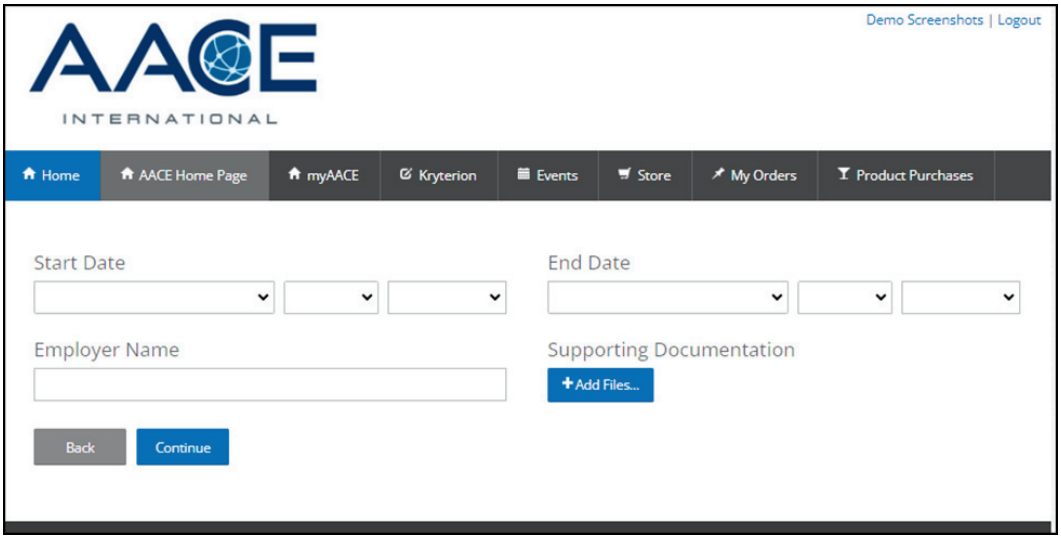
At the top of the page, you will see all the Initial Application Eligibility Requirements for your reference. You can click on each certification hyperlink to review the requirements and what you need to supply to meet them.



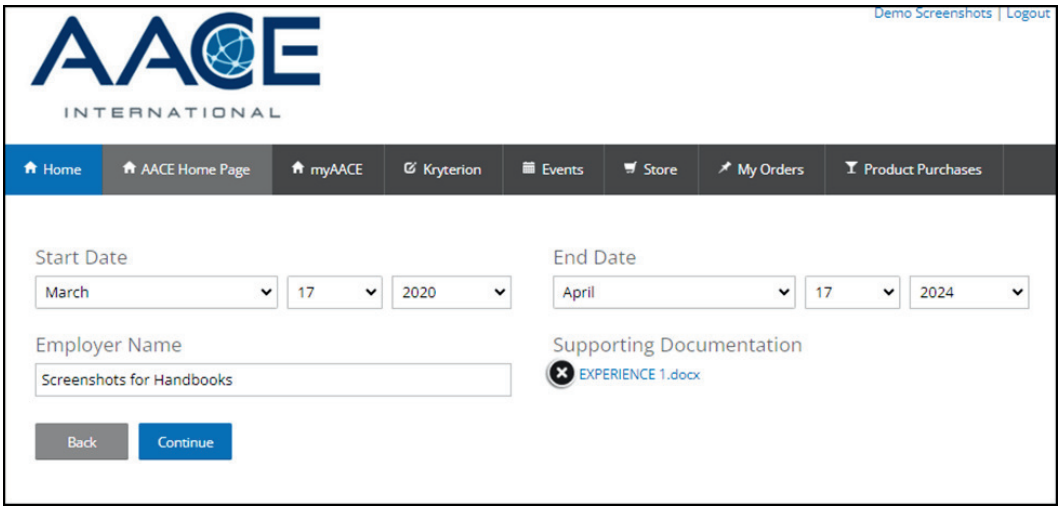
You will see the specific **Experience Required (8 years)** and areas where you can upload work experience and education verification. You can also track how much you have provided toward the requirement under the **Experience Required** heading.

Upload Requirements

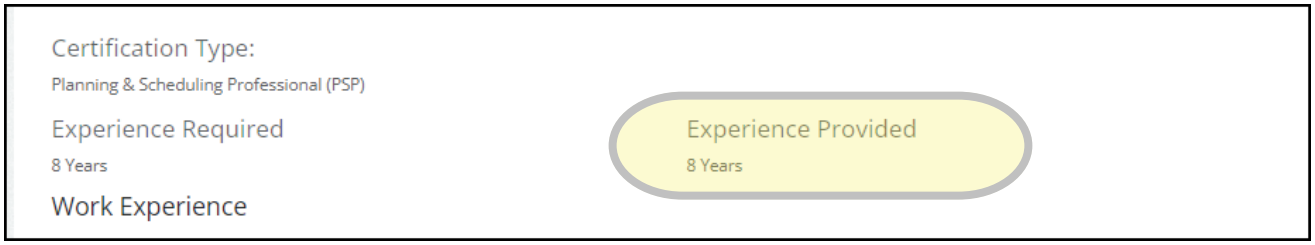
Adding Work Experience: You will add each workplace individually, entering the **Start Date**, **End Date**, and **Employer Name**. Click **+Add** Files to upload your verification document.



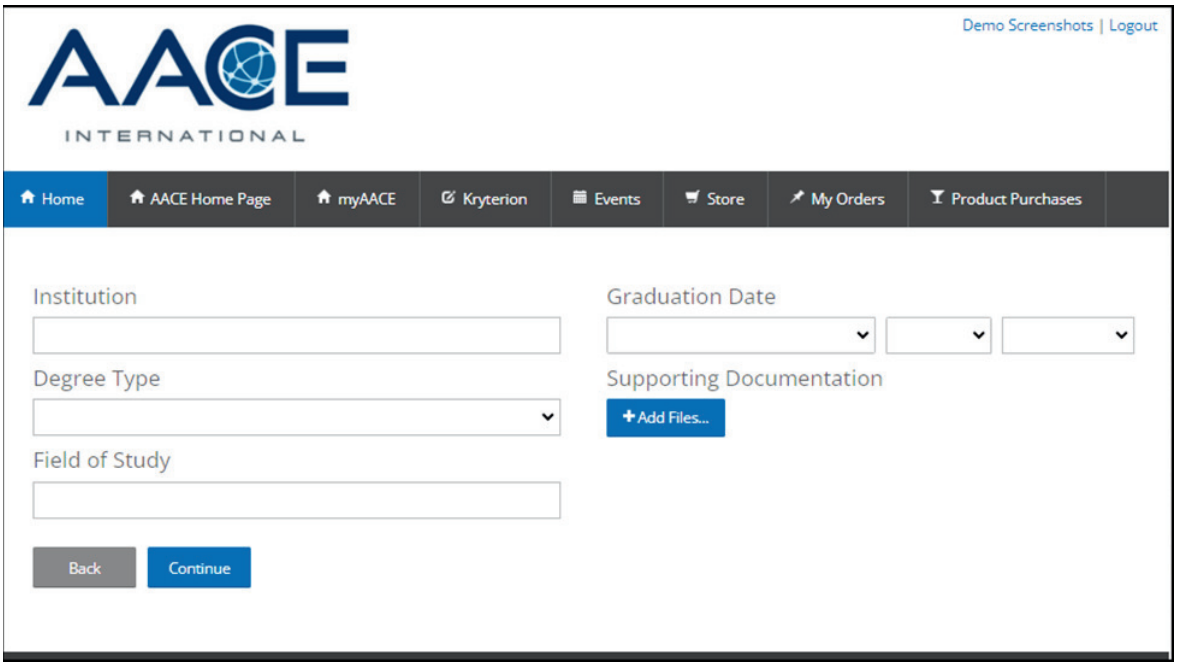
Click **Continue**:

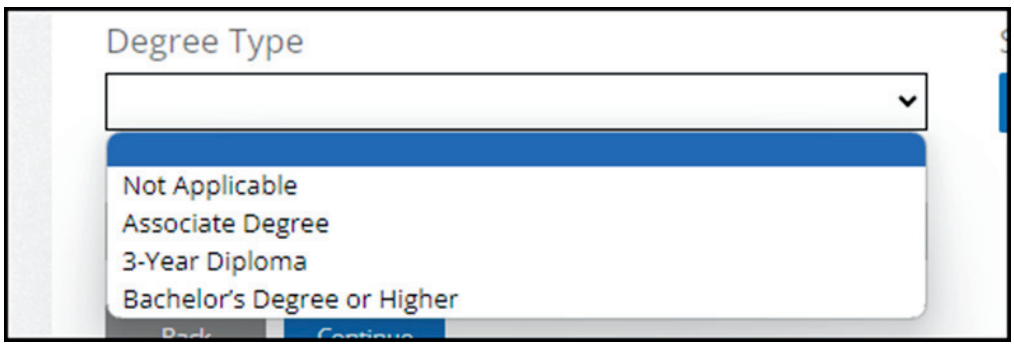


You will now see a value under **Experience Provided** that reflects what you entered.

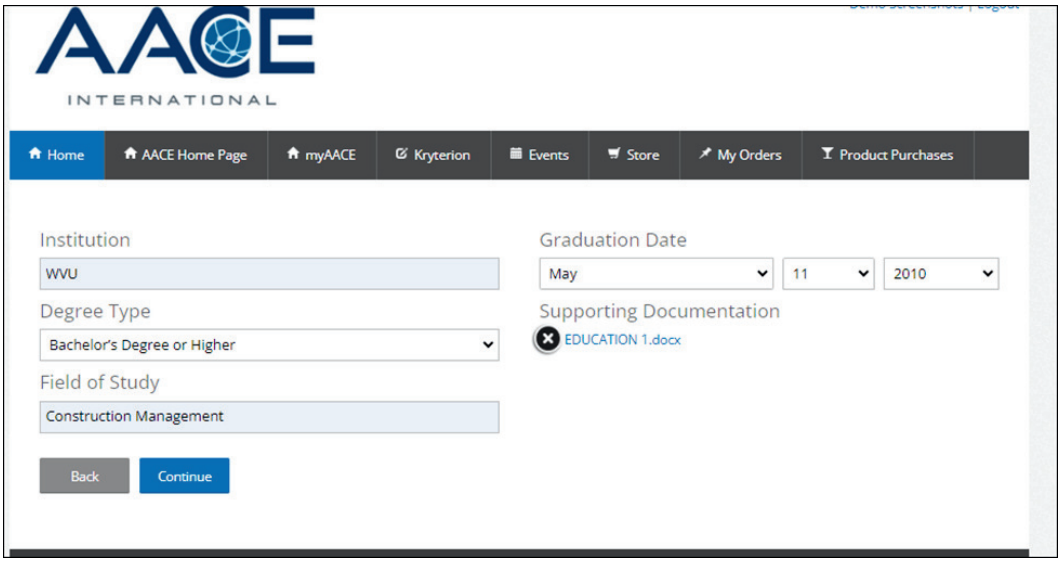


Adding Education: You will add each degree individually, entering the Institution (college or university), **Degree Type** (Associate, 3-year Diploma, or Bachelor's Degree or Higher (Bachelor's, Master's, PhD, JD, etc.), **Field of Study** (Engineering, Construction Management, Accounting, etc.), and **Graduation Date**. Click **+Add** Files to upload your verification document

