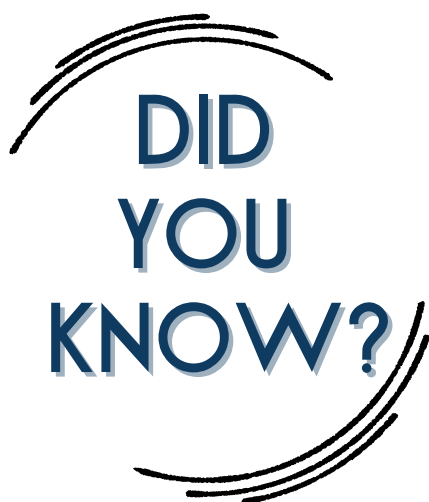


RECERTIFICATION APPLICATION GUIDE



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.

TIP:

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

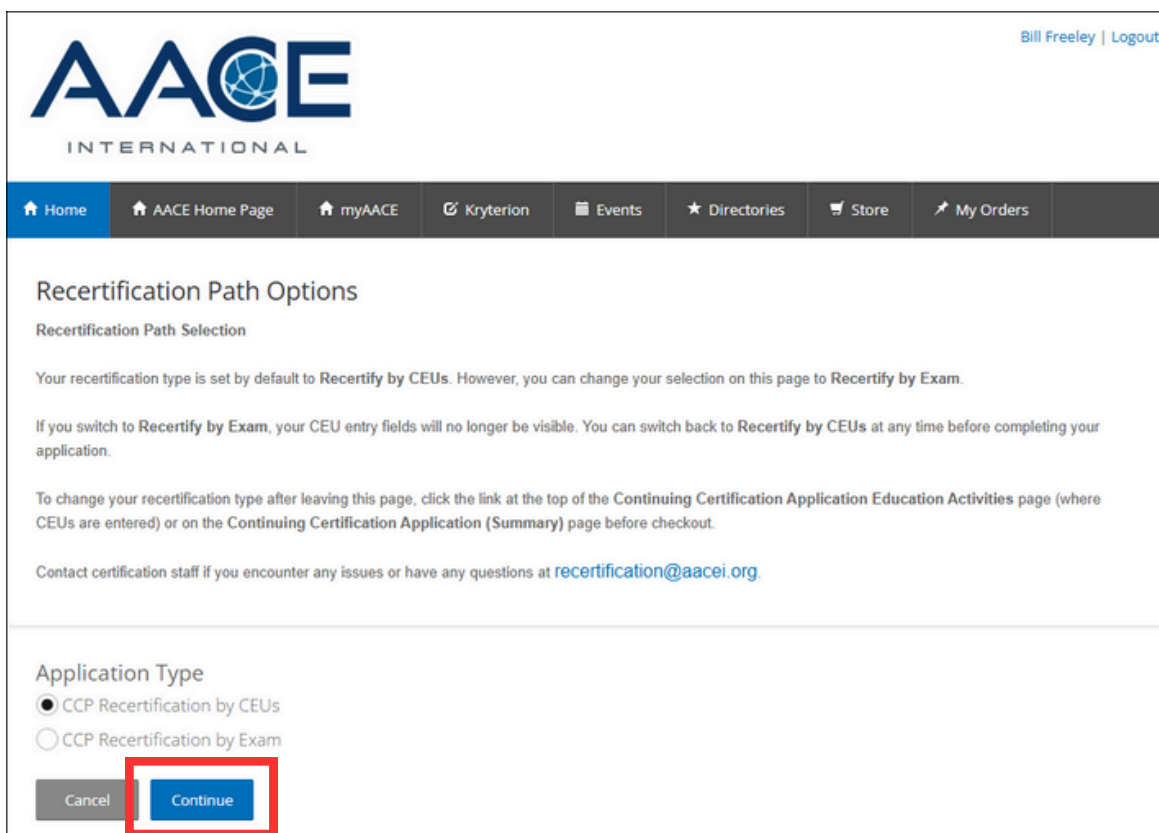
- Received - 3/19/2023
- Ends - 3/20/2027
- Expires - 9/20/2027

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

☒ [Download Certification](#)

Select Your Recertification Pathway: Recertification by CEUs or Recertification by Exam

You may change this selection at another time, if needed.



AACE
INTERNATIONAL

Bill Freeley | Logout

Home AACE Home Page myAACE Kryterion Events Directories Store My Orders

Recertification Path Options

Recertification Path Selection

Your recertification type is set by default to **Recertify by CEUs**. However, you can change your selection on this page to **Recertify by Exam**.

If you switch to **Recertify by Exam**, your CEU entry fields will no longer be visible. You can switch back to **Recertify by CEUs** at any time before completing your application.

