

# RECERTIFICATION AUDIT DOCUMENTATION GUIDE



**Following the submission of your recertification application, you may be randomly selected for AUDIT.**

**In such cases, it is mandatory to provide verification documentation for all activities claimed, no exceptions.**

## A. PERFORMED

CEU CATEGORY		REQUIRED DOCUMENTATION
A.	PERFORMED	
A.1.	INDUSTRY RELATED EMPLOYMENT	<p>VERIFICATION FROM YOUR EMPLOYER, INCLUDING DATES OF SERVICE, TITLE, AND A BRIEF DESCRIPTION OF YOUR DUTIES.</p> <p><b>Note:</b> Your current employer may verify your past employment if they conducted a background check as part of their hiring process.</p>
A.2	INDUSTRY RELATED SELF-EMPLOYMENT	<p>DOCUMENTATION VERIFYING THE LEGITIMACY OF BUSINESS, SUCH AS: COPY OF BUSINESS LICENSE, CONTRACT(S), TAX RETURN/IRS FORM-1099, CLIENT REFERENCE LETTER(S), ETC.</p>
A.3	FULL-TIME EMPLOYMENT AS A COST OR MANAGEMENT INSTRUCTOR	<p>SUPPORTING STATEMENT SIGNED BY YOUR IMMEDIATE SUPERVISOR</p>

Other forms of verification documentation may be considered but must be a written record of your participation or completion of the activity in which you are claiming CEUs.

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

## B. PROFESSIONAL DEVELOPMENT

CEU CATEGORY		REQUIRED DOCUMENTATION
B.	PROFESSIONAL DEVELOPMENT	
B.1	SECTION MEETINGS OF COST OR MANAGEMENT SOCIETIES	VERIFICATION FROM ELECTED SECTION OFFICIAL AND/OR COPY OF SIGN IN SHEETS
B.2	PROFESSIONAL DEVELOPMENT OR CONTINUING EDUCATION	CERTIFICATE OF COMPLETION OF THE COURSE, SEMINAR, OR PROGRAM, ETC.
B.3	AACE ONLINE LEARNING CENTER (OLC)	CERTIFICATE OF COMPLETION
B.4	OBTAINED NEW CERTIFICATION, LICENSE OR DEGREE	COPY OF CERTIFICATION, LICENSE, DEGREE OR TRANSCRIPT

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## C. INDUSTRY CONTRIBUTION

CEU CATEGORY		REQUIRED DOCUMENTATION
C.	INDUSTRY CONTRIBUTION	
C.1	AACE PROFESSIONAL PRACTICE GUIDE (PPG) EDITOR	OPTIONS C.1 – C.3: COPY OF COMMUNICATION VERIFYING CONTRIBUTION
C.2	AACE RECOMMENDED PRACTICE (RP) PRIMARY CONTRIBUTOR	
C.3	AACE RECOMMENDED PRACTICE (RP) CONTRIBUTOR	
C.4	PUBLISHED PAPERS	COPY OF PUBLISHED PAPER
C.5	PART-TIME INSTRUCTOR	SUPPORTING STATEMENT SIGNED BY YOUR IMMEDIATE SUPERVISOR
C.6	PRESENTED PAPERS TO AACE CONFERENCE & EXPO MEETING OR OTHER TECHNICAL MEETINGS	OPTIONS C.6 – C.8: COPY OF PROGRAM OR COMMUNICATION VERIFYING PARTICIPATION
C.7	PRESENTED PAPERS TO PROFESSIONAL COMMUNITIES	
C.8	AACE WEBINAR PRESENTER	

C.9	<b>AUTHORED REFERENCE BOOK</b>	COPY OF FRONT-MATTER SECTION, INCLUDING THE BOOK'S TITLE AND AUTHOR'S NAME
C.10	<b>THESIS OR DISSERTATION</b>	COPY OF THESIS OR DISSERTATION
C.11	<b>AACE TOTAL COST MANAGEMENT (TCM) FRAMEWORK PRIMARY CONTRIBUTOR</b>	OPTIONS C.11 – C.14: COPY OF COMMUNICATION VERIFYING CONTRIBUTION
C.12	<b>AACE TOTAL COST MANAGEMENT (TCM) FRAMEWORK CONTRIBUTOR</b>	
C.13	<b>AACE PROFESSIONAL GUIDANCE DOCUMENT (PDG) PRIMARY CONTRIBUTOR</b>	
C.14	<b>AACE PROFESSIONAL GUIDANCE DOCUMENT (PDG) CONTRIBUTOR</b>	

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## D. VOLUNTEER SERVICES

CEU CATEGORY		REQUIRED DOCUMENTATION
D.	VOLUNTEER SERVICES	
D.1	AACE ELECTED ASSOCIATION OFFICER (EX: PRESIDENT, PRESIDENT-ELECT, ETC.)	OPTIONS D.1 – D.7: COPY OF COMMUNICATION VERIFYING PARTICIPATION
D.2	AACE ELECTED ASSOCIATION DIRECTOR (EX: REGIONAL DIRECTOR)	
D.3	AACE ELECTED SECTION OFFICER/LEADER (EX: PRESIDENT, TREASURER)	
D.4	AACE APPOINTED SECTION DIRECTOR/OFFICER (EX: VARIOUS COMMITTEES OF THE SECTION)	
D.5	AACE APPOINTED ASSOCIATE BOARD MEMBER (EX: TECHNICAL, EDUCATION, CERTIFICATION)	
D.6	AACE APPROVED COMMITTEE CHAIR (EX: TECHNICAL SUBCOMMITTEE, SIG)	
D. 7	AACE APPROVED CONTRIBUTING MEMBER (EX: TECHNICAL SUBCOMMITTEE, SIG)	

D.8	PARTICIPATED VOLUNTARILY IN AN APPROVED COST ENGINEERING ACTIVITY, IN A PROFESSIONAL CAPACITY (NON-AACE BOARDS/COMMITTEE INDUSTRY VOLUNTEERISM INCLUDED)	DOCUMENTATION VERIFYING VOLUNTEER POSITION, INCLUDING TIME FRAME
D.9	GRADE AACE CERTIFICATION EXAMINATION TECHNICAL PAPERS, MEMOS, & ESSAYS	VERIFICATION FROM THE GRADER COORDINATOR
D.10	MENTORING (THROUGH AACE MENTORING PROGRAM ONLY)	EMAIL CONFIRMATION OF SUCCESSFUL MATCH WITH MENTEE
D.11.1	ACCEPTED SINGLE MCQ OR MEMO CERTIFICATION EXAMINATION QUESTION	EMAIL NOTIFICATION CONFIRMING ACCEPTANCE OF YOUR SUBMISSION AND RECERTIFICATION CEUS GRANTED
D.11.2	ACCEPTED COMPOUND, SCENARIO-STYLE CERTIFICATION EXAMINATION QUESTION	
D.12	AACE CONFERENCE & EXPO MEETING ROOM HOST	COPY OF COMMUNICATION VERIFYING PARTICIPATION
D.13	MISCELLANEOUS: MUST BE APPROVED BY AACE CERTIFICATION BOARD	EMAIL NOTIFICATION CONFIRMING APPROVAL OF ACTIVITY
D.14	EVALUATE AACE CONFERENCE & EXPO TECHNICAL PAPERS FOR PRESENTATION	COPY OF COMMUNICATION VERIFYING PARTICIPATION

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