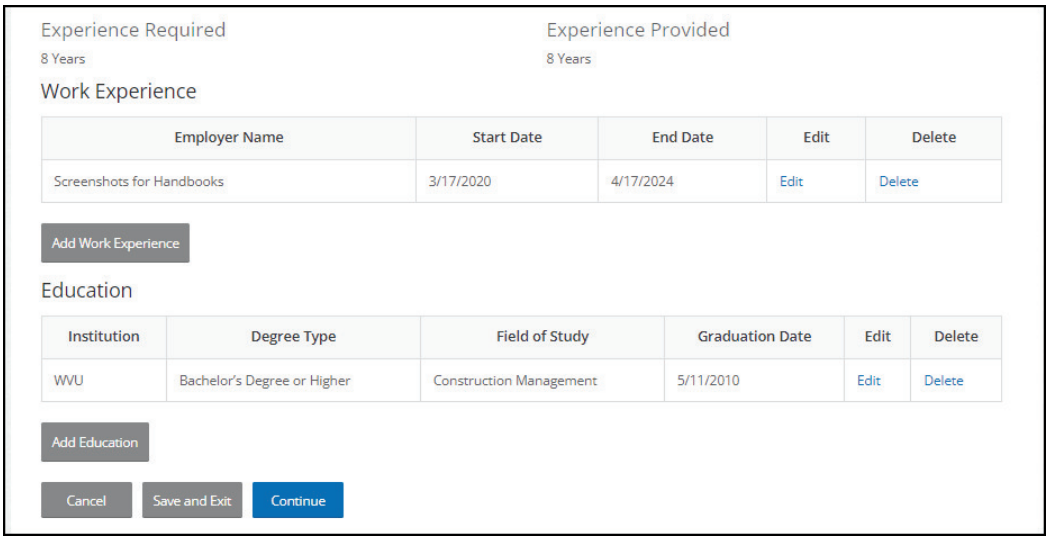




Click **Continue**:



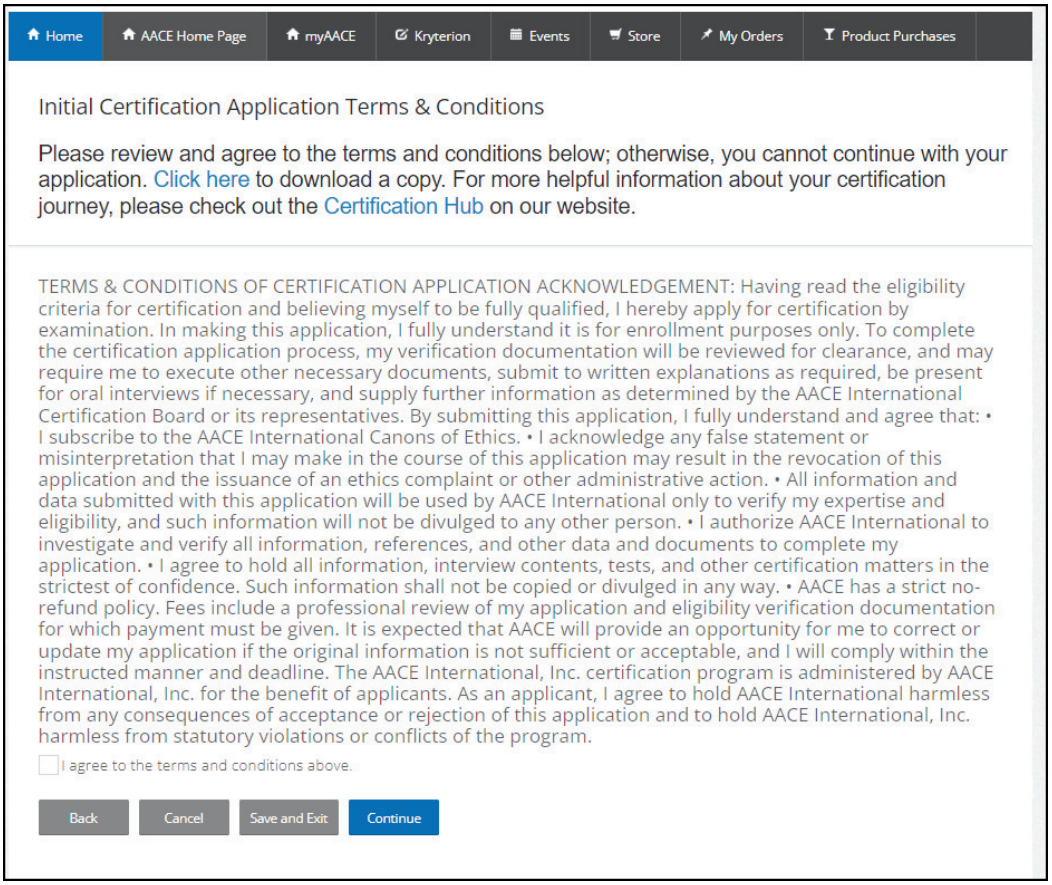
You will now see a value under **Experience Provided** that reflects what you entered.



Once you have entered all your experience/education and uploaded all your verification documents, click **Continue**.

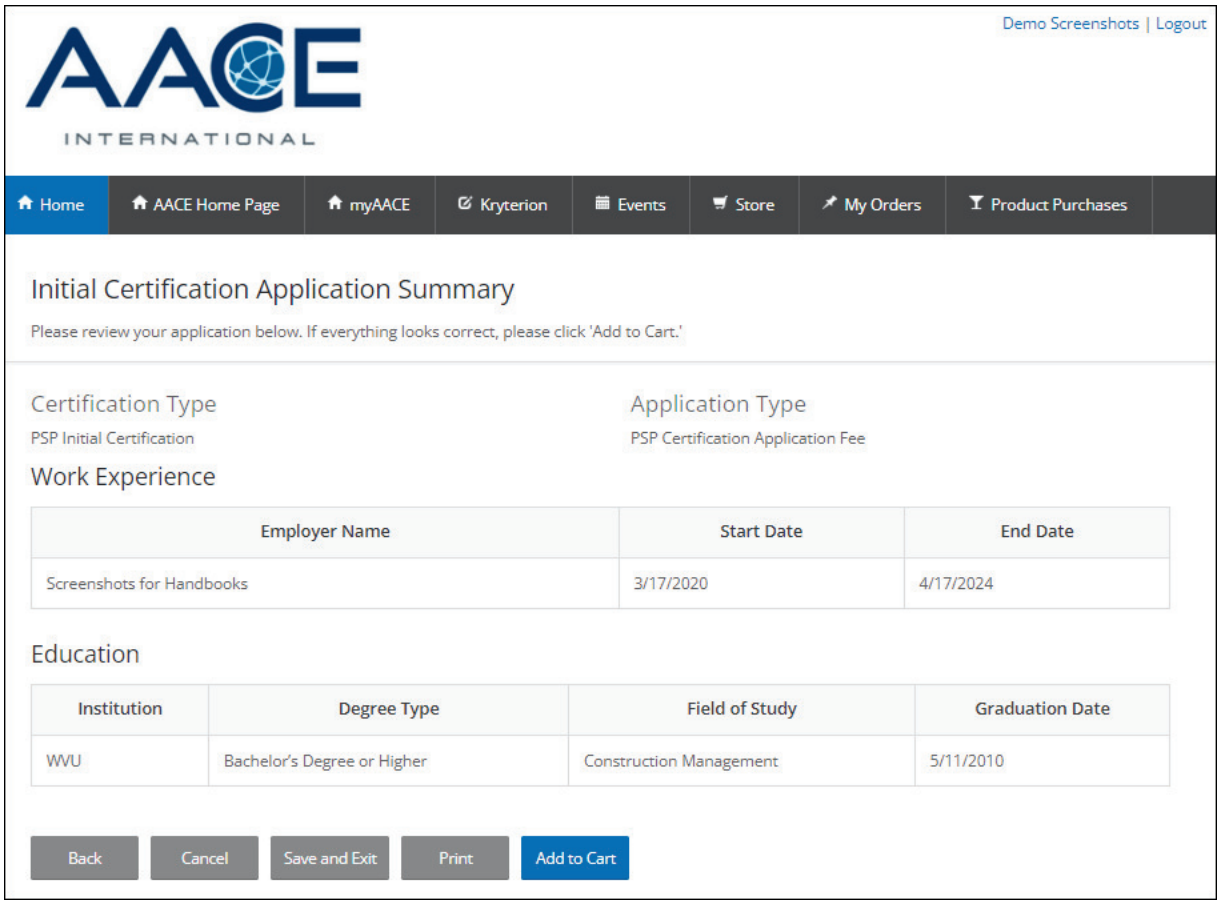
Terms & Conditions

To continue to checkout and pay, you must check the box that you agree to the terms and conditions. You can click on the hyperlink to download a copy for your records. Additionally, there is a hyperlink to the **Certification Hub** for more information. You will not see this page until you have met the minimum requirements.



You will not be able to proceed to checkout unless this box is checked.

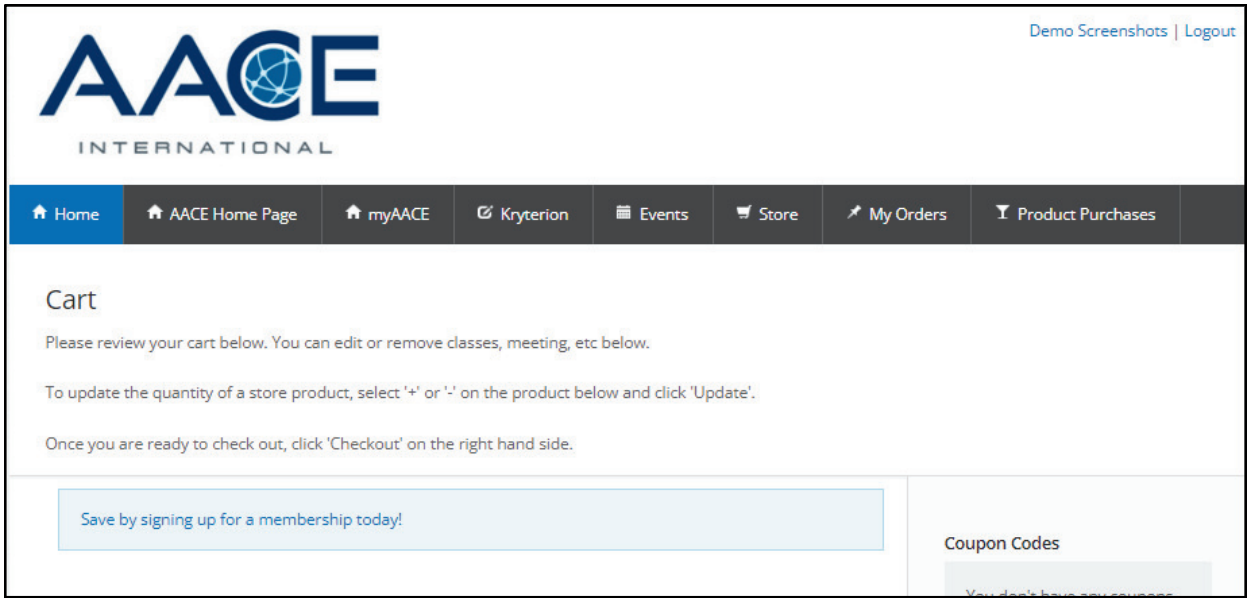
You will see the Initial **Certification Application Summary** screen, where you can review the information in your application. You have the options to **Save and Exit** if you are not ready to checkout, go **Back** if you have forgotten anything, **Print** if you would like to download a copy of your summary, **Add to Cart**, or **Cancel**.



