AACE CERTIFICATION INSTITUTE

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.

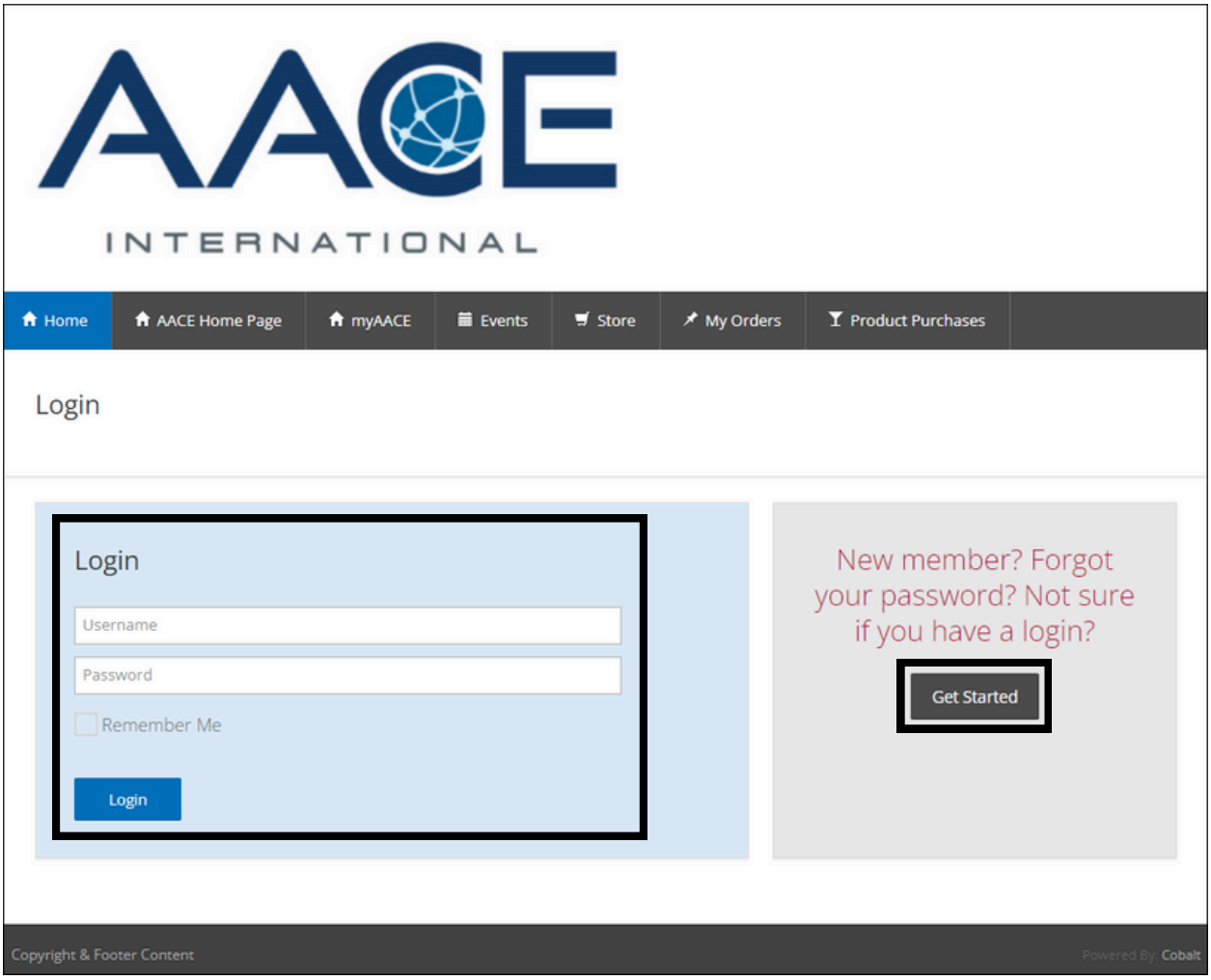
WEB.AACEI.ORG

RECERTIFICATION@AACEI.ORG

1-304-296-8444, EXT. 1110

RECERTIFICATION BY ACTIVITY (CEU)

To begin your recertification application, log in to your AACE profile.