To change your recertification type after leaving this page, click the link at the top of the **Continuing Certification Application Education Activities** page (where CEUs are entered) or on the **Continuing Certification Application (Summary)** page before checkout.

Contact certification staff if you encounter any issues or have any questions at recertification@aaacei.org.

Application Type

☒ CCP Recertification by CEUs

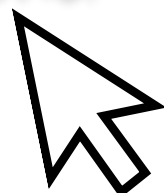
☐ CCP Recertification by Exam

Cancel Continue


Click **Continue**.



IF RECERTIFYING BY
EXAMINATION, PLEASE [CLICK](#)
[HERE](#) FOR INSTRUCTIONS.



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.

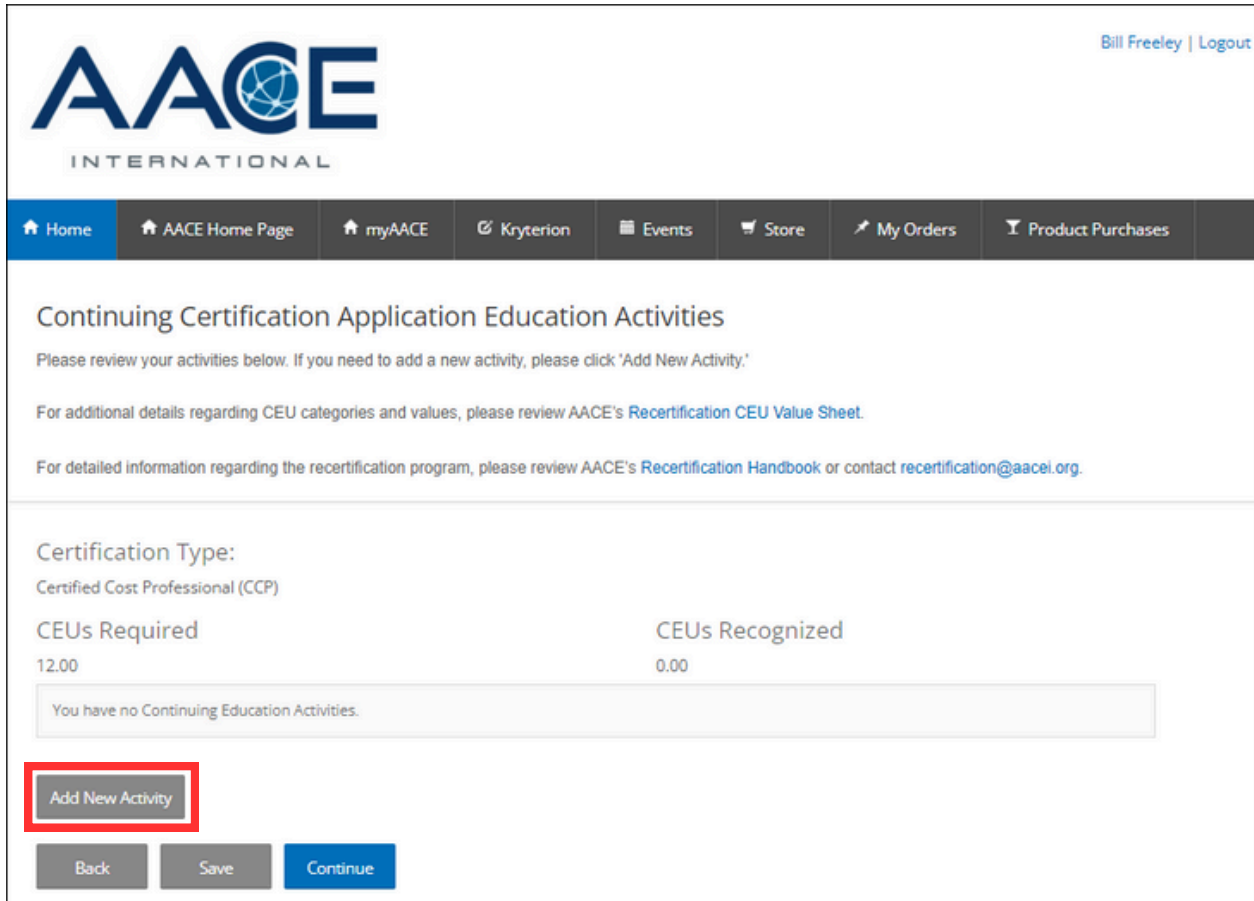
Recertification by CEUs - Terms & Conditions Agreement ACKNOWLEDGEMENT: AAACE Certification Staff will not offer preliminary reviews of any application. My paid, submitted application will be reviewed by AAACE Certification Staff in the order in which it was received. If, after review, my CEUs have not 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**.



