

RECERTIFICATION APPLICATION GUIDE



**{ DID
YOU
KNOW? }**

From the day you became certified or recertified, you can create a recertification application and begin tracking your activities.

If you have already acquired at least 12 CEUs in more than one category, and are within 6 months of your end date, you can complete and submit your application today.

RECERTIFICATION BY ACTIVITY (CEU)

To begin your recertification application, log in to your [AAACE profile](#).

AAACE
INTERNATIONAL

Home AAACE Home Page myAAACE Events Store My Orders Product Purchases

Login

Login

Username

Password

☐ Remember Me

Login

New member? Forgot your password? Not sure if you have a login?

Get Started

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IMPORTANT:

- THE FIRST TIME YOU LOG IN TO THE SYSTEM, YOU WILL NEED TO SELECT "GET STARTED," AND ENTER YOUR EMAIL ADDRESS.
- IF YOU ARE FOUND IN THE SYSTEM, YOU WILL RECEIVE A PASSWORD RESET EMAIL.
- IF YOU ARE NOT FOUND IN THE SYSTEM, YOU WILL BE PROMPTED TO CREATE A PROFILE.

Your username is the email address associated with your profile.

Click **View [certification] Recertification by CEUs Application**
under **Your Certification**.

Home Page


Welcome to the AACE UAT Portal Home Page!

Bill Freeley

Customer ID - 1123540


101 Prudent Planning Plaza
Budgetville, 99999

✉ billfree@aacei.com

 [Update your Profile](#)

[CE Activities](#)

Click or drop an image here to update
your photo.



Your Certifications


Certified Cost Professional (CCP) | Active

- Received - 3/19/2023
- Ends - 3/20/2027
- Expires - 9/20/2027

☒ [View the CCP Recertification by CEUs Application](#)

☒ [Download Certification](#)

Agree to the Terms & Conditions by checking the box.

Bill Freeley | Logout

[Home](#) [AAACE Home Page](#) [myAAACE](#) [Kryterion](#) [Events](#) [Store](#) [My Orders](#) [Product Purchases](#)

Continuing Certification Application Terms & Conditions

Please review the below the terms and conditions.

Recertification by CEUs - Terms & Conditions Agreement ACKNOWLEDGEMENT: AAACE Certification Staff will not offer preliminary reviews of any application. My paid, submitted application will be reviewed by AAACE 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 allowed to correct or provide additional CEUs. I acknowledge my responsibility to ensure I have achieved the minimum 12 CEUs required, with at least one total CEU in at least two 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 it 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 expire my certification(s). In submitting this application, I fully understand that I subscribe to the AAACE International Canons of Ethics. I acknowledge that any false statement or misinterpretation I may make during 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 AAACE International only to verify my experience, education and expertise, and such information will not be divulged to any other person. I authorize AAACE International to investigate and verify all information, references, and other data and documents to complete my application. The AAACE International, Inc. certification program is administered by AAACE International, Inc. for the benefit of applicants. As an applicant, I agree to hold AAACE International harmless from any consequences of acceptance or rejection of this application and to hold AAACE International, Inc. harmless from statutory violations or conflicts of the program. Non-Discrimination Policy: The AAACE 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 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 to the Certification Board Chairperson.

☐ I agree to the terms and conditions above.

[Back](#) [Cancel](#) [Save and Exit](#) [Continue](#)

Click **Continue**.

Add activities by clicking [Add New Activity](#).

The screenshot shows the AACE International website interface. At the top right, the user is logged in as "Bill Freeley | Logout". A navigation bar contains links: Home, AACE Home Page, myAACE, Kryterion, Events, Store, My Orders, and Product Purchases. The main heading is "Continuing Certification Application Education Activities". Below it, instructions state: "Please review your activities below. If you need to add a new activity, please click 'Add New Activity.'" and "For additional details regarding CEU categories and values, please review AACE's [Recertification CEU Value Sheet](#)." Further down, it says: "For detailed information regarding the recertification program, please review AACE's [Recertification Handbook](#) or contact recertification@aaacei.org."

Certification Type:
Certified Cost Professional (CCP)

CEUs Required	CEUs Recognized
12.00	0.00

You have no Continuing Education Activities.

[Add New Activity](#)

[Back](#) [Save](#) [Continue](#)

Select a category from the dropdown menu.

