TERMS & CONDITIONS OF CERTIFICATION APPLICATION

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 I may be required to execute other necessary documents, submit to written explanations as required, and supply further information as determined by the AACE International Certification Board or its representatives, within 30 days of notice.

By submitting this application, I fully understand and agree 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 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 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 is required. It is expected that AACE will provide me with an opportunity to correct or update my application if the original information is insufficient or unacceptable, and I will comply with the instructions and 30-day deadline.

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