AACE
INTERNATIONAL

Bill Freeley | Logout

Home AACE Home Page myAACE 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)

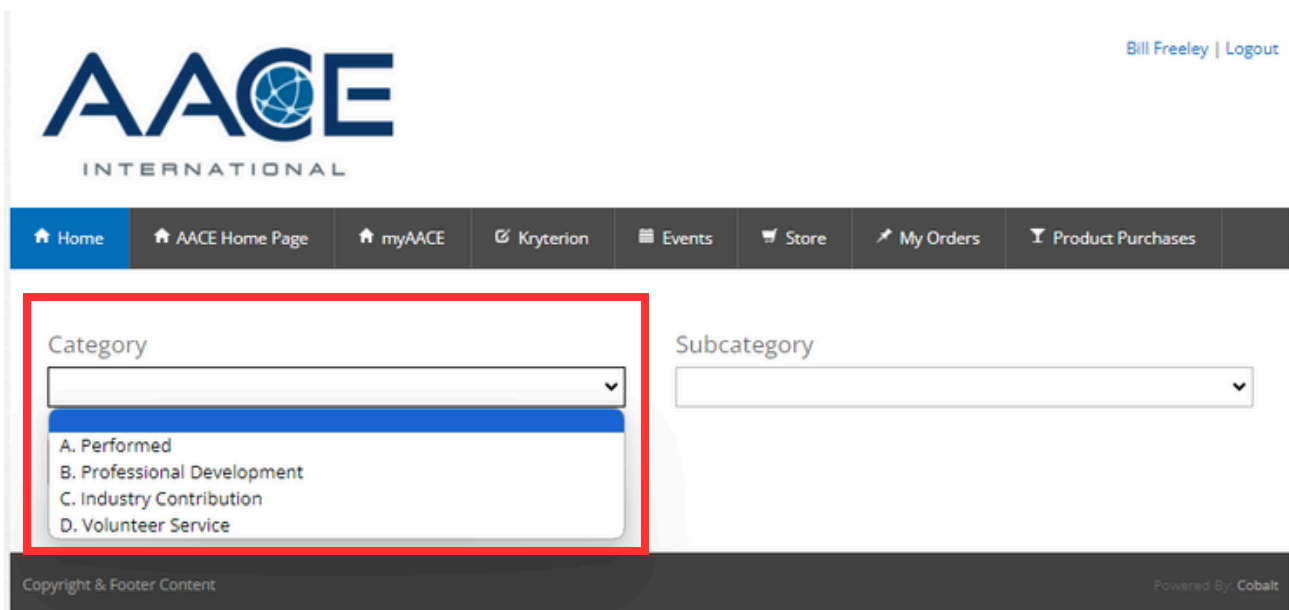
CEUs Required	CEUs Recognized
12.00	0.00

You have no Continuing Education Activities.

Add New Activity

Back Save Continue

Select a category from the dropdown menu.



AACE
INTERNATIONAL

Bill Freeley | Logout

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

Category

- A. Performed
- B. Professional Development
- C. Industry Contribution
- D. Volunteer Service

Subcategory

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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 has two dropdown menus. The 'Category' dropdown is set to 'A. Performed'. Below it are 'Back' and 'Continue' buttons. The 'Subcategory' dropdown 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 and the 'Subcategory' dropdown menu are both highlighted with red boxes. At the bottom, there is a footer with 'Copyright & Footer Content' on the left and 'Powered By: Cobalt' on the right.

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 AACE Elected Association Officer
- D.2 AACE Elected Association Director
- D.3 AACE Elected Section Officer/Leader
- D.4 AACE Appointed Section Director/Officer
- D.5 AACE Appointed Associate Board Member
- D.6 AACE Approved Committee Chair
- D.7 AACE 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 AACE's [Recertification CEU Value Sheet](#).

For detailed information regarding the recertification program, please review AACE's [Recertification Handbook](#) or contact recertification@aaacei.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 ONLY 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](#) [AACE Home Page](#) [myAACE](#) [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](#) [AAE Home Page](#) [myAAE](#) [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

☐ None - Enter Address ☒ Mailing Address ☐ Billing Address

Street Address 1
101 Prudent Planning Plaza

Street Address 2

City
Budgetville

Security Code (CW/CV2)

First Name
s

Last Name
s

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

SS
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

You can also access receipts by clicking on **My Orders**.

 [Bill Freeley](#) | [Logout](#)


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

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



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](#).