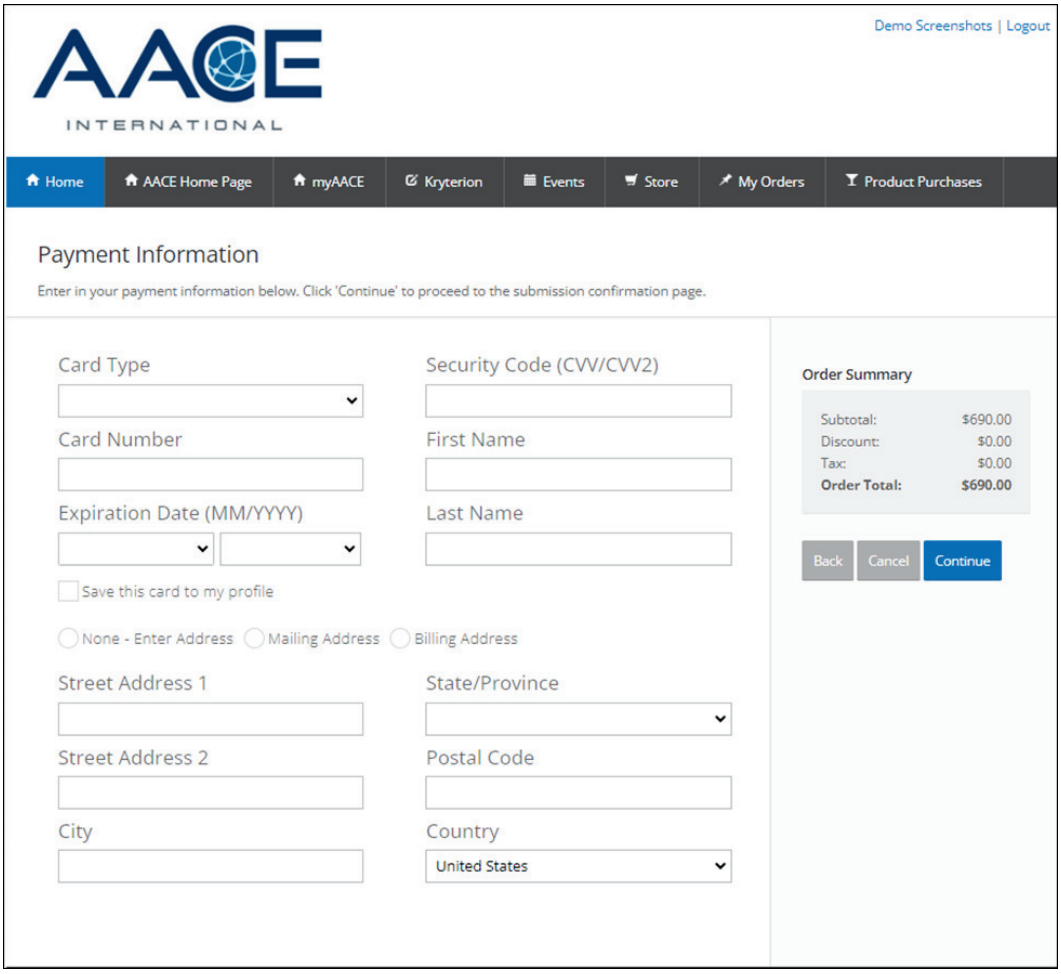
If you are ready to checkout, click **Add to Cart**.

Checkout and Pay

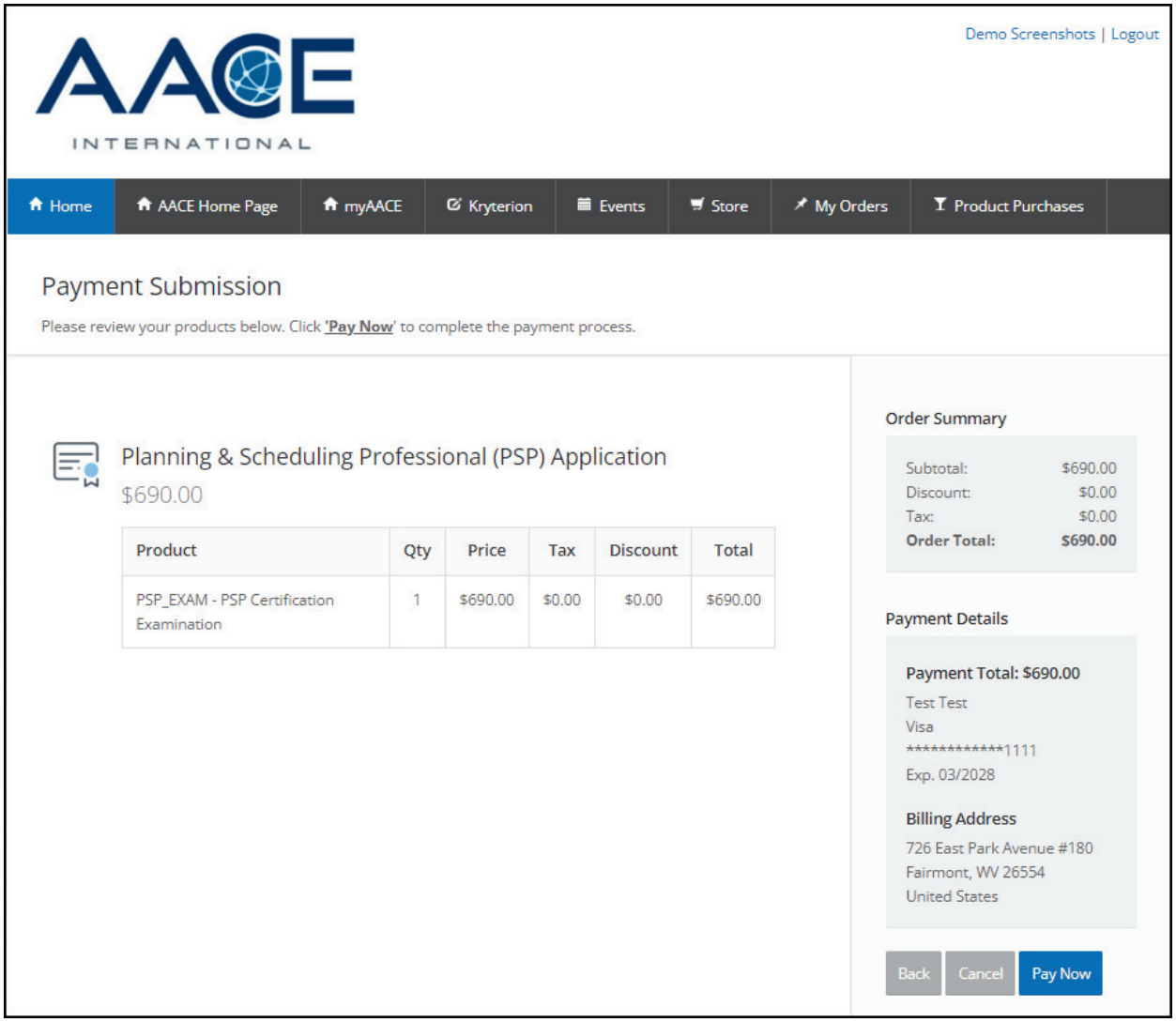
You can now review your cart. You have the option to click on the hyperlink **Save by signing up for a membership today!** You are not required to be a member to take any exams.



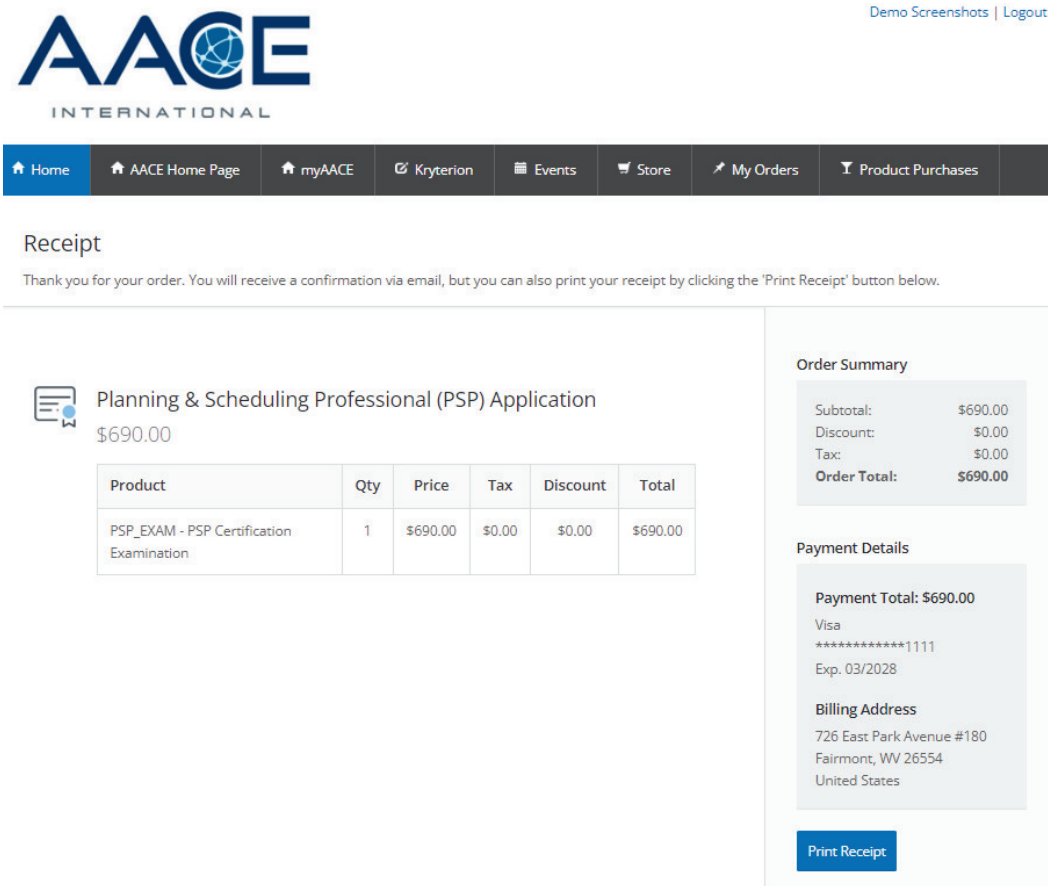
Complete the payment information required on the Payment Information page and click **Continue**.



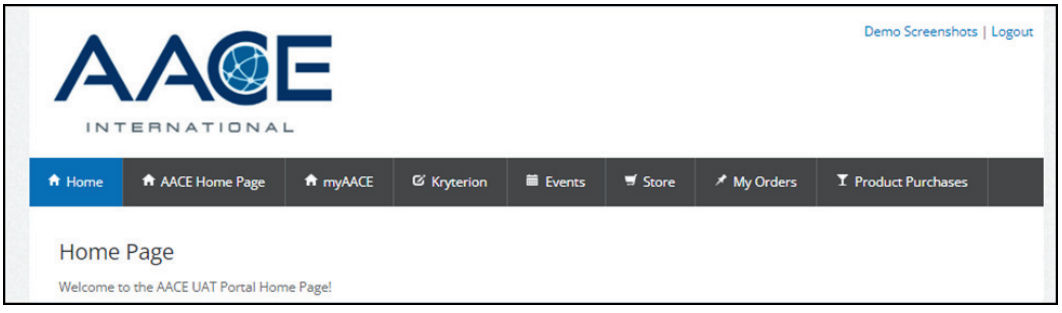
At the **Payment Submission** screen, you will see confirmation of your payment. This is the last step before your payment is applied. You have the options to go **Back**, **Cancel**, or **Pay Now**.