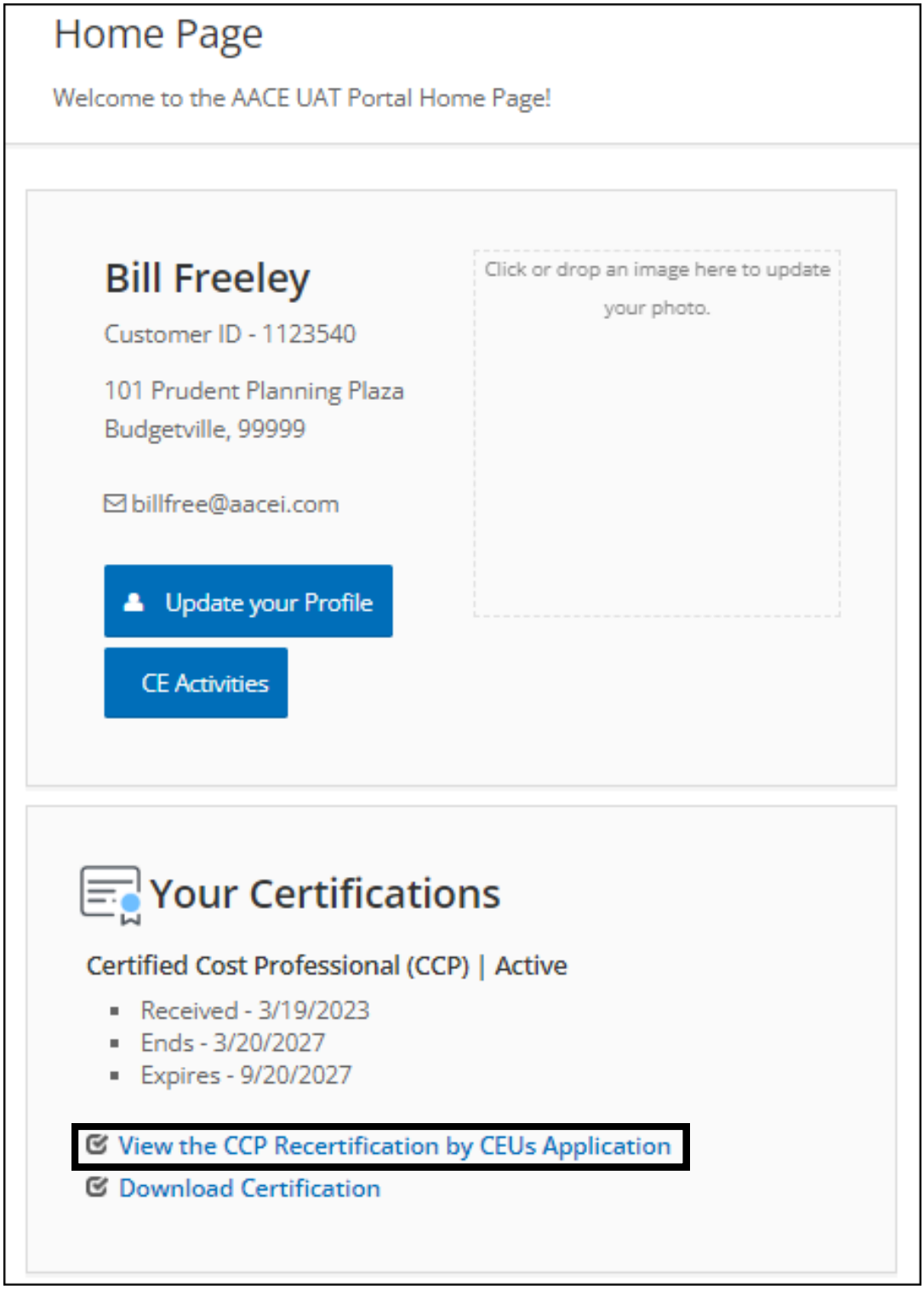


IMPORTANT:

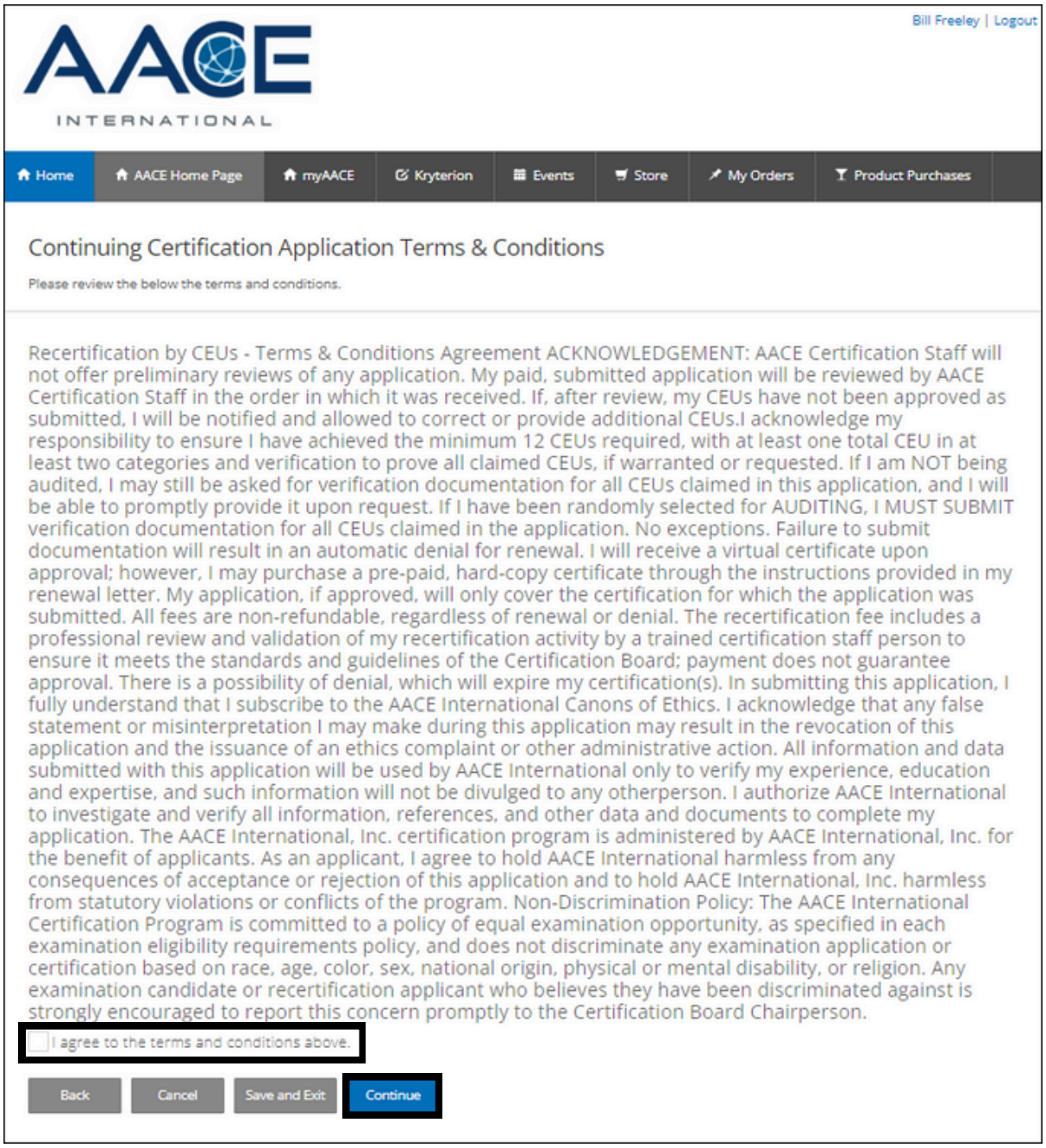
- THE FIRST TIME YOU LOG IN TO THE SYSTEM, YOU WILL NEED TO SELECT "GET STARTED," AND ENTER YOUR EMAIL ADDRESS.
- IF YOU ARE FOUND IN THE SYSTEM, YOU WILL RECEIVE A PASSWORD RESET EMAIL.
- IF YOU ARE NOT FOUND IN THE SYSTEM, YOU WILL BE PROMPTED TO CREATE A PROFILE.

Your username is the email address associated with your profile.