 **Your Certifications**

Certified Cost Professional (CCP) | Active

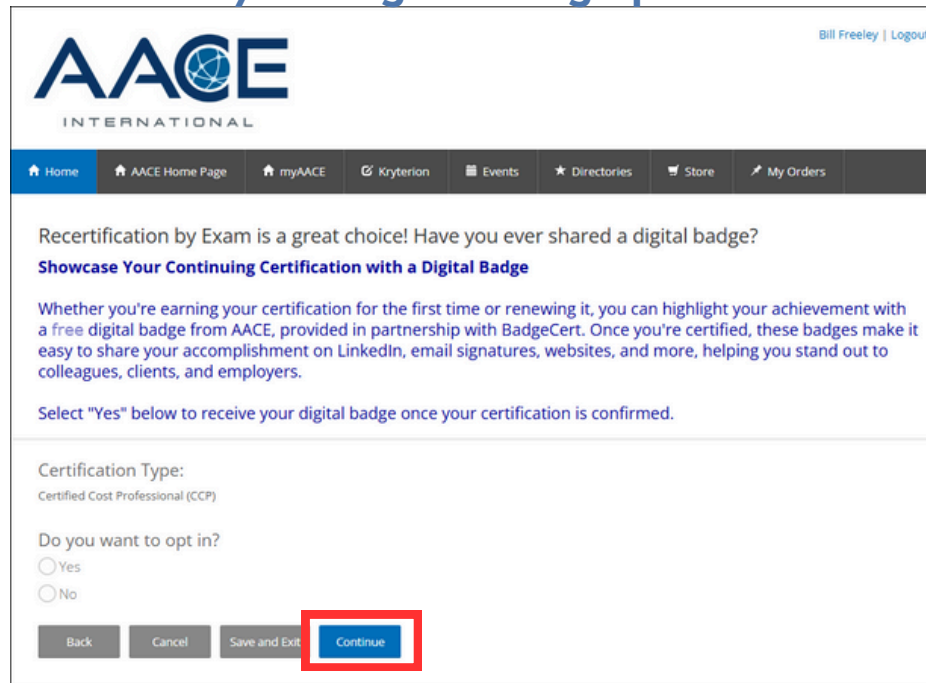
- Received - 3/19/2023
- Ends - 3/20/2027
- Expires - 9/20/2027

 [Download Certification](#)