The screenshot shows the AACE International website interface. At the top right, the user is logged in as "Bill Freeley | Logout". A navigation bar contains links: Home, AACE Home Page, myAACE, Kryterion, Events, Store, My Orders, and Product Purchases. The main heading is "Category". Below it, there is a dropdown menu with the following options: A. Performed, B. Professional Development, C. Industry Contribution, and D. Volunteer Service. To the right of the Category dropdown is a Subcategory dropdown menu. At the bottom of the page, there is a footer with "Copyright & Footer Content" and "Powered By: Cobalt".

Select a subcategory from the dropdown menu.

The screenshot shows the AACE International website interface. At the top, the AACE International logo is on the left, and the user name 'Bill Freeley | Logout' is on the right. Below the logo is a navigation bar with links: Home, AACE Home Page, myAACE, Kryterion, Events, Store, My Orders, and Product Purchases. The main content area features a 'Category' dropdown menu with 'A. Performed' selected. Below this are 'Back' and 'Continue' buttons. To the right, a 'Subcategory' dropdown menu is open, showing three options: 'A.1 Industry Related Employment', 'A.2 Industry Related Self-Employment', and 'A.3 Full-Time Instructor/Teacher'. The 'Continue' button is highlighted with a red box, and the subcategory dropdown is also highlighted with a red box.

AACE INTERNATIONAL

Bill Freeley | Logout

Home AACE Home Page myAACE Kryterion Events Store My Orders Product Purchases

Category

A. Performed

Back Continue

Subcategory

A.1 Industry Related Employment
A.2 Industry Related Self-Employment
A.3 Full-Time Instructor/Teacher

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Click **Continue**.

Complete the fields, as directed.

[Home](#) [AACE Home Page](#) [myAACE](#) [Kryterion](#) [Events](#) [Store](#) [My Orders](#) [Product Purchases](#)

CEU Activity Form - Years

Activities in this category are awarded CEUs based on your 3-year certification evaluation period and the length of participation in the claimed activity **by years**. If the activity falls outside of your 3-year certification evaluation period, CEUs will not be recognized.

This form will include the following subcategories:

- A.1 Industry-Related Employment
- A.2. Industry Related Self-Employment
- A.3. Full-time Instructor/Teacher**
- D.1 AAEE Elected Association Officer
- D.2 AAEE Elected Association Director
- D.3 AAEE Elected Section Officer/Leader
- D.4 AAEE Appointed Section Director/Officer
- D.5 AAEE Appointed Associate Board Member
- D.6 AAEE Approved Committee Chair
- D.7 AAEE Approved Contributing Member
- D.8 Participated voluntarily in an approved cost engineering activity in a professional capacity

(**denotes documentation is required regardless of audit status)

For additional details regarding CEU categories and values, please review AAEE's [Recertification CEU Value Sheet](#).

For detailed information regarding the recertification program, please review AAEE's [Recertification Handbook](#) or contact recertification@aaeei.org.

Years Subcategory Questions

Name of company or organization

Supporting Documentation [optional]
[+ Add Files...](#)

Tell us what you did.

Start Date

End Date

Back

Submit

Click **Submit**.

IMPORTANT: CEUs will be recognized for any activities that fall within your three-year certification evaluation period.

[Home](#) [AAE Home Page](#) [myAAE](#) [Kryterion](#) [Events](#) [Store](#) [My Orders](#) [Product Purchases](#)

Continuing Certification Application Education Activities

Please review your activities below. If you need to add a new activity, please click 'Add New Activity.'

For additional details regarding CEU categories and values, please review AACE's [Recertification CEU Value Sheet](#).

For detailed information regarding the recertification program, please review AACE's [Recertification Handbook](#) or contact recertification@aaeci.org.

Certification Type:
Certified Cost Professional (CCP)

CEUs Required
12.00

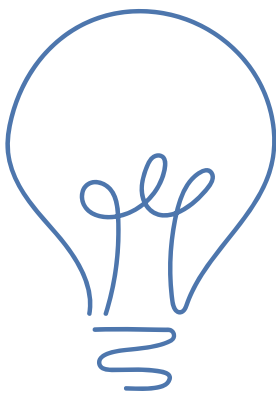
CEUs Recognized
2.00

Date	Category	Subcategory	Activity Description	CEU Value	CEUs Recognized		
1/1/2023	A. Performed	A.1 Industry Related Employment	Cost estimating	2.00	2.00	Edit	Delete

[Add New Activity](#)

[Back](#) [Save](#) [Continue](#)

Continue to enter activities completed.