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

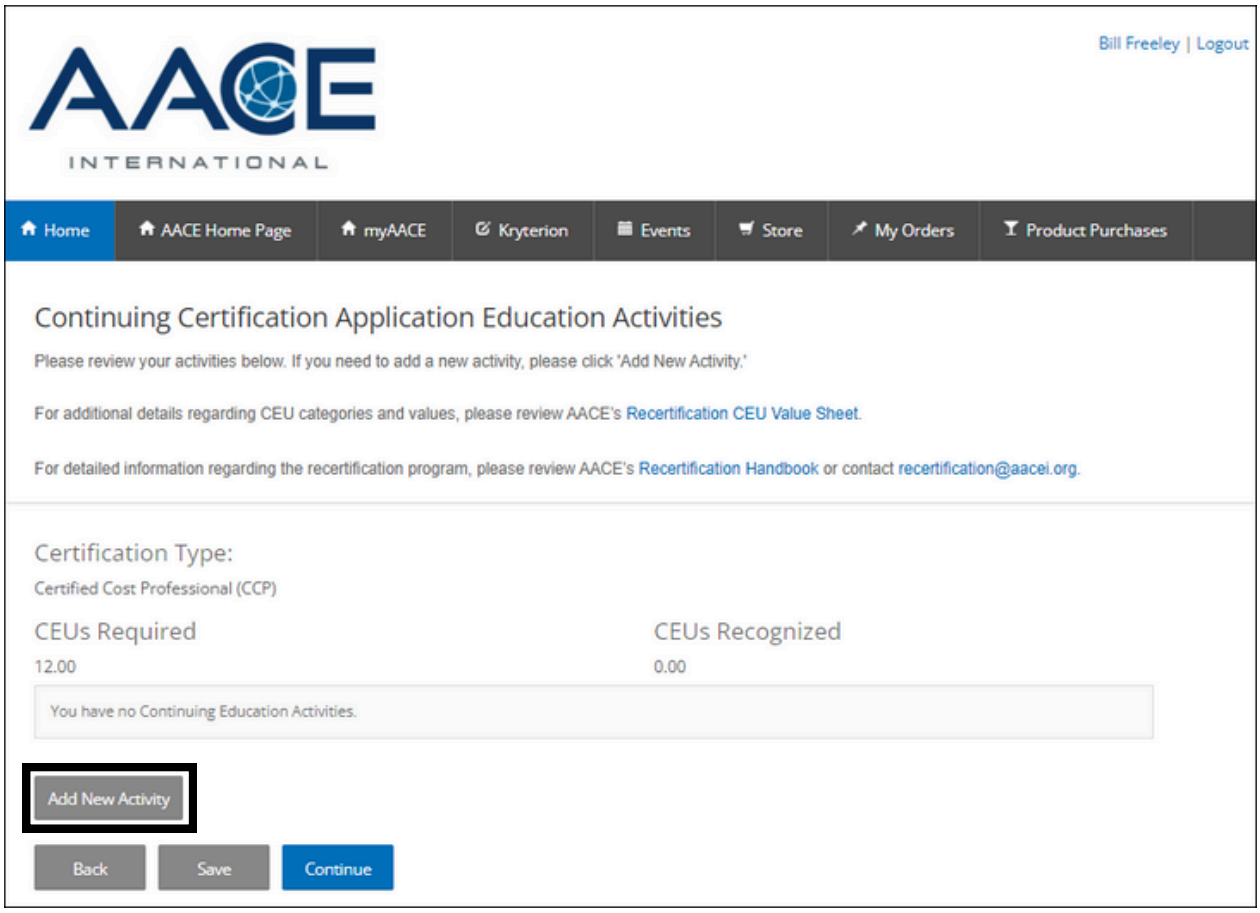


Agree to the Terms & Conditions by checking the box.

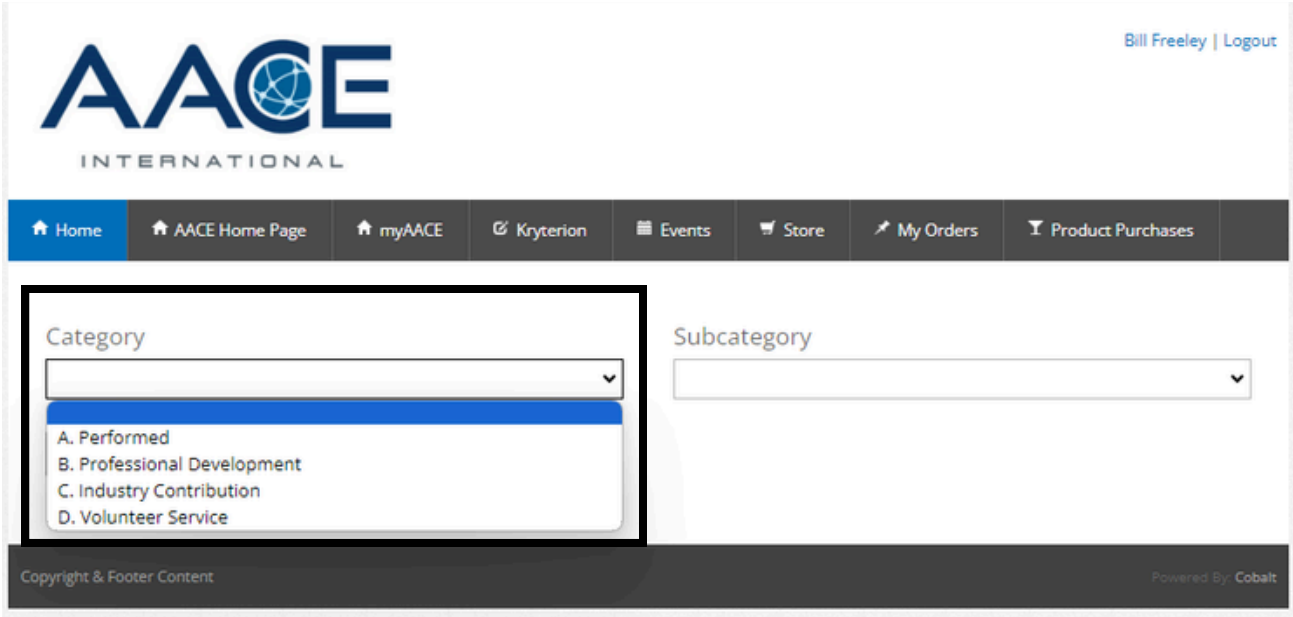


Click **Continue**.

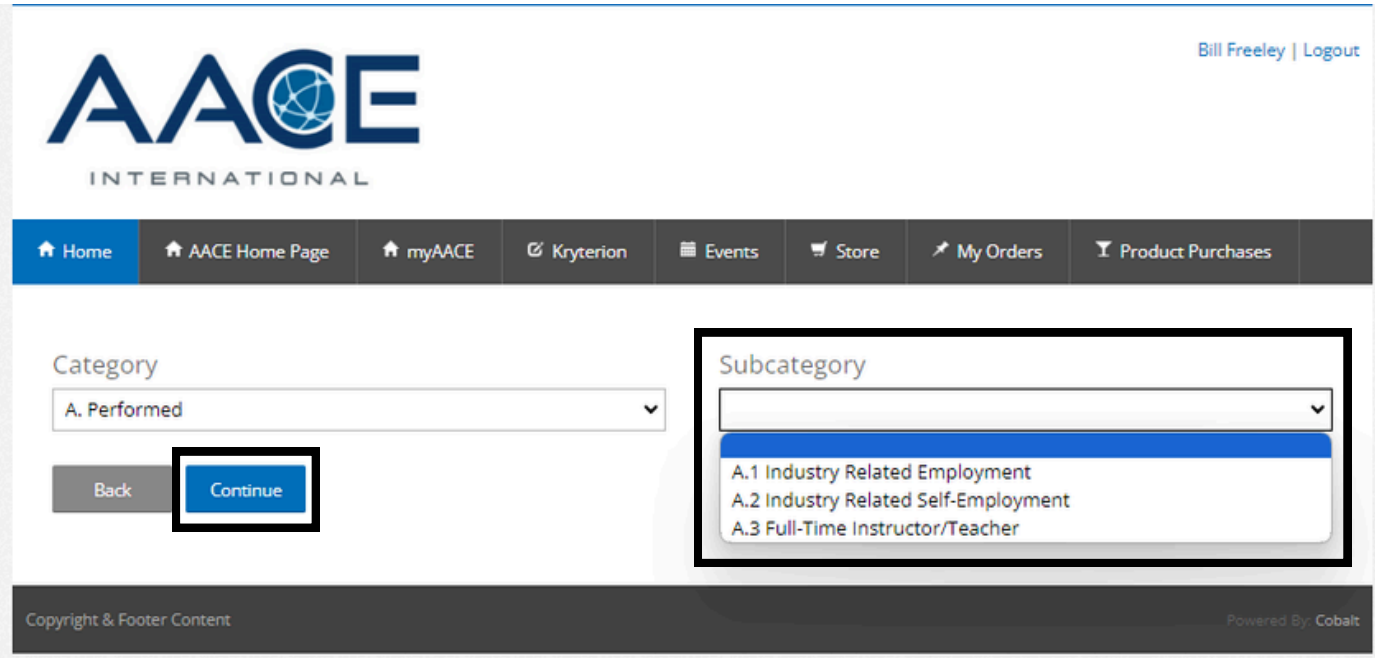
Add activities by clicking **Add New Activity**.