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

RECERTIFICATION BY EXAMINATION

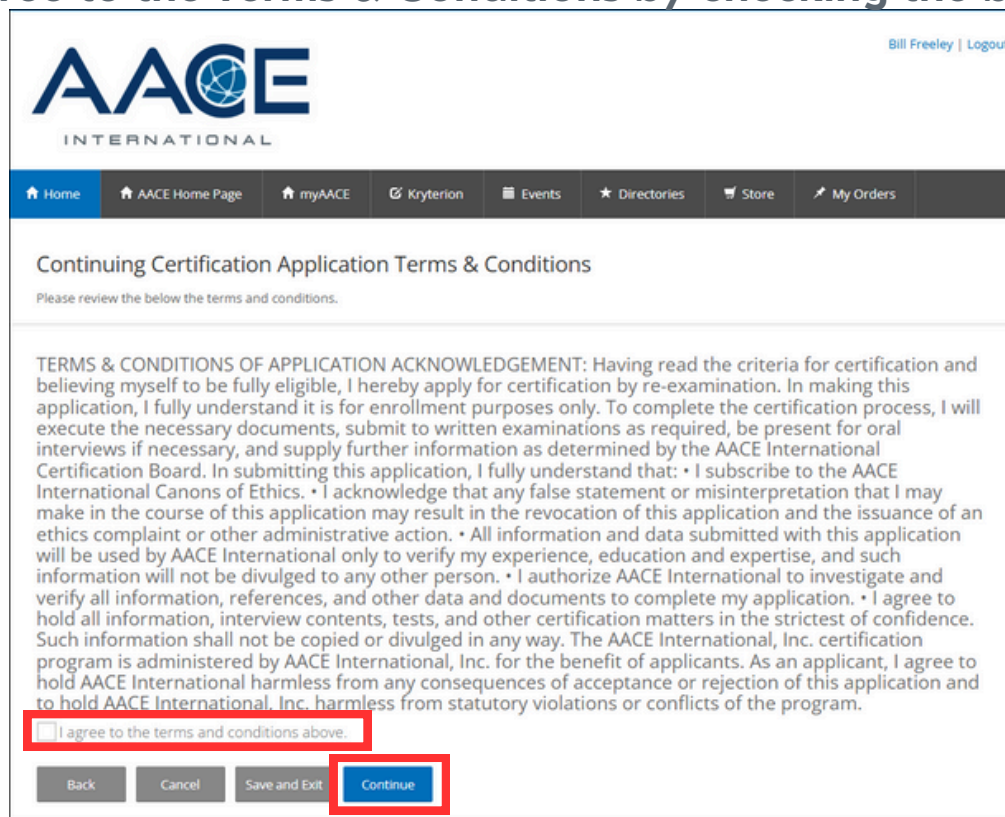
Select your digital badge preference



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, Directories, Store, and My Orders. The main content area has a heading 'Recertification by Exam is a great choice! Have you ever shared a digital badge?' followed by a sub-heading 'Showcase Your Continuing Certification with a Digital Badge'. A paragraph explains that users can earn a free digital badge from AACE in partnership with BadgeCert. Below this, it says 'Select "Yes" below to receive your digital badge once your certification is confirmed.' The 'Certification Type:' is listed as 'Certified Cost Professional (CCP)'. Under 'Do you want to opt in?', there are two radio buttons: 'Yes' and 'No'. At the bottom, there are four buttons: 'Back', 'Cancel', 'Save and Exit', and 'Continue'. The 'Continue' button is highlighted with a red rectangle.

Click **Continue**.

Agree to the Terms & Conditions by checking the box.



The screenshot shows the 'Continuing Certification Application Terms & Conditions' page on the AACE International website. The page title is 'Continuing Certification Application Terms & Conditions' with a sub-note 'Please review the below the terms and conditions.' The main text block contains the 'TERMS & CONDITIONS OF APPLICATION ACKNOWLEDGEMENT', which states that the user is applying for certification by re-examination and understands the process, including the need to execute documents and provide information. It also mentions that the user agrees to hold all information in strictest confidence and to hold AACE International harmless from any consequences of acceptance or rejection of the application. At the bottom of the text block, there is a checkbox followed by the text 'I agree to the terms and conditions above.' The checkbox is highlighted with a red rectangle. Below the text block are four buttons: 'Back', 'Cancel', 'Save and Exit', and 'Continue'. The 'Continue' button is highlighted with a red rectangle.

Click **Continue**.

RECERTIFICATION BY EXAMINATION

Click **Add to Cart**.

AAACE
INTERNATIONAL

Bill Freeley | Logout

Home AACE Home Page myAAACE Kryterion Events Directories Store My Orders

Continuing Certification Application (Summary)

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

[Click here to change your recertification application type.](#)

Certification: Certified Cost Professional (CCP)	
Certification Type CCP Recertification by Exam	Application Type CCP Recertification by Exam
Address 1: Street 1 123 Main Street	Address 1: State/Province Lookup California
Address 1: Street 2	Address 1: Country Lookup United States
Address 1: City Hollywood	Address 1: ZIP/Postal Code 90078

Do you want to opt in?
Yes

Cancel Save and Exit Print **Add to Cart**

Click **Checkout**.

AAACE
INTERNATIONAL

Bill Freeley | Logout

Home AACE Home Page myAAACE Kryterion Events Directories Store My Orders


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.

Save by signing up for a membership today!

 **Certified Cost Professional (CCP) Application**
\$690.00

Edit Remove

Coupon Codes

You don't have any coupons.

Apply


Order Summary

Subtotal:	\$690.00
Discount:	\$0.00
Tax:	\$0.00
Order Total:	\$690.00

Checkout

RECERTIFICATION BY EXAMINATION

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



Bill Freeley | Logout

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

Payment Information

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

Card Type

Card Number

Expiration Date (MM/YYYY)

☐ Save this card to my profile

☐ None - Enter Address ☐ Mailing Address ☐ Billing Address

Street Address 1

Street Address 2

City

Security Code (CVV/CVV2)

First Name

Last Name

State/Province

Postal Code

Country

United States

Order Summary

Subtotal:

\$690.00

Discount:

\$0.00

Tax:

\$0.00

Order Total:

\$690.00

Back


Cancel


Continue

Click **Continue**.

RECERTIFICATION BY EXAMINATION

Confirm your address.



Bill Freeley |  View Cart (1) | Logout

[Home](#) | [AAACE Home Page](#) | [myAAACE](#) | [Kryterion](#) | [Events](#) | [Directories](#) | [Store](#) | [My Orders](#)

Important Confirmation

To process your certification application, a complete mailing address must be present on your profile. All fields are required for integrating with our testing delivery partner. Failure to provide the correct information will result in a system error that will cause delays in processing.

Please review the following information and provide any missing values or update to your current mailing address.

Note: when selecting country or state/province, type in a few letters and wait a second for the options to display, and then select. These fields are lookup values; you cannot type a new value.