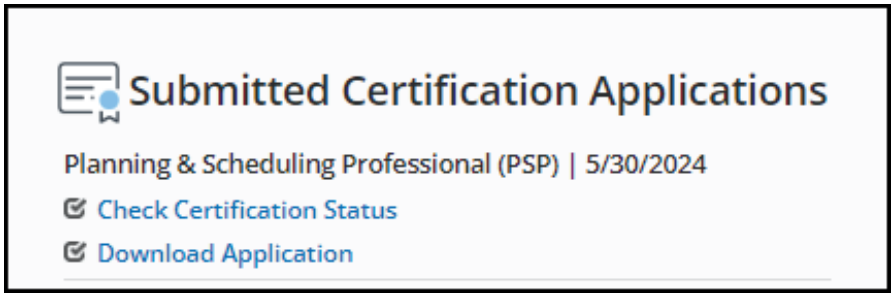
When you click **Pay Now**, you will come to the **Receipt** page, where you can click **Print Now** to download a copy of the receipt for your records.



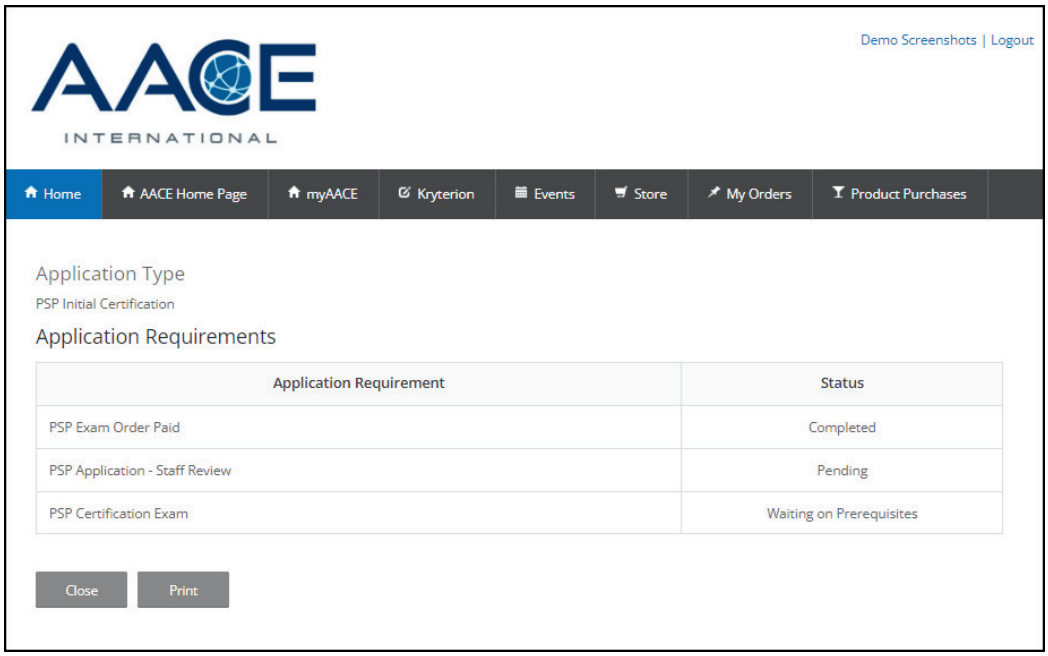
Once you have paid for your application, you can check the status of your application by clicking **Home** on the top bar.



In the **Submitted Certification Applications** section, click **Check Certification Status**.

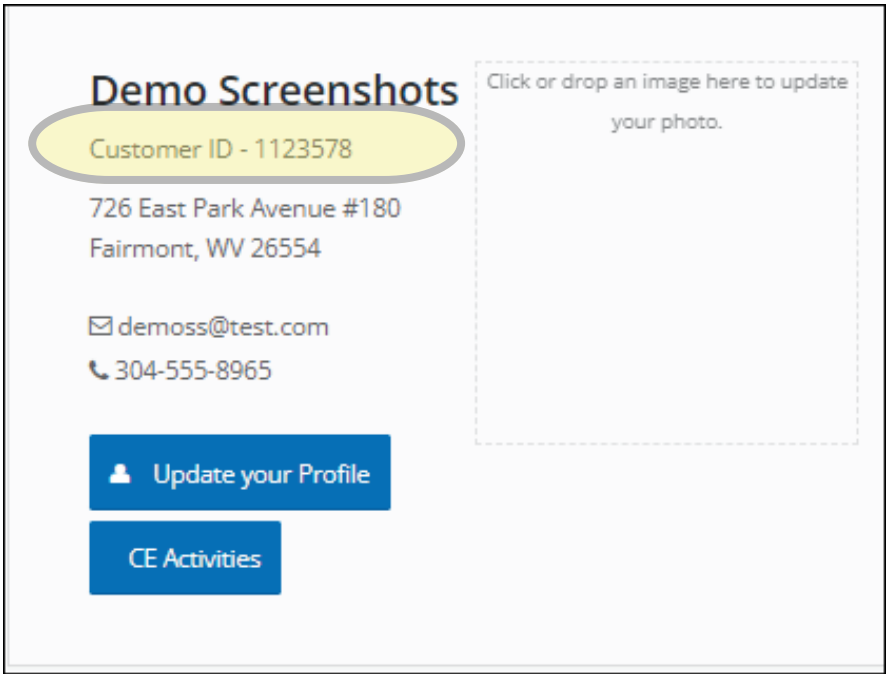


This will show you details of your application status.



You also have the option to **Print** this page.

You will also need your **AACE Customer ID** when completing your memo during your exam. You can find your ID on your **Home** screen under your name.



You can also make changes to your profile by clicking **Update your Profile**.

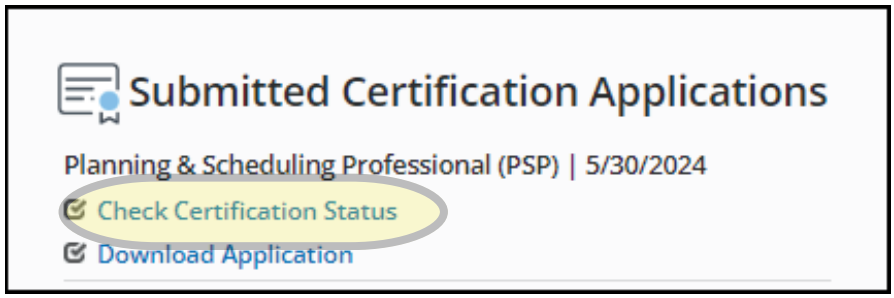
2. Clearance

When your application has been reviewed and approved, you will receive notice to log into your AACE profile and select how you would like to take your exam. You may choose to take your exam at a Kryterion exam center or via online proctoring (OLP).

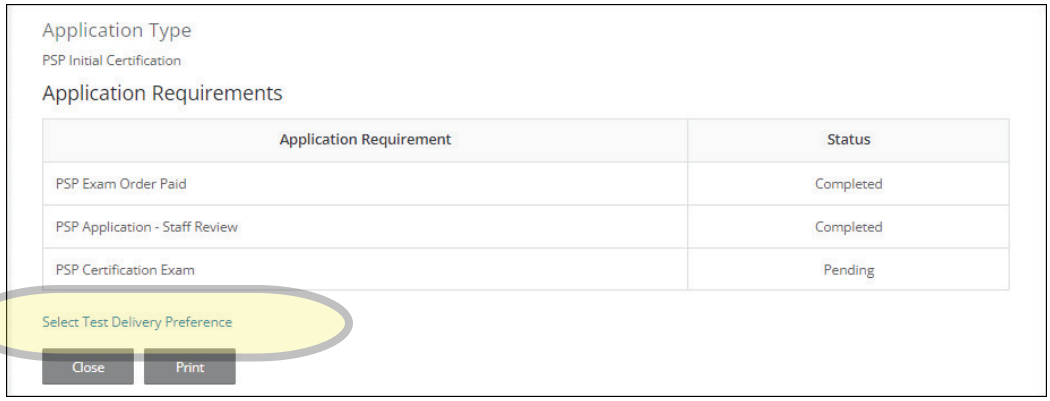


Certification Staff Tip: Before you select which exam delivery format you'd like, please be sure to read Step 3 in its entirety. There are details you need to know to make the best decision for your situation.

Log into your AACE profile and click **Check Certification Status** under **Submitted Certification Applications**:



Then, click **Select Exam Delivery Preference:**



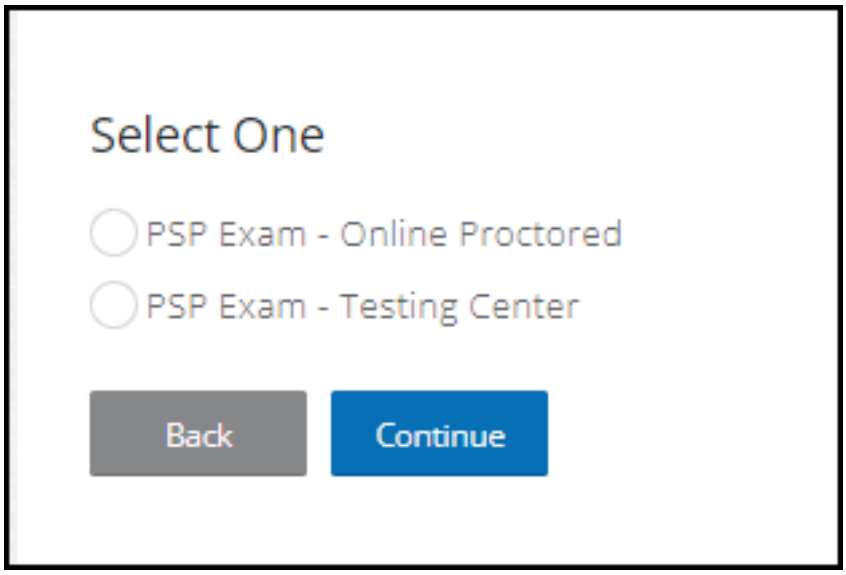
Then, select which delivery method you prefer.

At a Kryterion Exam Center: Before you decide to take your exam at an exam center, you can check **Kryterion's Exam Center Locations** to see if there is an exam center near you. Please note, you will not be able to schedule your exam using this link.

Online Proctoring (OLP): Circumstances sometimes warrant taking your exam online (e.g., remote locations where there are no available exam centers, pandemic, etc.). In these circumstances, AACE allows you to take your exam in the comfort and safety of your own home.



Certification Staff Tip: Before you make your selection, be sure you have checked the **Kryterion Exam Center Locator** to make sure there is a testing center near you. Additionally, if you wish to take your exam via OLP, be sure you have reviewed the **Kryterion System Requirements**. Be sure to download a copy of the **Kryterion Test Taker Guide**.



Once you have made your selection, you will receive emailed instructions for scheduling your exam.

3. Scheduling

Kryterion

Kryterion, our exam delivery partner, operates a global network of examination centers. Candidates have the option to undertake exams either onsite at these centers or through online proctoring (OLP). It is important to note that Kryterion operates independently from AACE. In the event of any challenges pertaining to exam scheduling, Webassessor profile management, or during the examination itself, candidates are required to directly liaise with Kryterion for swift resolution. You can contact them through their **Live Chat** or by creating a ticket through their **Test Taker Support**.

When you have been emailed instructions for scheduling your exam, you will be able to select your exam date and time, and if you are taking your exam at an exam center, your location.