Select a category from the dropdown menu.

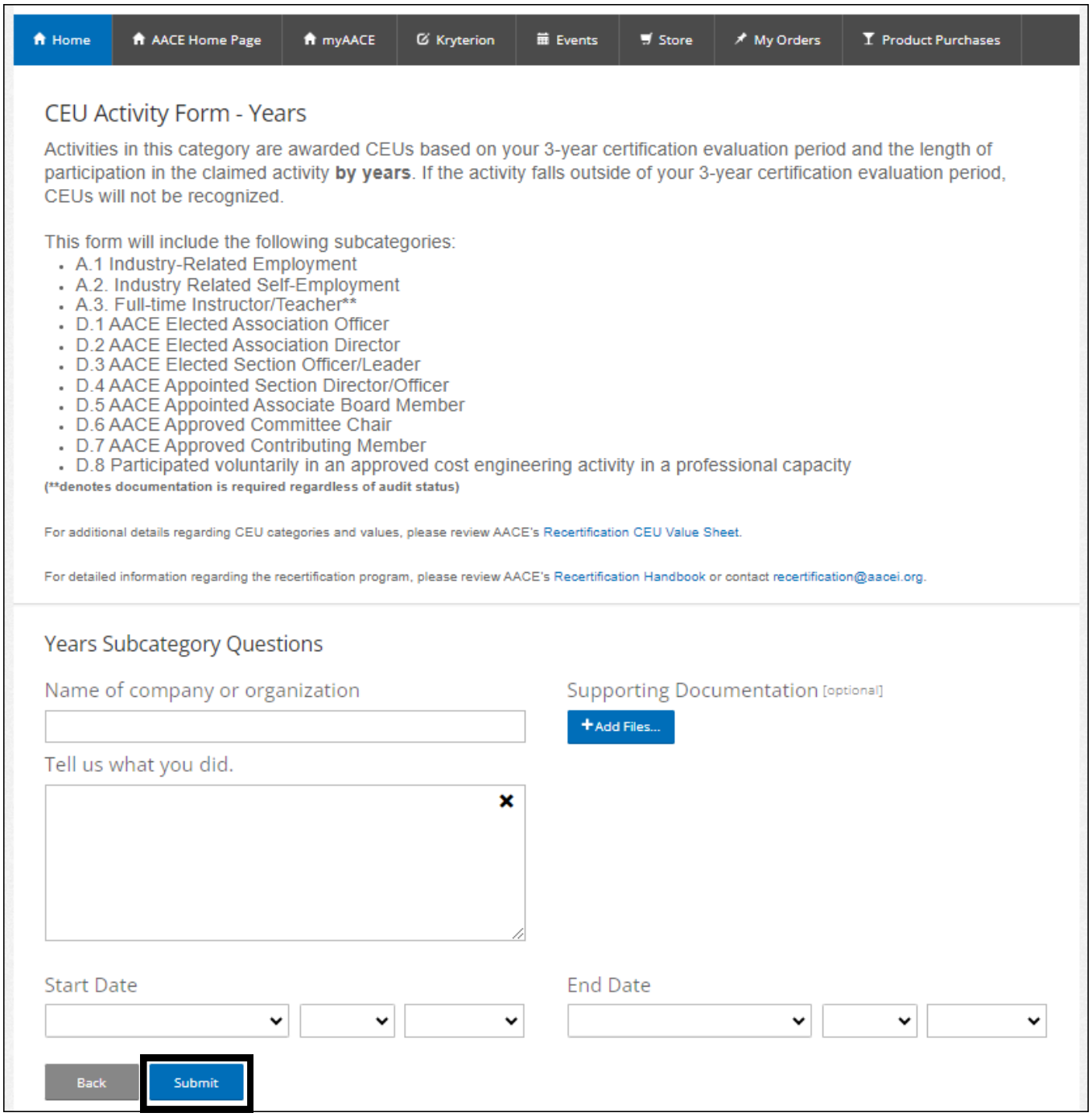


Select a subcategory from the dropdown menu.