Certification Type:
Certified Cost Professional (CCP)

Ensure the accuracy of your address

Address 1: Street 1
101 Prudent Planning Plaza

Address 1: Street 2 [optional]

Address 1: City
Budgetville

Address 1: State/Province Lookup
Pennsylvania

Address 1: Country Lookup
United States

Address 1: ZIP/Postal Code [optional]
99999

Back

Cancel


Save and Exit

Continue

Click **Continue**.

RECERTIFICATION BY EXAMINATION


Click Pay Now.

Bill Freeley | Logout

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

Payment Submission

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

**Certified Cost Professional (CCP) Application**
\$690.00

Product	Qty	Price	Tax	Discount	Total
CCP_RECERT_EXAM - CCP Recertification by Examination	1	\$690.00	\$0.00	\$0.00	\$690.00

Order Summary

Subtotal:	\$690.00
Discount:	\$0.00
Tax:	\$0.00
Order Total:	\$690.00

Payment Details

Payment Total: \$690.00
Bill Freeley
Visa
*****1111
Exp. 02/2037

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

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

RECERTIFICATION BY EXAMINATION

Click **Print Receipt**, if desired.

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, Directories, Store, and My Orders. The main content area is titled 'Receipt' and includes a thank-you message. Below this, the order details are shown: 'Certified Cost Professional (CCP) Application' for \$690.00. A table lists the product 'CCP_RECERT_EXAM - CCP Recertification by Examination' with a quantity of 1, price of \$690.00, and a total of \$690.00. To the right, the 'Order Summary' shows a subtotal of \$690.00, discount of \$0.00, tax of \$0.00, and an order total of \$690.00. Below this, 'Payment Details' show a payment total of \$690.00, card type Visa, and billing address: 101 Prudent Planning Plaza, Budgetville, PA 99999, United States. A red box highlights the 'Print Receipt' button at the bottom right.

AACE
INTERNATIONAL

Bill Freeley | Logout

Home AACE Home Page myAACE Kryterion Events Directories Store My Orders

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. Please allow 15 - 30 minutes for your purchase to appear in related systems.

Certified Cost Professional (CCP) Application
\$690.00

Product	Qty	Price	Tax	Discount	Total
CCP_RECERT_EXAM - CCP Recertification by Examination	1	\$690.00	\$0.00	\$0.00	\$690.00

Order Summary

Subtotal: \$690.00
Discount: \$0.00
Tax: \$0.00
Order Total: \$690.00

Payment Details

Payment Total: \$690.00
Bill Freeley
Visa
*****1111
Exp. 02/2037

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

Print Receipt

You can also access receipts by clicking on **My Orders**.

This screenshot shows the top navigation bar of the AACE International website. The AACE International logo is on the left, and the user name 'Bill Freeley | Logout' is on the right. The navigation bar contains links: Home, AACE Home Page, myAACE, Kryterion, Events, Directories, Store, and My Orders. A red box highlights the 'My Orders' link.