If you are taking your exam via OLP, Kryterion's standard camera requirement is for an external camera "unless otherwise stated by the test sponsor". ***AACE does allow the use of internal, built-in cameras.***



Certification Staff Tip: We recommend that you do not use a work computer to take your OLP exam. Firewalls and lack of administrative rights can prevent the download of the program necessary for you to take your exam. If you are unsure, check with your organization's IT department.

Registration Period

Your registration period is valid for six (6) months, beginning with your clearance date and ending with your expiration date. You may take your exam up to three (3) times within your registration period (two times at a reduced fee of $260).

If you do not pass your exam by the third attempt, or if your registration expires (whichever comes first), you must begin a new registration and pay the full exam fees.

If you do not take your exam by your expiration date, or if you must take your exam after your expiration date, you must begin a new registration period and pay the full exam fees.



Certification Staff Tip: Proper planning is important in case you need to retake your exam. In order to take advantage of the opportunity for a reduced-fee resit, be sure you have enough time in your registration period. We recommend that you schedule your exam soon after receiving clearance and refer to the **Exam Grading Cycle** so you know how long it will take to receive your results.

4. Taking the Exam

At the Exam Center

When exam day arrives, be sure to get to your exam center 15 minutes before your scheduled exam time or if you are taking your exam via OLP, log into your Webassessor profile. This allows time to get checked in, get your items into your secured area, and get settled in for the exam.

Identification: You will be required to provide two (2) forms of identification: one must be a valid government-issued photo ID and another can be a credit card, bank debit card, employee identification card, etc.

Authorization Code: When you schedule your exam, you will be sent a confirmation email that includes the Test Taker Authorization Code. You will need to print this email and bring it with you to the exam so the proctor can launch your exam.

Breaks: Short bio breaks are permitted during your exam. If you need a bio break, keep in mind the timer for your exam will continue to advance while you are gone. You will not have access to your possessions or locker.



Certification Staff Tip: Most of our exams are up to 5 hours long, so we recommend eating a hearty meal before your exam. If you have a medical condition that requires you to eat or drink during the 5-hour timeframe, be sure to review the **Reasonable Accommodations Request Policy** and complete the **Request for Certification Examination Reasonable Accommodations form**.

What you may take into your exam: You may take any stand-alone, battery-operated calculator into your exam. You must also take the confirmation email you received when scheduling your exam. It contains the **Authorization Code** the proctor will use to launch your exam:



If you are taking an open-book exam (CCT, CFCC, CST), you may take the approved books with you to the exam. If you have a digital copy, it must be printed and bound (a three-ring binder is acceptable). You may have highlighted, marked, written, or tabbed areas in your approved materials. No loose paper, iPads, Kindles, etc. will be permitted for resource materials.

What you may NOT take into your exam: You may NOT take any food, drink, or personal items (e.g., wallets, purses, keys, hats, cell phones, watches, weapons, firearms, etc.) into the exam with you. You will not be allowed any bulky clothing (heavy coats, hoodies, etc.). If you are with a family member or friend, they may not stay during your exam. Children are not allowed in the exam area.

Eating, drinking, or smoking are not allowed at the testing site.

During your exam: Once you have checked in and are settled at your computer, you will have an opportunity to read the instructions and the proctor will launch your exam.

The exam center will provide you with paper and a pencil/pen. You may request more paper as needed.

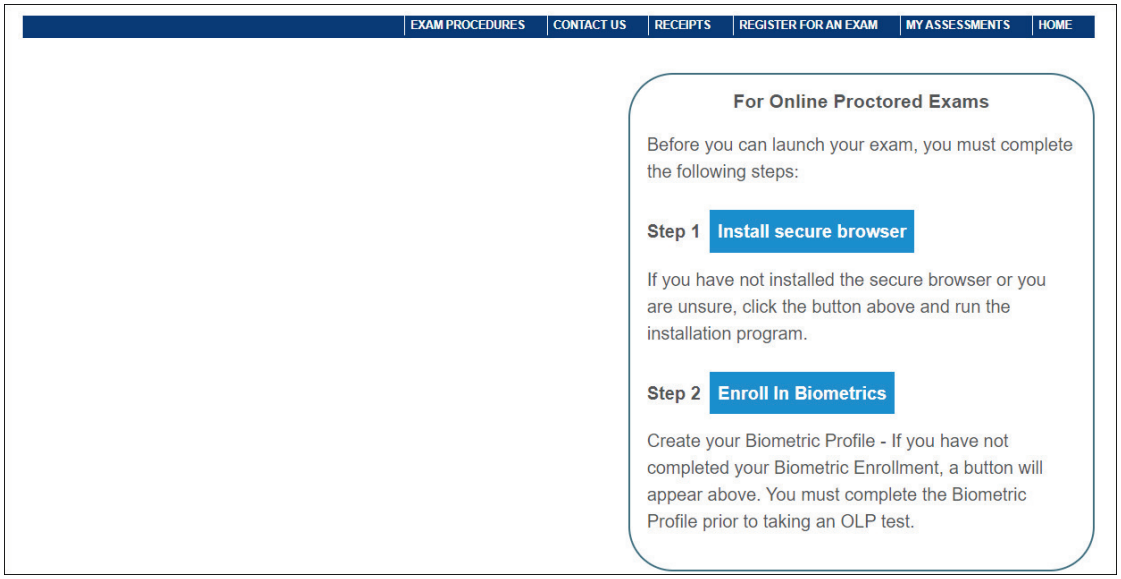
Exam center administrators/proctors will monitor the exam room throughout your test. Suspicious behavior (i.e. putting your hands in your pockets, fidgeting with clothing, looking down at your lap, hands, or sleeves, looking around the room or at the cameras in the test center, excessive note-taking, having unauthorized items at the testing station, etc.) will be called out for correction and reported immediately to AACE.



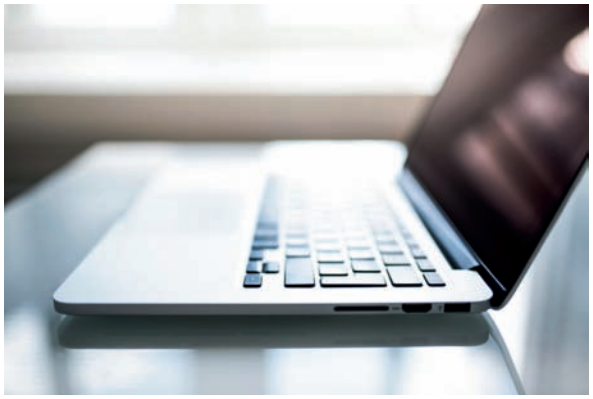
Certification Staff Tip: Temperatures may vary at your exam center. Dress in layers so you can adjust accordingly.

Online Proctored (OLP) Exams

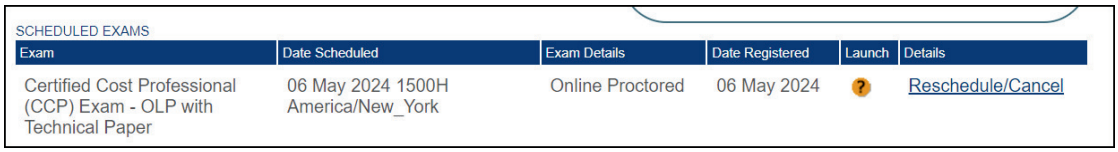
You will be required to install Kryterion's Respondus secure testing environment to take your exam via OLP. In addition, you will be required to complete your biometric profile (facial recognition). You will find the links to these in your Webassessor profile once you schedule your OLP exam. **To ensure a smooth exam launch, please be sure to install Respondus and complete your biometric profile well in advance of your scheduled exam time.**



Identification: The biometrics you completed before your exam date will serve as identification for your exam. Be sure that you have completed this well before your scheduled exam time.



Launch Exam Button: The **Launch Exam** button will appear in your Webassessor profile next to your scheduled exam about 10 minutes before your exam start time, and will stay until about 15 minutes after your exam start time. Because the Launch Exam button only remains on your profile for a limited amount of time, you must be punctual with your exam start time.



SCHEDULED EXAMS

Exam	Date Scheduled	Exam Details	Date Registered	Launch	Details
Certified Cost Professional (CCP) Exam - OLP with Technical Paper	06 May 2024 1500H America/New_York	Online Proctored	06 May 2024	?	Reschedule/Cancel



Certification Staff Tip: If the Launch Exam button is not shown, hover over the question mark under Details. For help, please contact Kryterion directly through **Live Chat** or the **Kryterion Test Taker Support**.

Breaks: Bio breaks are permitted during your exam, but keep in mind the timer for your exam will continue to advance. You may not access any personal belongings at this time.

What you may have with you during your exam: You may use an internal, built-in camera. You may have any stand-alone, battery-operated calculator as well as blank "scratch" paper and a pen/pencil. You may also have water or clear liquid in a clear container (e.g., glass or bottle).

If you are taking an open-book exam (CCT, CFCC, CST ONLY), you may take the approved books with you to the exam. If you have a digital copy, it must be printed and bound (a three-ring binder is acceptable). You may have highlighted, marked, written, or tabbed areas in your approved materials. No iPads, Kindles, smartphones, etc. will be permitted for resource materials.

What you may NOT have with you during your exam: You may NOT use dual monitors during your exam. You may NOT have any food, drink (except clear liquid in a clear container), or personal items (e.g., wallets, purses, keys, hats, cell phones, watches, bracelets, necklaces, lanyards, etc.) with you or on you or your desk during your exam. You will not be allowed any bulky clothing (heavy coats, hoodies, etc.). No other people are permitted in the exam area.

During your exam: Once you have checked in and are settled at your computer, you will have an opportunity to read the instructions and launch your exam.

Exam proctors will monitor your exam and your surroundings throughout your test. Suspicious behavior (i.e., putting your hands in your pockets, fidgeting with clothing, looking down at your lap, hands, or sleeves, looking around the room, excessive notetaking, having unauthorized items at your desk, etc.) will be cause for your exam to be suspended. In addition, reading the exam aloud or talking is not permitted during the exam.

If you have any issues during your exam, you must contact Kryterion directly. AACE cannot assist you with your exam issues. The quickest way to get a response is by clicking click the "?Support" button in the right corner of your exam screen or by utilizing Kryterion's Live Chat; they offer 24/7 support.



Certification Staff Tip: There may be times when the proctor may request to see your eyes during your exam. This is a typical request of OLP proctors. If the proctor cannot see your eyes, it can be difficult to tell if you are looking at something other than the screen which may be due to a shift in your posture.

The Written Component: All the professional and expertise level certifications have a written component, in addition to the multiple-choice questions, that is meant to test your ability to communicate principles and ideas of a concept, and then write out your thoughts in a manner that is easy to understand.

The PSP presents a scenario during the exam where you must answer in memo form. **How to Write a Memo** is a great resource.

5. Results

Receiving Results/Expected Results

You will receive your exam results based on which exam you take and whether or not there is a written component.

The PSP exam requires candidates to write a memo during the exam, which, upon completion, is extracted for grading. There is one grading cycle each month that falls on the 15th (or around, depending on which day the 15th falls). Written components are distributed on or around the 15th and evaluated by volunteer graders. You can expect to receive your exam results within 2-3 weeks of the grading cycle start date (i.e., the end of that month or the beginning of the following month). For example, if you take your exam on April 13th, your memo will be submitted for evaluation during the next grading cycle on April 15th. You can expect your results toward the end of April or the beginning of May. If you take your exam on April 20th, you have missed the April grading cycle, and your memo will be included in the following month's grading cycle. You can expect your results toward the end of May or the beginning of June.