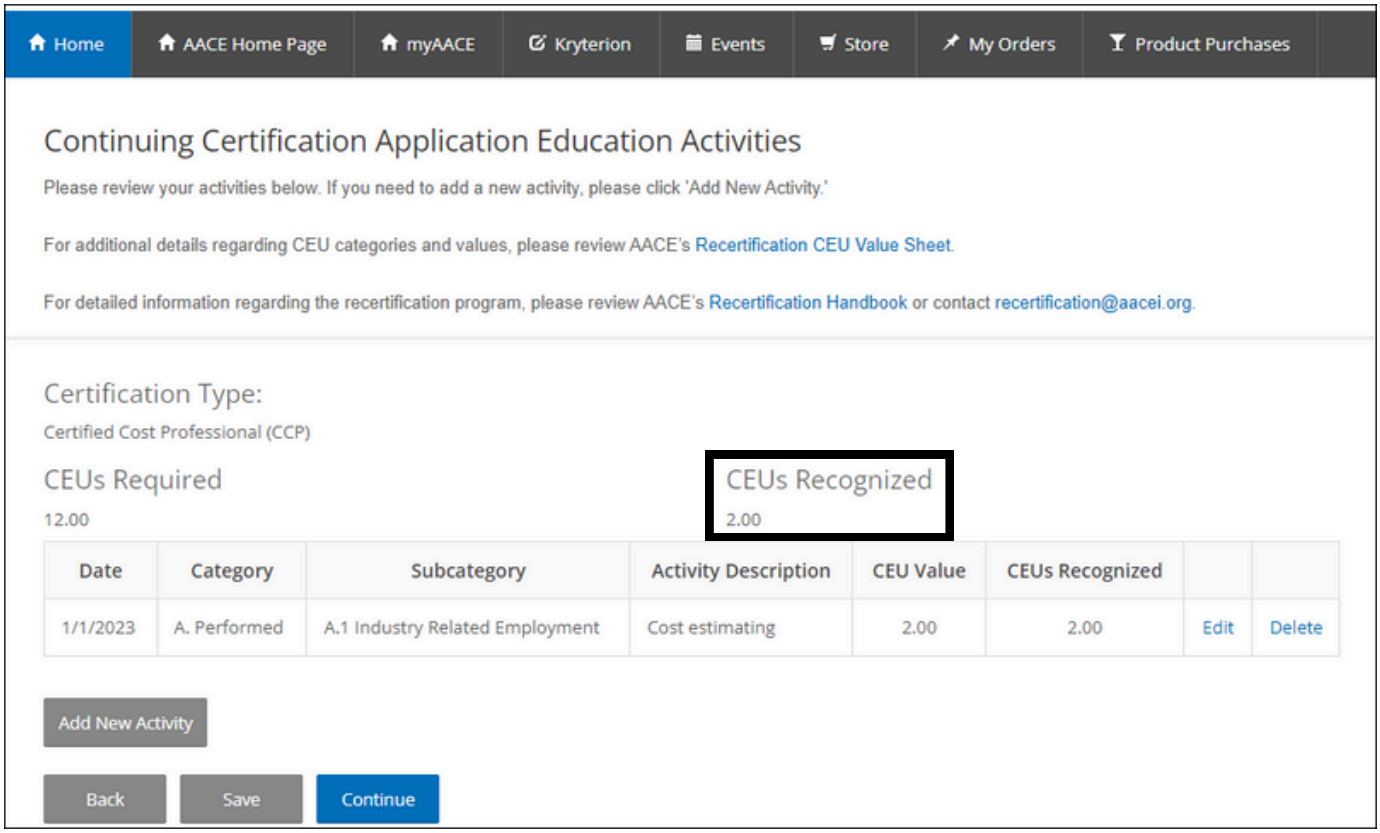
Click **Continue**.

Complete the fields, as directed.

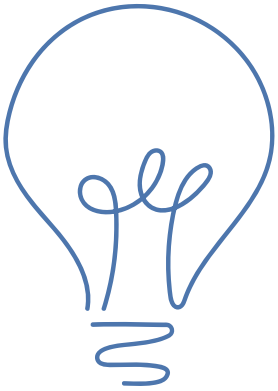


Click **Submit**.

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



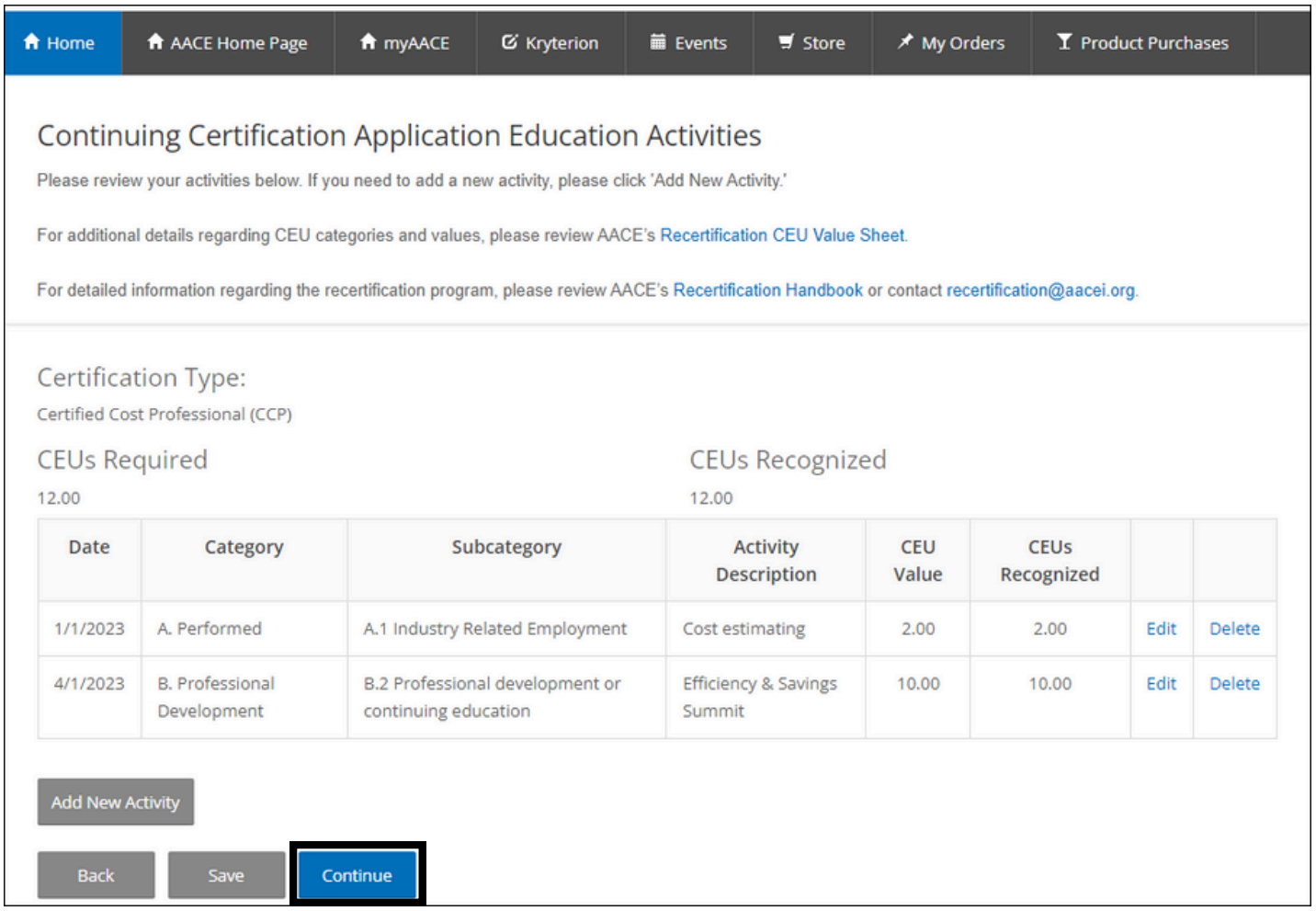
Continue to enter activities completed.