YOU MAY LOG ACTIVITIES DURING YOUR THREE-YEAR CERTIFICATION EVALUATION PERIOD. THE SYSTEM WILL SAVE ENTRIES MADE.

NOTE: Once you have met the minimum CEU requirements, and are within 6 months of your certification end date, you may submit your application.

To submit, click **Continue**.

[Home](#) [AAACE Home Page](#) [myAAACE](#) [Kryterion](#) [Events](#) [Store](#) [My Orders](#) [Product Purchases](#)

Continuing Certification Application Education Activities

Please review your activities below. If you need to add a new activity, please click 'Add New Activity.'

For additional details regarding CEU categories and values, please review AAACE's [Recertification CEU Value Sheet](#).

For detailed information regarding the recertification program, please review AAACE's [Recertification Handbook](#) or contact recertification@aaacei.org.

Certification Type:
Certified Cost Professional (CCP)

CEUs Required
12.00

CEUs Recognized
12.00

Date	Category	Subcategory	Activity Description	CEU Value	CEUs Recognized		
1/1/2023	A. Performed	A.1 Industry Related Employment	Cost estimating	2.00	2.00	Edit	Delete
4/1/2023	B. Professional Development	B.2 Professional development or continuing education	Efficiency & Savings Summit	10.00	10.00	Edit	Delete

[Add New Activity](#)

[Back](#) [Save](#) [Continue](#)

Review your application details. Click **Add to Cart**.

[Home](#) [AAACE Home Page](#) [myAAACE](#) [Kryterion](#) [Events](#) [Store](#) [My Orders](#) [Product Purchases](#)

Continuing Certification Application

Please review your application below. If everything looks correct, please click 'Add to Cart.'

Certification:
Certified Cost Professional (CCP)

Certification Type
CCP Recertification by CEUs

CEUs Required
12.00

Application Type
CCP Recertification Application Fee

CEUs Recognized
12.00

Date	Category	Subcategory	Name	CEUs Recognized
1/1/2023	A. Performed	A.1 Industry Related Employment	Cost estimating	2.00
4/1/2023	B. Professional Development	B.2 Professional development or continuing education	Efficiency & Savings Summit	10.00

[Back](#) [Cancel](#) [Save and Exit](#) [Print](#) [Add to Cart](#)

Click Checkout.

[Home](#) [AACE Home Page](#) [myAACE](#) [Kryterion](#) [Events](#) [Store](#) [My Orders](#) [Product Purchases](#)


Cart

Please review your cart below. You can edit or remove classes, meeting, etc below.

To update the quantity of a store product, select '+' or '-' on the product below and click 'Update'.

Once you are ready to check out, click 'Checkout' on the right hand side.

Your total savings is \$90.00!



Certified Cost Professional (CCP) Application
\$295.00

[Edit](#) [Remove](#)

Coupon Codes

You don't have any coupons.

[Apply](#)

Order Summary

Subtotal:	\$295.00
Discount:	\$0.00
Tax:	\$0.00
Order Total:	\$295.00

[Checkout](#)

Enter your payment information. Click **Continue**.

[Home](#) [AACE Home Page](#) [myAACE](#) [Kryterion](#) [Events](#) [Store](#) [My Orders](#) [Product Purchases](#)

Payment Information

Enter in your payment information below. Click 'Continue' to proceed to the submission confirmation page.

	Your credit and debit cards	Name on card	Expires on
<input checked="" type="radio"/>	Visa ending in 1111	S S	02/2027
<input type="radio"/>	Use another card		

Card Type
Visa

Card Number
*****1111

Expiration Date (MM/YYYY)
February 2027

☒ Save this card to my profile

Security Code (CVV/CVV2)

First Name
S

Last Name
S

☐ None - Enter Address ☒ Mailing Address ☐ Billing Address

Street Address 1
101 Prudent Planning Plaza

Street Address 2

City
Budgetville

State/Province
Pennsylvania

Postal Code
99999

Country
United States

Order Summary

Subtotal:	\$295.00
Discount:	\$0.00
Tax:	\$0.00
Order Total:	\$295.00


[Back](#) [Cancel](#) [Continue](#)

Click Pay Now.