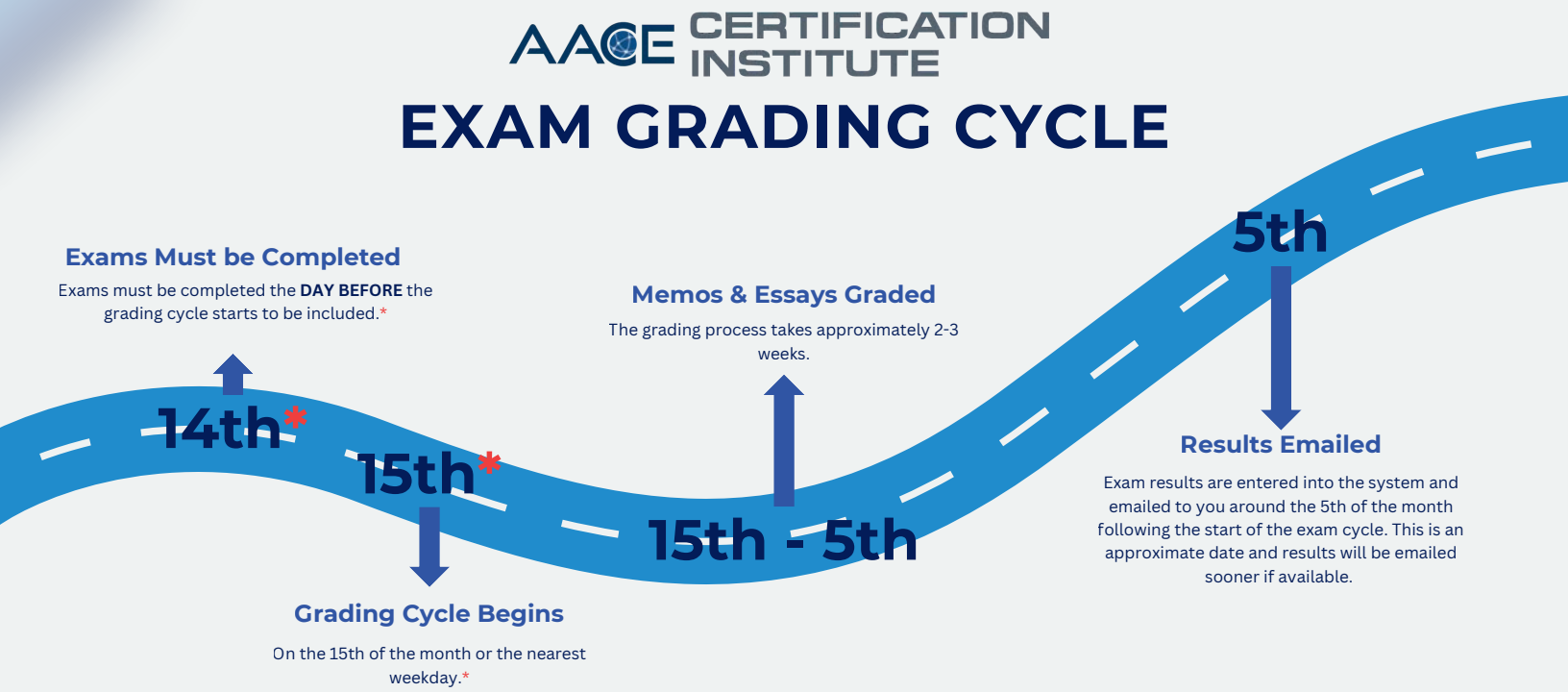
Certification Staff Tip: When you are planning when to schedule your exam, your exam **must be completed by the day before the grading cycle** to be included. **Exams taken on the same day as the grading cycle will not be included.**

All results dates are estimated and can vary based on U.S. weekends or holidays.

After you have taken your exam, you will receive a reminder of when you can expect to receive your results with a copy of the Exam Grading Cycle. You can also find this on the Certification Hub.



Look at your calendar so you know **when the 15th falls**. This way, you can ensure your memo is included in the grading cycle you want. This is key so you can have time in your registration for a resit should you need it.



** If the 15th falls on a Saturday or Sunday, the grading cycle begins on the closest weekday. Be sure to check your calendar to see when the 15th falls before scheduling your exam to ensure you receive your results when you want them.*

Sample scenario 1: The grading cycle begins on March 14th (because the 15th is on Saturday). You took your exam on the 13th, so you can expect your results on or around April 5th.

Sample scenario 2: The grading cycle begins on June 16th (because the 15th is on Sunday). You took your exam on the 16th, so you missed the cutoff for the June grading cycle. Your memo will be included in the July grading cycle, so you can expect your results on or around August 5th.

Exam Results

Exam Breakdown and Scoring

The PSP has 3 domains, each scored and averaged to produce an overall score of at least 70% to pass the exam.

The PSP exam consists of 119 simple and scenario multiple-choice questions plus 1 memo:

1. Conduct Planning Duties – **36 questions**
2. Conduct Scheduling Duties – **83 questions**
3. Communication Competency – **memo**

You do not have to pass all topics to pass the exam; however, all parts must be considered together for your overall result. Depending on the individual scores of each topic, it is possible to fail multiple topics and pass the overall exam. Conversely, it is possible to pass multiple topics and fail the overall exam.

Retaking the Exam

If you do not pass, and your registration period has not expired, you are eligible to take the exam at a reduced fee. You may take up to 2 resits within your registration period, but the exam(s) must be taken no later than your registration expiration date.



Certification Staff Tip: If you schedule your exam early in your registration period, you will have plenty of time left in your 6-month registration period to take advantage of the resits and the reduced resit fee.

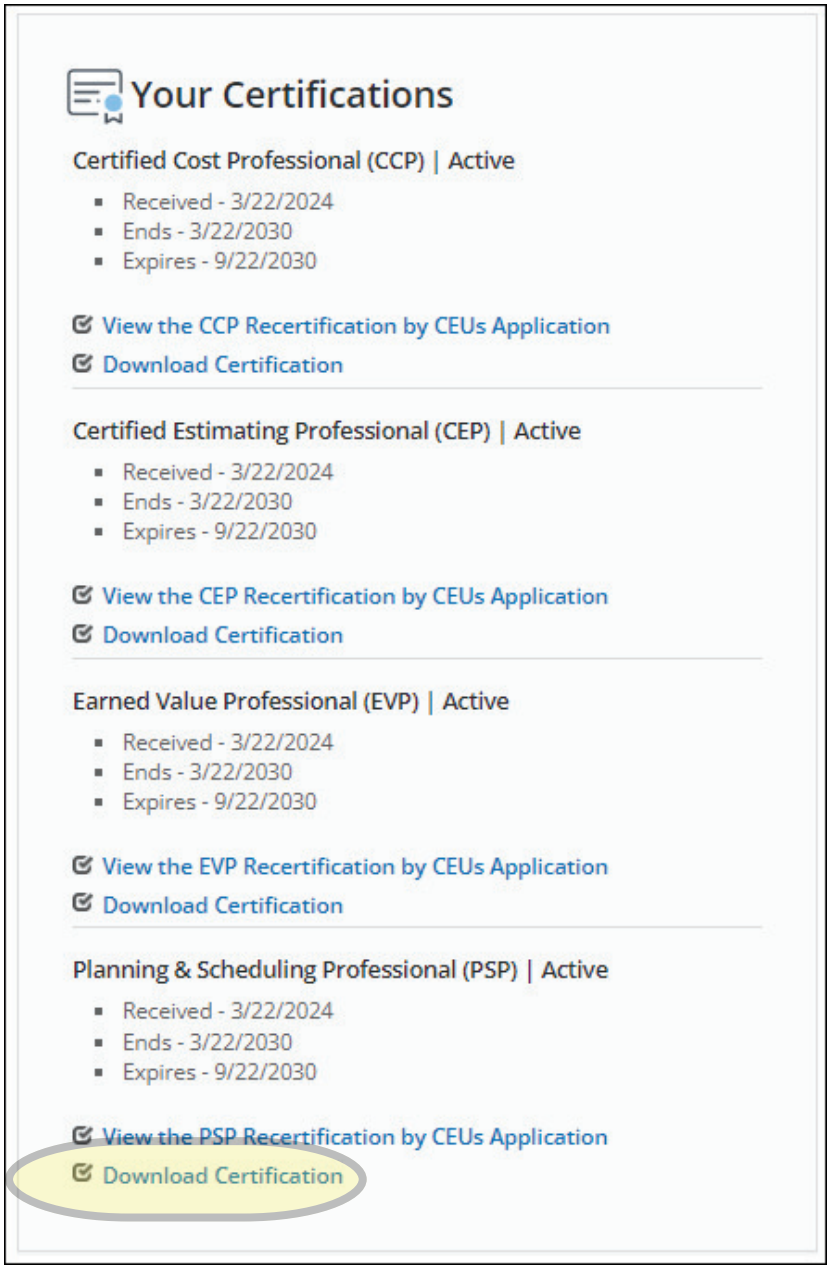
When you receive your exam results, you will also be given instructions for how you can take advantage of the reduced-fee resit.

Becoming Certified

Once you have passed your exam, you may begin using your new designation in your email signature line, on social media, etc. If your certification expires and you do not renew, you must stop using the designation.

Certificate

When you have passed your exam, you will be able to download a copy of your certification on your AACE profile by clicking Download Certification.



BadgeCert

AACE partners with **BadgeCert** to help you promote your certification digitally.

Achieve. Share. Verify.

An AACE BadgeCert portfolio is a cutting-edge technique to promote your hard-earned certification. The BadgeCert platform facilitates the recording, issuing, storing, and sharing of digital badges to recognize, legitimize and professionalize the achievement of earning an AACE International certification by facilitating digital interaction with clients, colleagues, and employers.

If you are an active holder of an AACE certification, you will be provided an opportunity to use a digital “badge” for each certification at no cost. You will be able to embed the “badge” in such virtual media as email signatures, web pages, LinkedIn, other social media profiles, and other electronic venues.

When you start your application, you are given the opportunity to opt into the BadgeCert digital badge.

When you receive your digital badge, use the **BadgeCert** links provided on the website for step-by-step instructions to take you through the intuitive process of deploying your AACE digital badge.

Certification Maintenance

Recertification verifies that you have been maintaining competency in the body of knowledge and you should begin planning your recertification the day you receive your certification. Professional- and expertise-level certifications require recertification every 3 years; technician-level certifications are not eligible for recertification. There are 2 options for recertification: by **Recertification by CEUs** and by **Recertification by Exam**.

Recertification by CEUs: Recertification by CEUs is the most popular recertification option, where you accumulate a set number of CEUs per 3-year period. CEUs can be earned through activities such as professional development or volunteer service. For more specific and most current information about Recertification by CEUs, please see our website.





Certification Staff Tip: You can enter your CEUs as you accumulate/earn them into your AACE profile! This is particularly helpful to keep from having to enter them all at one time and makes it easier to track how many more CEUs you need.

Recertification by Exam: If you choose to Recertify by Exam, you will be required to take and pass the exam again before the last day of your grace period. You will not be required to submit verification documentation to take the exam. For the most current information about Recertification by Exam, please see our website.



Audit: While most CEUs you claim for Recertification by CEUs do not require you to upload verification, you may be one of the 10% of certificants who are randomly selected for audit. If this happens, you must upload verification for ALL the CEUs claimed in your application. For complete information about being selected for audit, please see our website and download the latest **Recertification Audit Guide**.