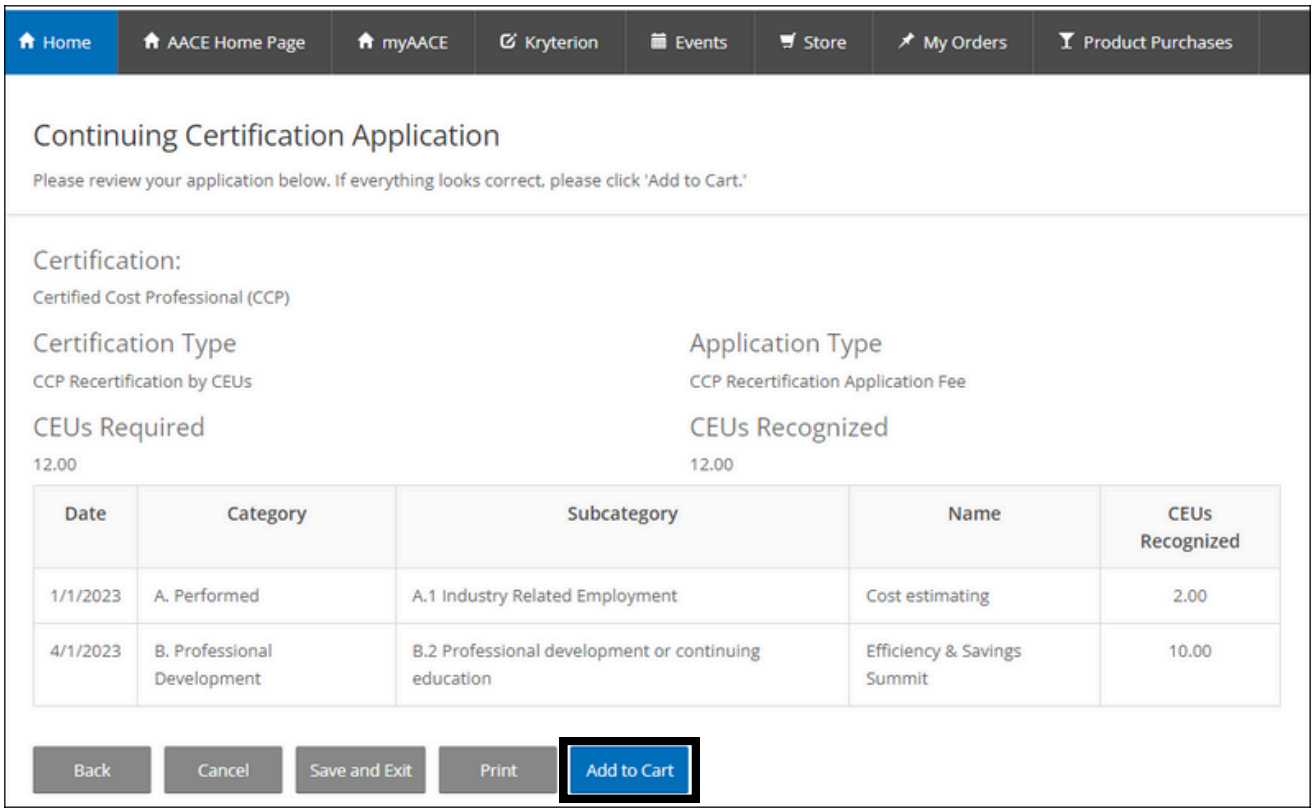
YOU MAY LOG ACTIVITIES DURING YOUR THREE-YEAR CERTIFICATION EVALUATION PERIOD. THE SYSTEM WILL SAVE ENTRIES MADE.

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

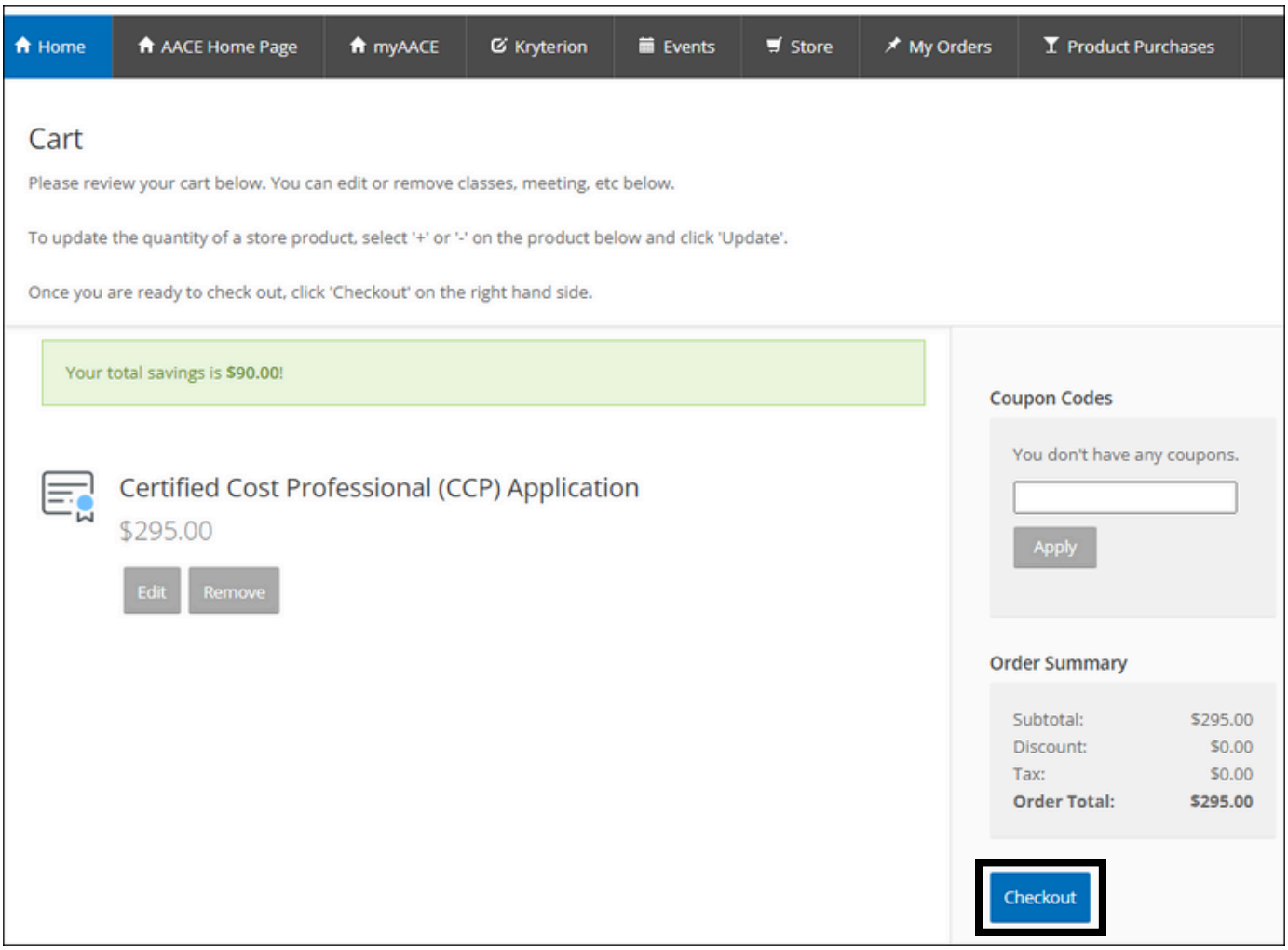
To submit, click Continue.