[Home](#) [AACE Home Page](#) [myAACE](#) [Kryterion](#) [Events](#) [Store](#) [My Orders](#) [Product Purchases](#)

Payment Submission

Please review your products below. Click '[Pay Now](#)' to complete the payment process.



Certified Cost Professional (CCP) Application
\$295.00

Product	Qty	Price	Tax	Discount	Total
CCP_RECERT_CEU - CCP Recertification by CEUs	1	\$295.00	\$0.00	\$0.00	\$295.00

Order Summary

Subtotal:	\$295.00
Discount:	\$0.00
Tax:	\$0.00
Order Total:	\$295.00

Payment Details

Payment Total: \$295.00
S S
Visa
*****1111
Exp. 02/2027

Billing Address
101 Prudent Planning Plaza
Budgetville, PA 99999
United States


[Back](#) [Cancel](#) [Pay Now](#)

Click **Print Receipt**, if desired.

[Home](#) [AACE Home Page](#) [myAACE](#) [Kryterion](#) [Events](#) [Store](#) [My Orders](#) [Product Purchases](#)

Receipt

Thank you for your order. You will receive a confirmation via email, but you can also print your receipt by clicking the 'Print Receipt' button below.

**Certified Cost Professional (CCP) Application**
\$295.00

Product	Qty	Price	Tax	Discount	Total
CCP_RECERT_CEU - CCP Recertification by CEUs	1	\$295.00	\$0.00	\$0.00	\$295.00

Order Summary

Subtotal:	\$295.00
Discount:	\$0.00
Tax:	\$0.00
Order Total:	\$295.00

Payment Details

Payment Total: \$295.00
Visa
*****1111
Exp. 02/2027

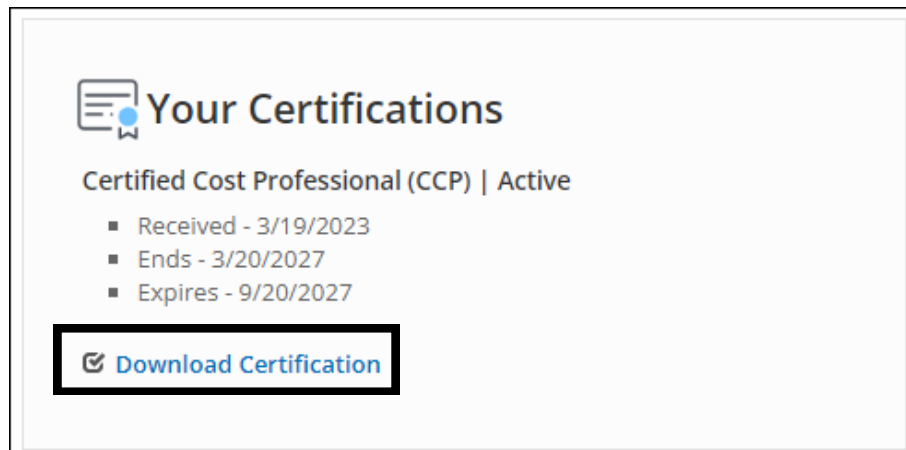
Billing Address
2550 S Clark St
Arlington, VA 22202
United States

Print Receipt

Upon payment, your application will be processed.

If you are randomly selected for audit, you will receive an email notification with instructions.

If your application is not selected for audit, your updated virtual certificate will be available under Your Certifications on the Home tab. Click [Download Certification](#).



NOTE: If you hold more than one AACE certification, you will be required to submit an application for each active certification held.

IF YOU HAVE ANY ADDITIONAL QUESTIONS, PLEASE CONTACT THE CERTIFICATION DEPARTMENT AT RECERTIFICATION@AACEI.ORG.

RECERTIFICATION BY EXAMINATION

Due to our transition to a new, more streamlined, and user-friendly system, the application process for recertification by examination is currently unavailable. We are actively working with our vendor to design and implement this improved system.



We apologize for any inconvenience this may cause and appreciate your patience as we work to enhance your recertification experience.

Thank you for your understanding.



To remain strong and responsive to the needs of certified members and other cost professionals, the public, and AAACE 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@aaacei.org or via U.S. mail at Certification Board, AAACE International, 726 East Park Avenue #180, Fairmont, WV 26554 USA.