AACE
INTERNATIONAL

Bill Freeley | Logout

Home AACE Home Page myAACE Kryterion Events Directories Store **My Orders**

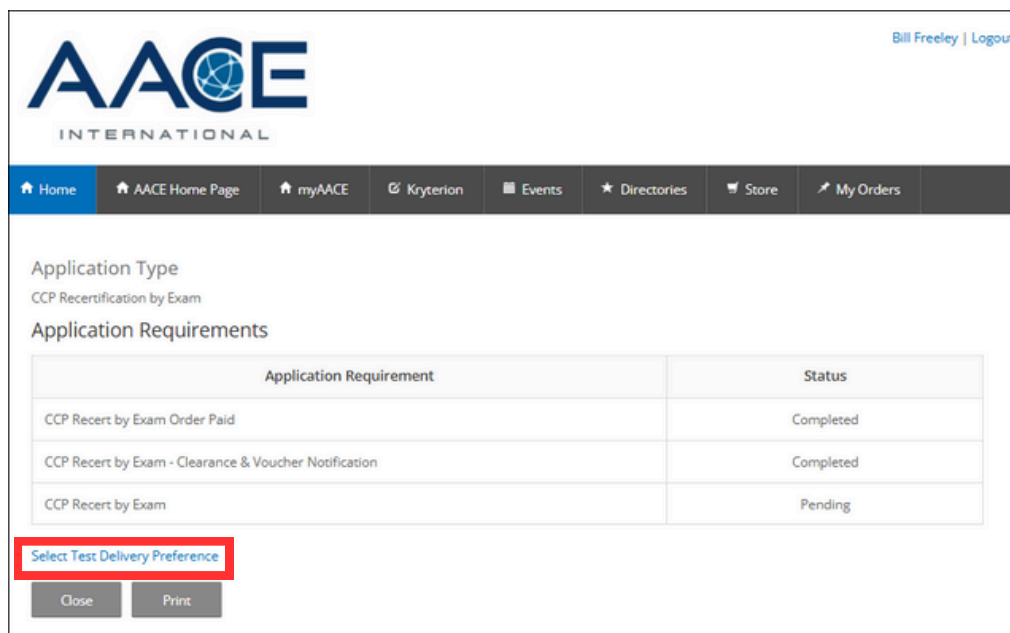
RECERTIFICATION BY EXAMINATION

ONCE YOUR EXAMINATION CLEARANCE IS PROCESSED, YOU WILL RECEIVE INSTRUCTIONS TO LOG IN TO YOUR AACE PROFILE AND SELECT YOUR EXAM DELIVERY.

To do so, click **Check Certification Status** under the **Submitted Certification Applications** menu.

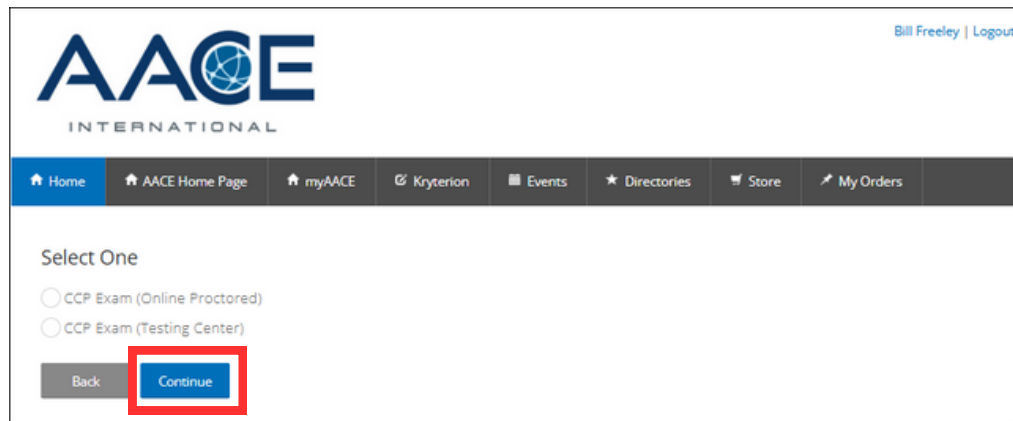


Click **Select Test Delivery Preference**.



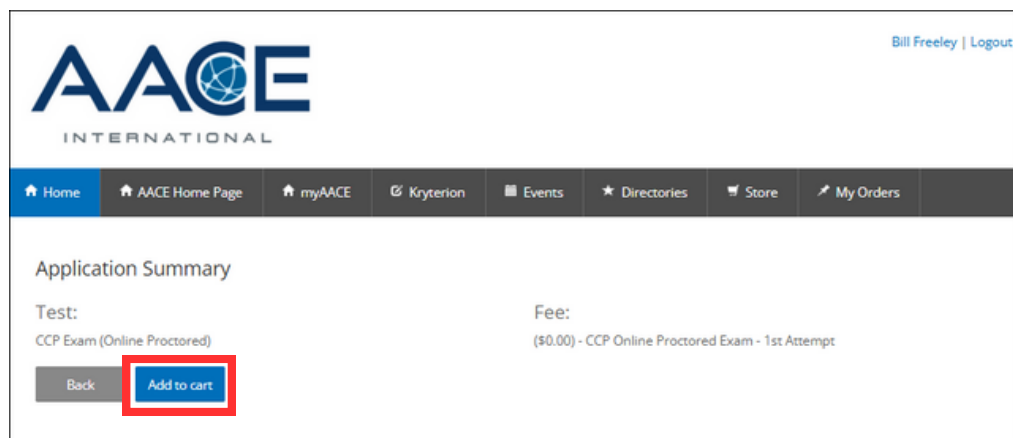
RECERTIFICATION BY EXAMINATION

Select your exam delivery preference.



The screenshot shows the AACE International website interface. At the top right, it says "Bill Freeley | Logout". Below the logo is a navigation bar with links: Home, AACE Home Page, myAACE, Kryterion, Events, Directories, Store, and My Orders. The main content area is titled "Select One" and contains two radio button options: "CCP Exam (Online Proctored)" and "CCP Exam (Testing Center)". At the bottom of this section are two buttons: "Back" and "Continue". The "Continue" button is highlighted with a red rectangular box.

Click **Continue**.