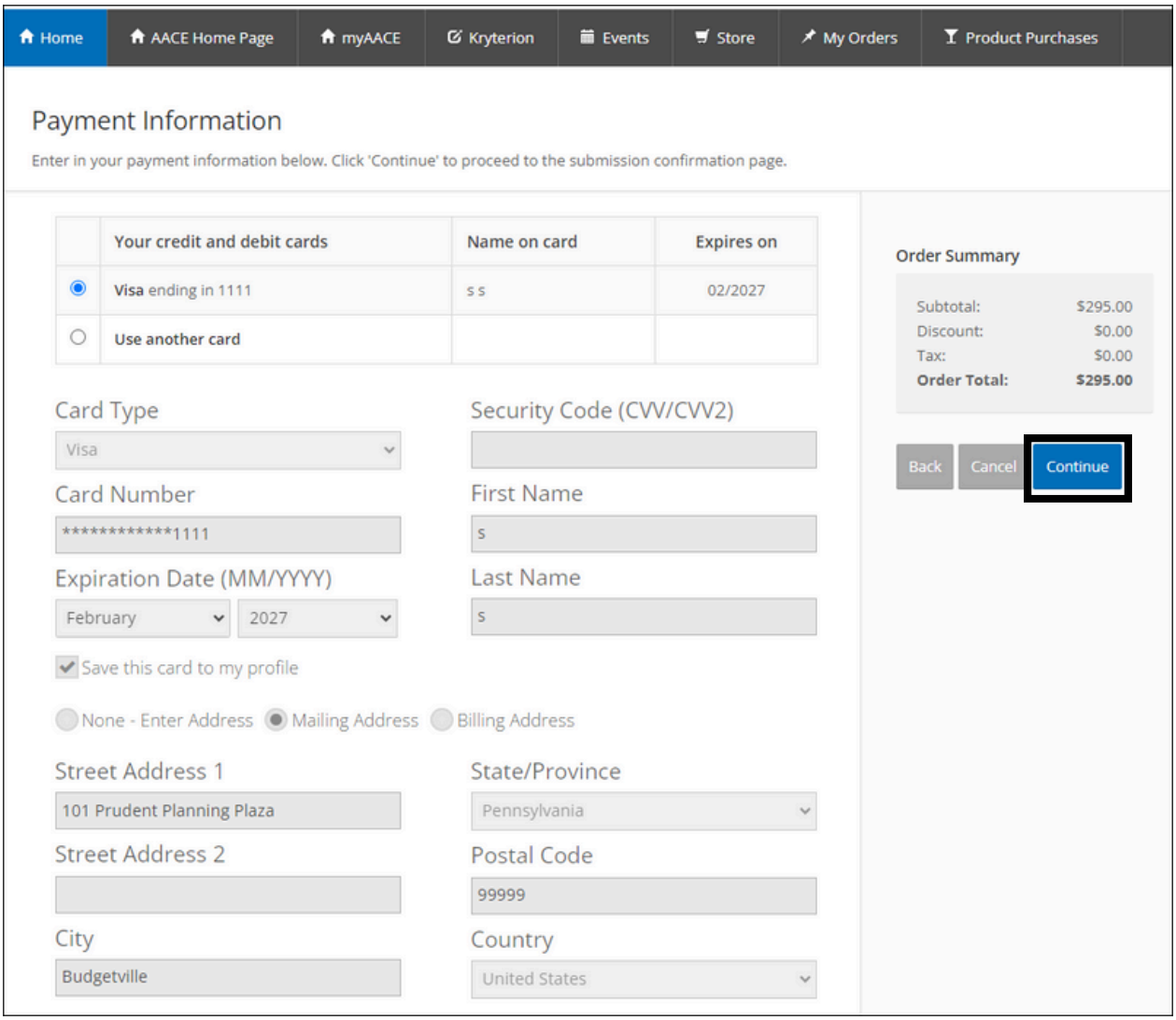
Review your application details. Click Add to Cart.



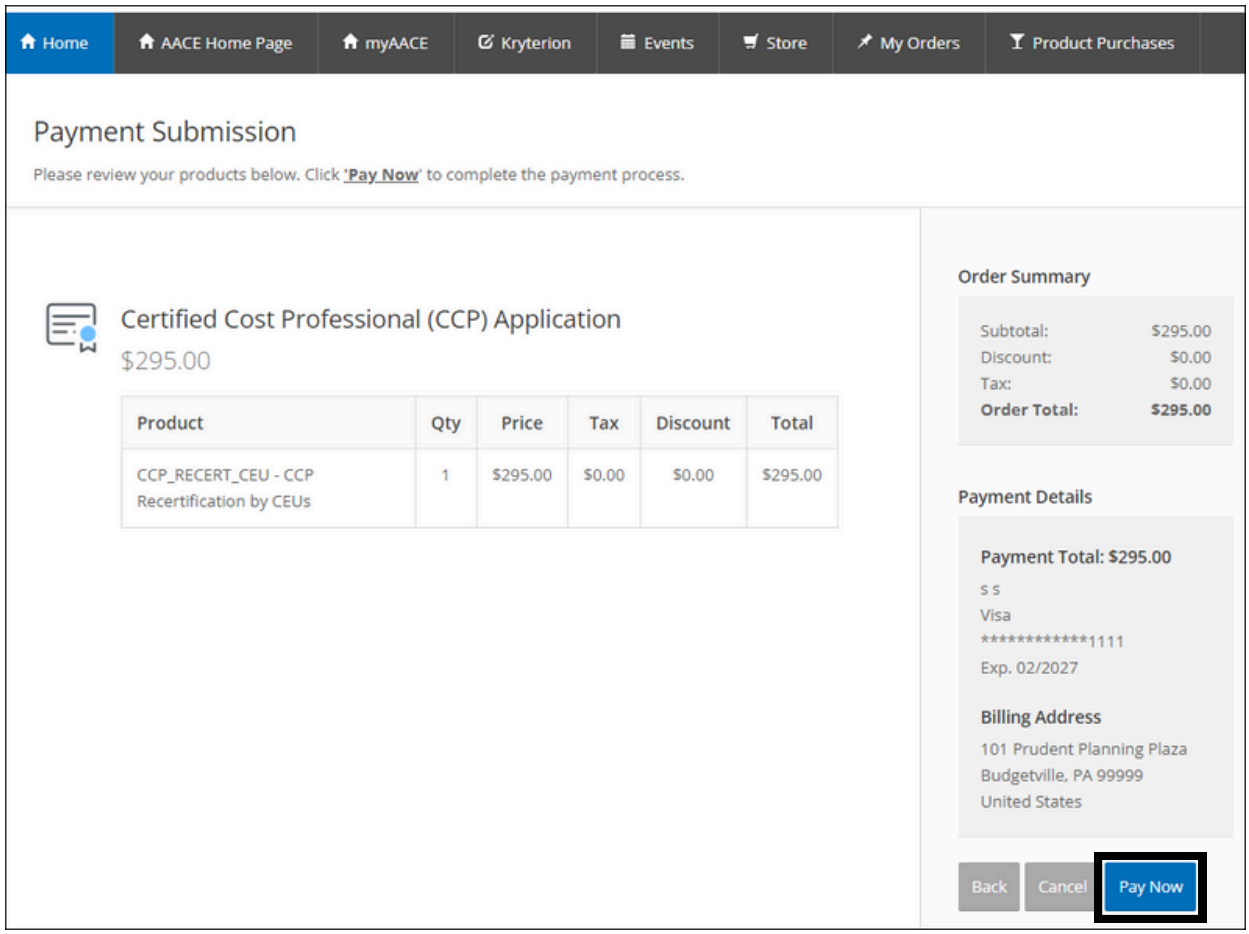
Click **Checkout**.



