

# Glossary of Terms

CCP CCT CEP CFCC CST DRMP EVP PRMP PSP



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This glossary provides definitions of terms used in the process of certification and recertification. The definitions were compiled by the AACE International Certification Headquarters staff and were designed to be used as a reference for certificants and candidates for certification.

<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>AACE ID/Customer ID</b>	A number automatically assigned by AACE's database upon creating a profile, purchasing, registering for an exam, or becoming a member. It is also known as the AACE customer number. Candidates must know this number when taking the CCP, CEP, CFCC, DRMP, EVP, PRMP, or PSP exam.
<b>Application</b>	The method of applying for an initial certification examination, recertifying through CEU activity, or re-examination.
<b>Auditing</b>	Random selection of certificants to submit supporting documentation for all CEUs requested for Recertification by CEU.
<b>Cancellation</b>	Any change made at exactly 72 hours or less before the originally scheduled exam and incurs a fee. This is different from <a href="#"><i>rescheduling</i></a> .
<b>Canons of Ethics</b>	AACE International's code of ethics by which each candidate, certificant, and member must abide.
<b>CBT</b>	Computer-based testing.
<b>Certificant</b>	A nomenclature used to describe individuals who are certified.
<b>CEU</b>	Continuing Education Units. CEUs are used for Recertification by CEUs/Activity.
<b>CEU Window</b>	The three-year period a certification is valid and the time during which a certificant can earn CEUs to recertify.
<b>Clearance</b>	The point at which a candidate's registration has been successfully accepted and processed and permitted to proceed with scheduling their exam. Candidates are notified once they have been cleared to sit for an exam.
<b>Delivery Method</b>	The way a candidate takes their exam, which is either onsite at a testing center or via online proctoring (OLP).
<b>Education</b>	For purposes of certification, formal education that is provided by a university or college.
<b>Eligibility</b>	The qualifications to sit for an exam.

<b>Emeritus</b>	An achieved status for certificants of retiring age who hold an active certification and can meet the eligibility requirements.
<b>Grace Period</b>	Status of a certification that begins from the date of expiration up to six months to allow certificants additional time to recertify.
<b>Industry-related</b>	This is for the purpose of AACE certification exams pertaining to cost engineering and/or total cost management. If you are unsure about Cost Engineering or Total Cost Management, please see <a href="#">What are Cost Engineering &amp; Total Cost Management?</a>
<b>Multiple Certifications</b>	Certificants who hold more than one active certification.
<b>No Show</b>	When a candidate does not appear for a scheduled exam.
<b>Recertification</b>	The act of achieving certification again by earning CEUs or retaking and passing the exam.
<b>Recertification by CEU/Activity</b>	The option to maintain certification by accumulating 12 CEUs over a 3-year certification period. For more information about recertification categories & values, please see <a href="#">Recertification by CEUs</a> .
<b>Recertification by Exam</b>	The process of <a href="#">recertifying</a> by taking the exam. For more information, please see <a href="#">Recertification by Examination</a> .
<b>Registration</b>	The submission of all exam eligibility requirements, payment of applicable exam fees, and review of eligibility requirements.
<b>Registration Period</b>	The six-month period following receipt of the <i>initial</i> clearance email. The candidate may take the exam up to three times, two at a reduced fee. If the six-month period has expired or three attempts have been exhausted, the candidate must begin a new registration period, paying full fees. All applicable exams must be taken within this six-month period.
<b>Request for Reasonable Accommodations</b>	Candidates with medical conditions requiring accommodations other than the standard testing accommodations may request reasonable accommodations for their certification exam. This satisfies the <a href="#">Certification Program policy 2.01.1 Americans with Disabilities Act (ADA) Request for Reasonable Accommodations</a> .
<b>Reschedule</b>	Any change made greater than exactly 24 hours before the originally scheduled exam that does not incur a fee. This is different from <a href="#">cancellation</a> .

<b>Resit</b>	The opportunity to retake an exam at a reduced fee within the six-month registration period. If the candidate's registration period has expired and the candidate wishes to retake an exam, the term "resit" does not apply to retaking the exam at the beginning of a new registration period.
<b>Resit Fee</b>	A reduced registration fee is applied for a maximum of two times within a candidate's six-month registration period.
<b>Scheduling</b>	The act of choosing an exam date, time, and location at a Kryterion testing center.
<b>Scheduled Examination Confirmation</b>	The email sent to the candidate after scheduling an exam from the testing provider.
<b>SME</b>	Subject Matter Expert - a person who is an expert in a particular area or topic.
<b>Status</b>	The state in which the certification application currently exists. Examples of this are "Pending," "Reviewer Scoring," and "Exam Eligible." See also Submittal Status.
<b>Testing Center</b>	A location approved by our computer-based testing provider where exams are administered.
<b>Verification</b>	Evidential proof of accuracy or truth.
<b>Verification Documentation</b>	Proof of experience or education that is submitted to substantiate a candidate's eligibility to sit for an exam.
<b>Work Experience</b>	Work performed within the industry.