Certification Staff Tip: Always keep verification of your CEUs, even if you do not need them, just in case you are randomly selected for audit.

Grace Period: When the AACE certification staff built the current database, we included a 6-month grace period for each certificant. This means, that if you did not get your recertification application completed by your expiration date, you will not be penalized; your certification is still active! While you do have this grace period, we do encourage you to get your application in as soon as possible. It is important to note that you cannot claim CEUs during this grace period – you can only claim CEUs during your 3-year certification period. Be sure to hold those CEUs earned during your grace period for your next recertification! For the most current information about the grace period, please see our website and download the latest **Recertification Program Handbook** and **Recertification Guide**.

Failure to Recertify: AACE makes every effort to help you maintain your certification, but sometimes you will not have enough CEUs or do not pass your recert by exam. Failure to recertify means you may no longer use your certification designation. Should you wish to be certified, you must begin a certification application, and submit all the requirements for certification to obtain clearance to sit for your exam (e.g., verification documents, new technical paper, full CFCC, and DRMP applications, etc.). Upon passing, you will receive a NEW certificate number with a new certification date. If you are in doubt about being able to recertify, please contact the AACE certification staff at **recertification@aacei.org**.

AACE Policies
Application Terms & Conditions

By registering for and taking an AACE Exam, you are agreeing to the following:

ACKNOWLEDGEMENT: Having read the eligibility criteria for certification and believing myself to be fully qualified, I hereby apply for certification by examination. In making this application, I fully understand it is for enrollment purposes only. To complete the certification application process, my verification documentation will be reviewed for clearance and may require me to execute other necessary documents, submit written explanations as required, be present for oral interviews if necessary, and supply further information as determined by the AACE International Certification Board or its representatives.

By submitting this application, I fully understand and agree that:

- I subscribe to the AACE International Canons of Ethics.
- I acknowledge 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 expertise and eligibility, 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.
- **AACE has a strict no-refund policy.** Fees include a professional review of my application and eligibility verification documentation for which payment must be given. It is expected that AACE will provide an opportunity for me to correct or update my application if the original information is not sufficient or acceptable, and I will comply within the instructed manner and deadline.

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.



Certification Staff Tip: If you have any questions regarding eligibility requirements, contact certification staff at **certification@aacei.org**.

Scheduling & Cancellation

Scheduling & Cancellation

In accordance with our contracted service agreement with our computer-based testing (CBT) provider, the following policies shall be enforced.

Rescheduling/Cancellation: You may reschedule or cancel an examination appointment without forfeiting the fee if the cancellation notice is received exactly 72 hours before the scheduled examination date.

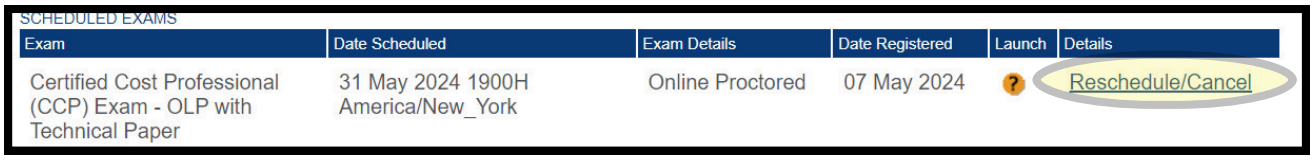


Certification Staff Tip: Mark a reminder on your calendar at least 72 hours from your scheduled exam time. You may reschedule your exam any time before that reminder without penalty. If you need to make changes at any time between that reminder and your exam, you will incur a fee.

You can reschedule your exam **up to 72 hours** before your scheduled exam time by logging into your **Webassessor** profile and clicking **My Assessments**. if you are within 72 hours of your scheduled exam time.



Then, click on **Reschedule**, and you can reschedule your exam at your leisure. Please keep in mind that you will not be able to reschedule your exam



No Show/Missed Exam: By not showing up to your appointment on time, you automatically forfeit your examination scheduling fee. You are considered a no-show if you do not cancel your appointment, arrive at the test center after your exam start time, or do not present the proper identification when you arrive at the test site.

Refunds

AACE enforces a strict **No-Refund Policy**. However, a refund may be granted in cases of an AACE computer system error or human error made by AACE staff. Otherwise, no refunds are given once a transaction has been completed. No exceptions.

Disruptions

AACE and its computer-based testing provider (CBT) are committed to providing a comfortable and stable environment for our test takers. AACE certification test takers can expect a secure test environment and high test standards (See **Computer-Based Testing (CBT) Delivery and Testing Standards**) when taking an AACE CBT exam. Some situations are outside the control of either AACE or the vendor. The **AACE Disruption Policy** guides the test taker to deal with technical issues should they occur while taking an AACE International (AACE) computer-based test (CBT).



Certification Staff Tip: Review the **AACE Disruption Policy** very carefully so you know what to do in case something occurs during your exam!

Examples of unexpected events that may negatively affect your testing experience include a power outage, server crashes, or test equipment (e.g., monitor, CPU, or software) malfunction. Potential disruptions and related fixes include:

- **Computer keyboard keystrokes are limited, and internet access is disabled.** Do NOT attempt to access the internet or use common keystrokes, e.g., CTRL+C, CTRL+V, CTRL+ALT+DEL, CTRL+X, as these features are disabled during testing for security reasons. These actions will automatically shut off the computer. If this happens, notify the test center proctor immediately. They will reboot the computer and re-initiate your test. If you are taking your exam via online proctoring (OLP), it is important to report your issue directly to Kryterion, using their **Live Chat** feature.
- **Test Equipment.** Report computer issues to the exam center proctor or OLP proctor for attention and corrective measures. Examples of test equipment problems include blurry screen resolution, difficulty navigation due to a sticky mouse, sluggish response time, “freezing up,” or performing erratically. If you are taking your exam via online proctoring (OLP), it is important to report your issue directly to Kryterion, using their **Live Chat** feature.

• **Power Outages.** If a prolonged power failure occurs while taking the exam, remain calm and leave the test facility. CBT test responses, including the memo, are saved periodically throughout the test so the test center proctor and technical staff can recreate your exam, including the memo, once power is restored. If it is mutually determined between the test center proctor and the test taker that there is insufficient time to complete the test before the test center closes, both the test center and the test taker are responsible for immediately documenting and communicating the disruption and the reason for not finishing the test to AACE. If you are taking your exam via online proctoring (OLP), it is important to report your issue directly to Kryterion, using their **Live Chat** feature.

If you experience an event, notify the proctor immediately. Every effort will be made to prevent an examination disruption. However, if a disruption occurs, the exam center will promptly address and disposition the disruption to allow you to resume your examination as soon as possible. It is always preferred that the test taker complete their test instead of attempting to reschedule which may not be approved and could cost the test taker to sit again. The exam center or OLP proctor reports all disruptions and examination issues to the vendor's client services department, providing a report to AACE within 24 hours.

If you are not satisfied with the way the testing center or OLP proctor handled your event, report the disruption or issue related to your AACE examination experience to the certification staff at certification@aacei.org or call +1.304.296.8444 ext. 1110. Examination candidates can feel confident that AACE will advocate on their behalf when warranted.

*AACE International, a member of the **Institute of Credentialing Excellence** and the **Council of Engineering and Scientific Specialty Board (CESB)**, adheres to credentialing associations' best practices and standards. AACE's CCP, CCT, CEP, CST, EVP, and PSP Certification Programs are accredited through CESB.*

Online Proctored Exam Suspension

Exam suspensions may occur in the following circumstances:

Malicious Software Detection

If Kryterion's Proxy Detection Tool detects malicious software (e.g., malware or virtual machines used by third-party services), the exam will be automatically suspended and flagged. AACE will review the session with Kryterion to determine the cause.

- First Suspension: If malicious software is detected, Kryterion will reset and reschedule the exam, which must be taken on a different computer. AACE will inform the candidate of the rescheduled session.

- Second Suspension: If the exam is suspended a second time due to malicious software detection, the exam attempt will count as completed and failed. The candidate must pay the resit fee and complete any future attempts at an on-site testing center.

Suspicious Behavior Observed by Proctor

An online proctor may suspend the exam if the candidate displays behavior that raises concerns, such as unusual eye movement, the presence of unauthorized devices (e.g., phone), camera obstructions, or interactions with others.
AACE will review the session with Kryterion to determine the cause. AACE reserves the right to suspend online proctored (OLP) exams in cases of suspicious activity to maintain exam integrity.

- First Suspension: If the suspension is due to suspicious behavior, AACE will review the session to decide if a retake is permitted. A resit fee may apply.

- Second Suspension: If the suspension is due to suspicious behavior, AACE will review the session to decide if a retake is permitted. A resit fee may apply.

This policy ensures that candidates adhere to AACE's testing standards, and any violation may impact eligibility for further exam attempts

ADA/Reasonable Accommodations



AACE will accept requests aligned with the **Americans with Disabilities Act (ADA)** by offering accessible communication channels and providing alternative formats as needed. To use the ADA as a guide for other countries, AACE will adapt its principles to fit local laws and customs, collaborating with experts and offering training to ensure accessibility standards are met.

1.	Application and payment must be made to sit for a certification exam.
2.	After the exam application and payment are submitted, the applicant may request special accommodations, through our online form: **Request for Certification Examination Reasonable Accommodations**.
3.	AACE will review the candidate's qualifications to verify if the minimum eligibility requirements to sit for the requested exam have been met, as is the normal protocol for all candidates.
4.	After the candidate's eligibility has been approved, the request for reasonable accommodations is reviewed. The request requires specific documentation from a licensed, qualified professional to support the request for reasonable accommodation, which must include: • *Description of the condition(s) that describes the candidate's disability, including specific diagnosis* • *Documentation of how the diagnosed condition(s) currently and directly affects the candidate's ability to take the exam under normal conditions* • *Details providing a description of the candidate's limitations and a specific explanation of the accommodation required due to diagnosis*

All documentation must be dated **within the three years** preceding the request for reasonable accommodation. Upon review of this documentation, AACE will determine whether the request for reasonable accommodation is justified, warranted, and feasible for the organization before filing a request with Kryterion Exam Centers for approval. This process may take additional time; a candidate's 6-month registration period does not begin until a final decision has been made. This will ensure the candidate is not penalized during the review and decision phase.

Under the ADA, when an individual qualifies for reasonable accommodation, AACE is free to choose among effective accommodations and may choose one that is less expensive or easier to provide. The candidate will be notified in writing of the final decision with instructions regarding how to proceed.

All information submitted in support of a request for reasonable accommodation will be kept confidential and will apply to all privacy laws.

Non-Discrimination

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 against 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 using the **Dispute/Complaint Form**.



FAQs

Do I have to be a member to take a certification exam?

You are not required to be an AACE member to sit for an AACE certification exam. However, AACE membership has many benefits, including discounted certification exam fees, discounted recertification fees, discounted study materials, free downloadable **Recommended Practices**, free downloadable **TCM Framework**, and much more.

Do I pay before or after my application is accepted?

Payment is due before you can submit your application.

If I change my mind, can I get a refund?

No refunds are permitted.

I paid for my resit. What do I do next?

Once your payment has been processed, you will receive another clearance email with instructions to schedule your resit exam.

It is past my six-month registration period. Can I resit?

Once you are past your registration expiration, you may take the exam again, but you are no longer eligible for the reduced fee. You will be required to begin a new registration and pay full exam fees.

Will I receive a refund for a canceled exam?

AACE has a strict **no-refund policy**. There are no refunds given.