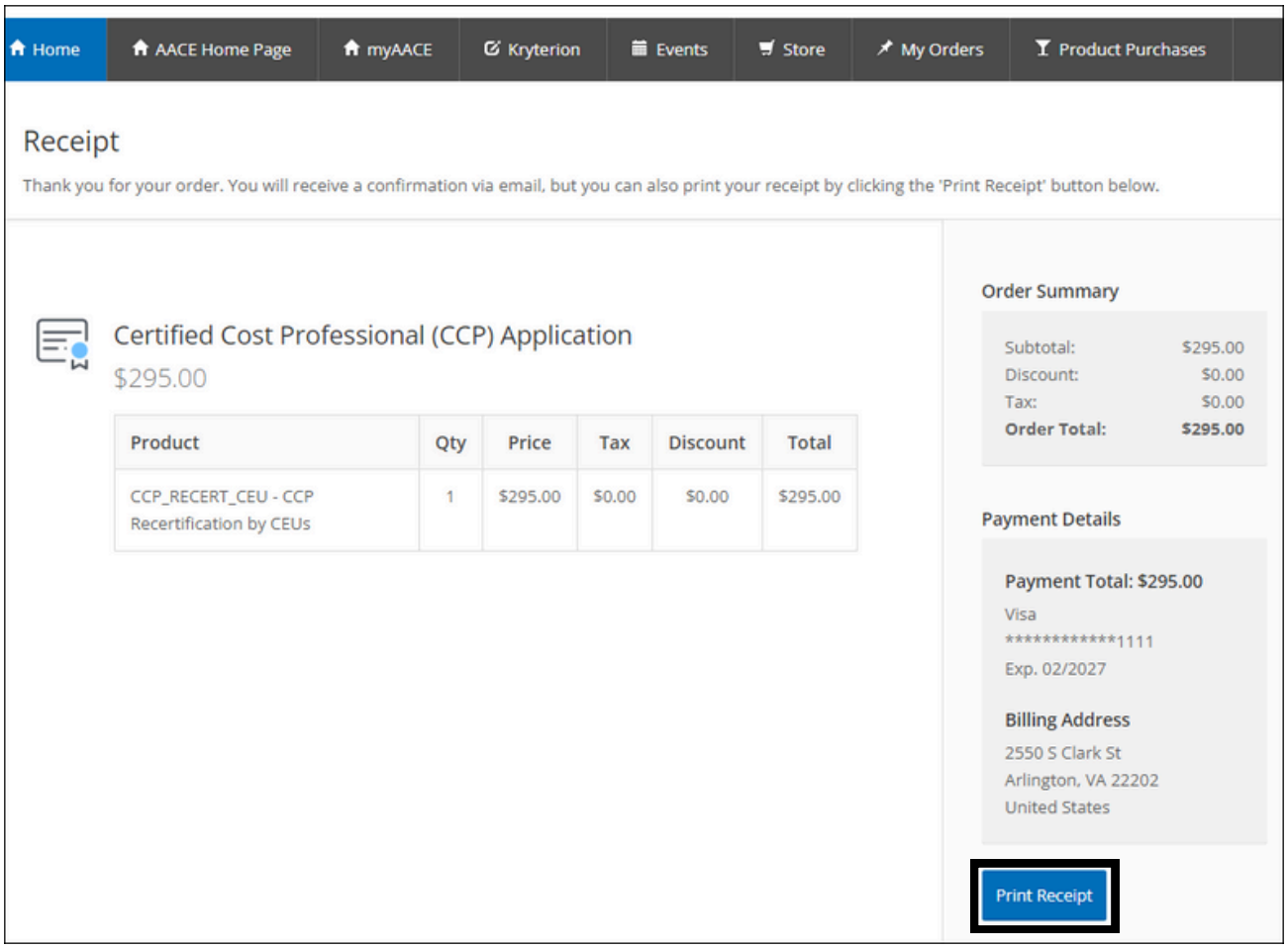
Enter your payment information. Click **Continue**.



Click **Pay Now**.



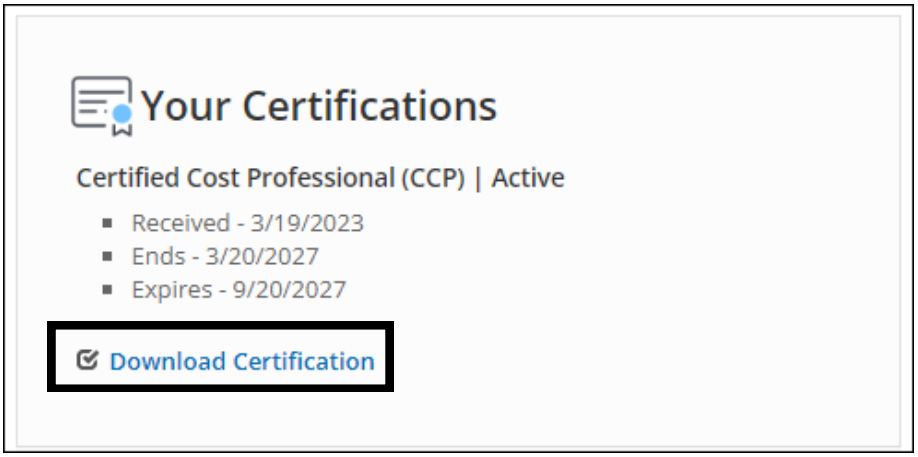
Click Print Receipt, if desired.



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.

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.