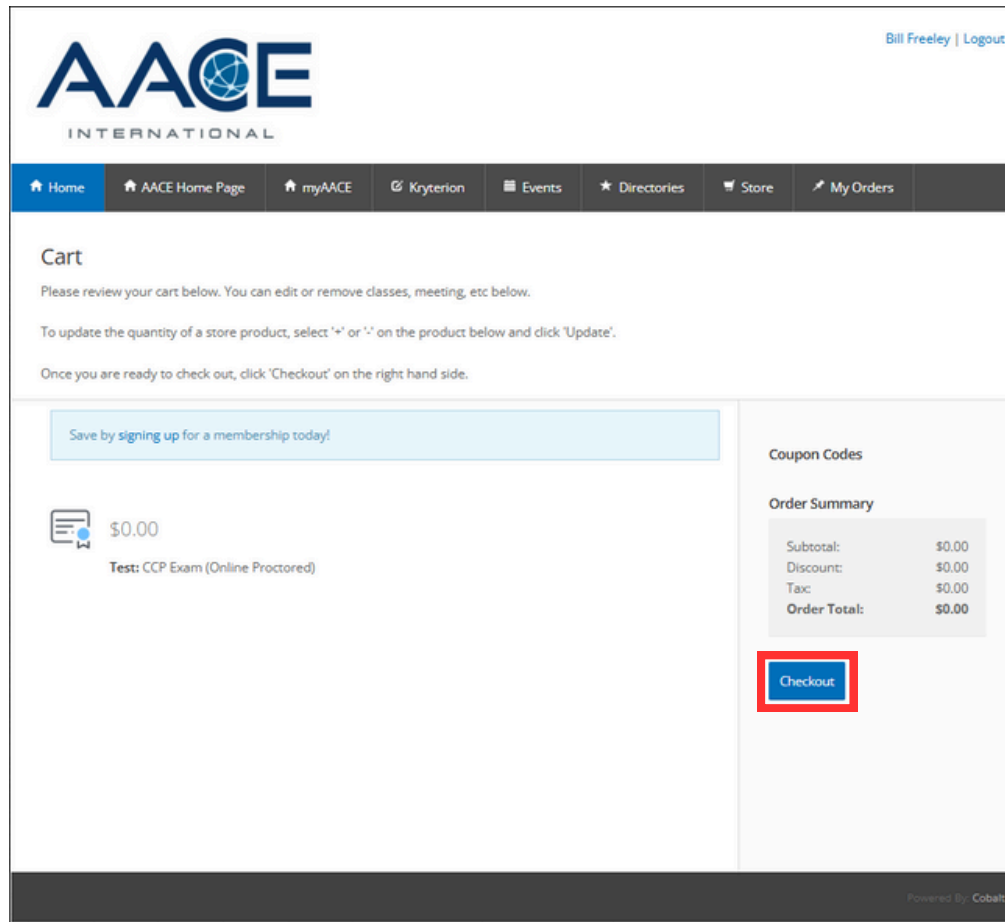


The screenshot shows the "Application Summary" page on the AACE International website. It displays the test selection as "CCP Exam (Online Proctored)" and the fee as "(\$0.00) - CCP Online Proctored Exam - 1st Attempt". At the bottom left, there are two buttons: "Back" and "Add to cart". The "Add to cart" button is highlighted with a red rectangular box.

Click **Add to Cart**.

RECERTIFICATION BY EXAMINATION

Click **Checkout**.



The screenshot shows the AACE International website's checkout page. At the top, the AACE International logo is on the left, and the user's name 'Bill Freeley' with a 'Logout' link is on the right. A navigation bar contains links: Home, AACE Home Page, myAACE, Kryterion, Events, Directories, Store, and My Orders. The main content area is titled 'Cart' and includes instructions for reviewing the cart, updating quantities, and checking out. A light blue box offers a discount for signing up for a membership. The cart items section shows a 'Test: CCP Exam (Online Proctored)' for \$0.00. To the right, an 'Order Summary' table lists Subtotal, Discount, Tax, and Order Total, all at \$0.00. A red rectangular box highlights the 'Checkout' button. The footer indicates the site is 'Powered By: Cobalt'.

AACE
INTERNATIONAL

Bill Freeley | Logout

Home AACE Home Page myAACE Kryterion Events Directories Store My Orders


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.

Save by signing up for a membership today!

 \$0.00

Test: CCP Exam (Online Proctored)

Coupon Codes

Order Summary

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

Checkout

Powered By: Cobalt

Click **Print Receipt**, if desired.

ONCE YOUR EXAMINATION CLEARANCE IS PROCESSED, YOU WILL RECEIVE INSTRUCTIONS TO LOG IN TO YOUR AACE PROFILE AND SELECT YOUR EXAM DELIVERY.

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



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.