If I cannot contact my former employer for employment verification, what can I do?

Most employers do a preliminary background check before hiring. In most cases, we will accept their verification of your past work history.

My diploma is not in English. Will you accept my typed translation?

No, we will only accept a translation made by an official translation service.

How long do I have to wait to be cleared after I submit my application?

AACE has up to 45 days to review your expertise (CFCC and DRMP) application upon submission. Barring application issues, you should receive clearance technician- and professional-level certifications within a few business days.

Are there any courses to prepare me to take an exam?

There are several options for educational courses, which are developed and managed by our Education Board. Interested candidates should contact the Education Department at **education@aacei.org** for the current courses offered and all pertinent details.

Are preparatory courses required to take an exam?

Preparatory courses are not required to take an AACE certification examination.

Do I have to buy all the recommended resource materials to take an exam?

You are not required to purchase any recommended resource. However, many candidates find the study guides and other recommended resources helpful in their certification endeavors. Some resources are complimentary. For the latest recommendations, always check the website first.

What study materials does AACE provide to prepare for a certification exam?

AACE does not generally provide any study materials to prepare for a certification examination. However, there are several complimentary downloadable documents accessible to you: **CCT Primer**, **CST Primer**, and **CFCC Application & Exam Guide**.

AACE members also receive the benefit of complimentary downloads of **Recommended Practices** and the **Total Cost Management (TCM) Framework**

How long does it take to prepare for an exam?

This is something that AACE cannot determine because it differs for each candidate and largely depends on your experience level. We do encourage you to complete your study before registering for the exam so that you can take full advantage of your six-month registration period.

Where can I take an exam?

AACE certification exams are only delivered at designated exam centers worldwide. You may preview the cities/states/countries by using the **Kryterion Exam Center Locator**.

Whom do I contact if I have issues scheduling an exam?

Kryterion candidate services are available 24/7 (except otherwise noted) and can be reached directly:
Live chat: **Kryterion Live Chat**
Online Ticket: **Kryterion Test Taker Support**

Can I arrange for an exam at my company?

No, exams are only conducted at select exam centers that deliver AACE exams.

I am in an isolated area and there are no exam centers within 3-5 hours. Can I still take an exam?

If your computer meets the **Kryterion system requirements**, you may take your exam via online proctoring (OLP).

How long do I have to take an exam?

Once you receive your clearance, you have six months in which to take your exam up to three times – two of those attempts would be at a reduced fee. We recommend scheduling your exam soon after receiving clearance, so you can take advantage of your entire six-month registration period, if necessary.

How many questions are on an exam?

The **CCT** & **CST** exams have 100 simple multiple-choice questions.

The **CCP**, **CEP**, **DRMP**, **EVP**, **PRMP**, & **PSP** exams have 120 simple and complex multiple-choice questions, including one written memo question.

The **CFCC** exam has 100 simple and complex multiple-choice questions and 4 written essays.

Do I need to know my AACE ID# to take an exam?

If you are taking the **CCP**, **CEP**, **CFCC**, **DRMP**, **EVP**, **PRMP**, or **PSP** exam, you will need to know your AACE ID#. You must provide this number in your written memo/essay response(s). It is best to have your AACE ID# memorized, as you are not permitted to bring any outside materials (except for **CCT**, **CST**, or **CFCC**, which are open-book exams).

What is the difference between canceling and rescheduling an exam?

Cancellations shall be deemed as any change made **exactly 72 hours or less** before the originally scheduled exam and incur a fee.

Rescheduling shall be deemed any change made **greater than exactly 72 hours** before the originally scheduled exam and does not incur a fee.

Do I need to take my clearance letter from AACE to an exam with me?

No, you are not required to take your AACE clearance letter to the exam center; however, you **DO** need to take your **exam confirmation email** with you as it contains the **Candidate Authorization Code** needed to launch your exam.

What if I have to cancel a scheduled exam?

If you need to cancel your exam and you are within 72 hours of your scheduled exam, you must contact AACE certification staff at certification@aacei.org or +1-304-296-8444, ext. 1110. ***A fee will apply if there is less than 72 hours' notice.***
If you need to cancel your exam and are outside the 72-hour window before your exam, you can log into **Webassessor** and cancel the exam yourself.

What if I have to reschedule a scheduled exam?

If it is more than 72 hours' notice, you will log in to your Kryterion test taker profile and reschedule the exam to another date, time, and location (if desired) with no additional fees.

If it is less than 72 hours' notice, you must contact certification staff at **certification@aacei.org** or +1-304-296-8444, ext. 1110. A fee will apply.

Am I allowed to take food and/or a drink into an exam?

You will not be permitted to take anything into the exam with you except a calculator (CCT, CST, and CFCC will be allowed their open-book items). The exam center will provide a location to store your personal items until your exam is complete.

If you are taking your exam via online proctoring (OLP), you may have a clear beverage in a clear container during your exam.

What do I need to take with me on exam day?

You will need to take two IDs, one of which must be a government-issued photo ID and your Candidate Authorization Code found in your exam confirmation email. You may also take a stand-alone, battery-operated calculator (one will not be provided).

There was a disruption that occurred during my exam. Whom should I contact?

In most situations, you will immediately contact your proctor. If you are taking your exam via OLP and have been disconnected, contact Kryterion's **Live Chat** immediately. Please review **AACE's Disruption Policy** for more specific instructions.

When do I get my exam results?

CCT & **CST** exam results are given immediately upon completion of the exam.

CCP, **CEP**, **CFCC**, **DRMP**, **EVP**, **PRMP**, & **PSP** exam results are not given immediately, as the written portions of the exam (memo/essay) must be graded and averaged with your multiple-choice exam result.

Memos and essays are sent to be graded during monthly grading cycles (on or around the 15th, depending on what day it falls) and results are given approximately 2-3 weeks following.

What score do I have to get on my exam to pass?

You must receive 70% for your overall result to pass.

Will I get a numerical score for my exam?

It is the policy of the Certification Board, in accordance with our accreditation authority, to release results on a Pass/Fail basis only; therefore, no individual scores will be given.

How do I file a dispute regarding certification matters?

Any candidate or certificant with a dispute or complaint related to exam centers, examination results, policies, and procedures, staff, or board members, may file a formal dispute or complaint to report the issue using the **Dispute/Complaint Form**.

Complainants will have the opportunity to appeal any dispute or complaint decision.

Links

The following list contains direct URLs to the hyperlinks found in this handbook.

AACE's Exam Grading Cycle:
https://web.aacei.org/docs/default-source/certification-documents/2025/exam-grading-cycle-2025.pdf?sfvrsn=5c0f4f51_1

AACE's Disruption Policy:
http://web.aacei.org/docs/default-source/certification-documents/computer-based-testing-disruption-policy6ebfb339c7c4685bb99aff0000ea28d7.pdf?sfvrsn=2

AACE's PSP Certification Study Guide:
https://www.pathlms.com/aace/courses/3264/documents/17307

AACE's Self-Employment Policy:
http://web.aacei.org/docs/default-source/certification-documents/self-employment-policy-2017.pdf?sfvrsn=2

AACE's Skills & Knowledge of Cost Engineering:
https://www.pathlms.com/aace/sync?redirect=https%3A%2F%2Fwww.pathlms.com%2Faace%2Fcourses%2F3268%2Fdocuments%2F3899

AACE's Total Cost Management (TCM) Framework:
https://www.pathlms.com/aace/courses/2929/documents/3887

AACE's Request for Reasonable Accommodations Policy:
http://web.aacei.org/docs/default-source/certification-documents/ada-policy.pdf?sfvrsn=2

Americans with Disabilities Act (ADA):
https://www.ada.gov/

Application Terms & Conditions:
http://web.aacei.org/docs/default-source/certification-documents/terms-amp-conditions-certification-application.pdf?sfvrsn=2

BadgeCert:
https://web.aacei.org/certification/certification-information/badgecert

CCT Primer:
http://web.aacei.org/docs/default-source/certification-documents/cct_primer.pdf?sfvrsn=2

CFCC Application & Exam Guide:
http://web.aacei.org/docs/default-source/certification-documents/cfcc_certstudyguide.pdf

CPM in Construction Management, 8th Edition:
https://www.amazon.com/Construction-Management-Eighth-James-OBrien/dp/1259587274/ref=dp_ob_title_bk

CST Primer:
http://web.aacei.org/docs/default-source/certification-documents/cst_primer.pdf

Certification Application Employment Verification Form:
https://www.aacei.org/docs/default-source/certification-documents/docs-update-b4-cobalt-go-live/certification-application-employment-verification-form.pdf?sfvrsn=4843b1c7_1

Certification Hub:
https://web.aacei.org/certification/certification-information/certifications-offered/certification-hub

Computer-Based Testing (CBT) Delivery and Testing Standards:
http://web.aacei.org/docs/default-source/certification-documents/computer-based-testing-delivery-and-testing-standards.pdf?sfvrsn=6

Cost Engineering and Total Cost Management:
https://web.aacei.org/about-aace/what-is-cost-engineering

Council of Engineering & Scientific Specialty Board (CESB):
https://www.cesb.org/

Dispute/Complaint Form:
http://web.aacei.org/certification/certification-exam-complaint/

How to Write a Memo:
http://web.aacei.org/docs/default-source/certification-documents/what_do_i_have_to_do_to_pass_the_memo.pdf

Institute of Credentialing Excellence:
https://www.credentialingexcellence.org/

Kryterion Exam Center Locator:
https://www.kryteriononline.com/locate-test-center

Kryterion Live Chat:
https://support.kryterion.com

Kryterion System Check:
https://www.kryteriononline.com/systemcheck/

Kryterion System Requirements:
https://kryterion.kustomer.help/en_us/online-testing-requirements:-what-you-need-to-know-ry42HLJsJl

Kryterion Test Taker Guide:
https://kryterion.kustomer.help/en_us/categories/online-proctored-guidance-BJ7MI_M9ye

Kryterion Test Taker Support:
https://support.kryterion.com

No-Refund Policy:
http://web.aacei.org/docs/default-source/membership-documents/membership-no-refund-policy.pdf?sfvrsn=2

Online Proctored Exam Suspension Policy:
https://web.aacei.org/docs/default-source/certification-documents/aace-online-proctored-exam-suspension-policy.pdf?sfvrsn=18de7666_1

Recertification by CEUs:
https://web.aacei.org/certification/recertification/recertification-by-ceus

Recertification by Exam:
https://web.aacei.org/certification/recertification/recertification-by-examination

Recertification Audit Guide:
https://web.aacei.org/docs/default-source/certification-documents/aace-audit-documentation-guide02c8bf39c7c4685bb99aff0000ea28d7.pdf?sfvrsn=2

Recertification Guide:
https://web.aacei.org/docs/default-source/certification-documents/recertification-guide.pdf?sfvrsn=2

Recertification Program Handbook:
http://web.aacei.org/docs/default-source/certification-documents/recertification-program-handbook.pdf?sfvrsn=8

Recommended Practice 11R-88:
https://www.pathlms.com/aace/courses/2928/documents/3797

Recommended Practice 46R-11:
https://www.pathlms.com/aace/courses/2928/documents/3831

Recommended Practices:
https://web.aacei.org/resources/recommended-practices

Request for Certification Examination Reasonable Accommodations Form:
https://www.tfaforms.com/379438

Webassessor:
https://webassessor.com/aace



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@aacei.org** or via U.S. mail at Certification Board, AACE International, 726 East Park Avenue #180, Fairmont, WV 26554 USA.