



Completing your application is simple once you understand the certification application process. Here is step-by-step guidance to assist you in this important first step:

1. Meet Minimum Eligibility Requirements

Every examination candidate must prove they can meet the minimum eligibility requirements of their desired certification. The candidate will upload all pertinent documentation within the online application as prompted. For a smooth and quick experience, we advise candidates to gather all information prior to starting the application process—although it is not required since they can return to the application as often as necessary to finalize it.

- Technician level (**CCT & CST**) certification eligibility requirements are [here](#).
- Professional level (**CCP, CEP, EVP, PRMP, & PSP**) certification eligibility requirements are [here](#).
- Expertise level (**CFCC, DRMP**) certification eligibility requirements are [here](#).

2. Create an Application

If you do not already have a profile, you must create one.

On the [login page](#), click [Get Started](#):

A screenshot of the AAACE International website's login page. The page has a white background with a blue header. The header contains the AAACE International logo on the left and a navigation bar with links: Home, AAACE Home Page, myAAACE, Kryterion, Events, Store, My Orders, and Product Purchases. Below the navigation bar, the word "Login" is centered. The main content area is divided into two sections. The left section is a light blue box containing a "Login" form with fields for "Email" (containing "demo@test.com") and "Password" (containing "*****"), a "Remember Me" checkbox, and a blue "Login" button. The right section is a light gray box with the text "New member? Forgot your password? Not sure if you have a login?" in red, and a dark gray "Get Started" button.

Enter your email:

The screenshot shows the AACE International website's 'Profile Credentials Reset Form'. At the top is the AACE International logo. Below it is a navigation bar with links: Home, AACE Home Page, myAACE, Events, Store, My Orders, and Product Purchases. The main heading is 'Profile Credentials Reset Form', followed by a subtext: 'Please enter in your email below and click 'Continue.' If we can't find you in our system, you will be prompted to continue through the profile creation process.' There is a text input field labeled 'E-mail'. Below the field are two buttons: 'Back' and 'Continue'. The footer contains 'Copyright & Footer Content' on the left and 'Powered By Cobalt' on the right.

- If your email matches, you are already in the system and will receive a password reset email. Navigate to the link in the email, change your password, and you can access the system.
- If you are a new user (email does not match), you will be prompted through the process to create your profile. Once you have created your profile, you will be logged into the system.

The screenshot shows the AACE International website's profile setup interface. At the top is the AACE International logo. Below it is a navigation bar with links: Home, AACE Home Page, myAACE, Events, Store, My Orders, and Product Purchases. The main heading is "Profile Setup Form" with a subtext "Please enter your information below." The form is divided into two columns. The left column contains fields for Prefix (optional), First Name, Middle Name (optional), E-mail Address (pre-filled with gmazzetti@aacel.org), and Confirm E-mail Address (pre-filled with gmazzetti@aacel.org). The right column contains fields for Last Name, Suffix (optional), Password, and Confirm Password. At the bottom left are "Cancel" and "Continue" buttons.

Once you have accessed the system (reset your password or create your profile), you can log in with your email (username) and password.

An **AACE ID/customer number** will be created for you with your new profile. It is helpful to know this number for exams as well as future communications with AACE staff.

Note: It is good practice for passwords to be at least 8 characters long and contain a combination of letters, numbers, and special characters.

After setting up your profile, you will land on its home page, where you can apply for membership and certifications, register for events, and purchase products.

Once you create your profile/log into your profile, you will find the **Apply for New Certifications** section on your homepage.



Click on [Apply for \[select your exam\]](#).

At the top of the page, you will see all the **Initial Application Eligibility Requirements** for your reference. You can click on each certification hyperlink to review the requirements and what you need to supply to meet them.

You will see the specific **Experience Required (8 years)** and areas where you can upload work experience and education verification. You can also track how much you

have provided toward the requirement under the **Experience Required** heading.

The screenshot shows the AACE International website's 'Experience Required' form. The header includes the AACE International logo and a navigation bar with links: Home, AACE Home Page, myAACE, Kryterion, Events, Store, My Orders, and Product Purchases. The form contains fields for Start Date (Month, Day, Year), End Date (Month, Day, Year), Employer Name, and Supporting Documentation (with an '+Add Files...' button). At the bottom are 'Back' and 'Continue' buttons.

Click **Continue**:

This screenshot shows the form after the 'Continue' button was clicked. The Start Date is now set to March 17, 2020, and the End Date is set to April 17, 2024. The Employer Name field contains the text 'Screenshots for Handbooks'. The Supporting Documentation section now shows a file icon and the name 'EXPERIENCE 1.docx'. The 'Back' and 'Continue' buttons remain at the bottom.

You will now see a value under **Experience Provided** that reflects what you entered.

The screenshot displays a summary of the entered experience. It shows 'Certification Type: Certified Cost Professional (CCP)', 'Experience Required: 8 Years', and 'Experience Provided: 4 Years'. Below this is a table titled 'Work Experience' with columns for Employer Name, Start Date, End Date, Edit, and Delete.

Employer Name	Start Date	End Date	Edit	Delete
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Adding Education: You will add each degree individually, entering the Institution (college or university), **Degree Type** (Associate, 3-year Diploma, or Bachelor's Degree or Higher (Bachelor's, Master's, PhD, JD, etc.)), **Field of Study** (Engineering, Construction Management, Accounting, etc.), and **Graduation Date**. Click **+Add Files** to upload your verification document.

Demo Screenshots | Logout

AACCE

INTERNATIONAL

[Home](#) | [AACCE Home Page](#) | [myAACCE](#) | [Kryterion](#) | [Events](#) | [Store](#) | [My Orders](#) | [Product Purchases](#)

Institution

Degree Type

Field of Study

Graduation Date

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

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

Degree Type

Not Applicable

Associate Degree

3-Year Diploma

Bachelor's Degree or Higher

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

Click **Continue**:

AACCE

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Institution

Degree Type

Field of Study

Graduation Date

Supporting Documentation
 EDUCATION 1.docx

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

You will now see a value under **Experience Provided** that reflects what you entered.

Experience Required 8 Years	Experience Provided 8 Years												
Work Experience													
<table><thead><tr><th>Employer Name</th><th>Start Date</th><th>End Date</th><th>Edit</th><th>Delete</th></tr></thead><tbody><tr><td>Screenshots for Handbooks</td><td>3/17/2020</td><td>4/17/2024</td><td>Edit</td><td>Delete</td></tr></tbody></table>		Employer Name	Start Date	End Date	Edit	Delete	Screenshots for Handbooks	3/17/2020	4/17/2024	Edit	Delete		
Employer Name	Start Date	End Date	Edit	Delete									
Screenshots for Handbooks	3/17/2020	4/17/2024	Edit	Delete									
Add Work Experience													
Education													
<table><thead><tr><th>Institution</th><th>Degree Type</th><th>Field of Study</th><th>Graduation Date</th><th>Edit</th><th>Delete</th></tr></thead><tbody><tr><td>WVU</td><td>Bachelor's Degree or Higher</td><td>Construction Management</td><td>5/11/2010</td><td>Edit</td><td>Delete</td></tr></tbody></table>		Institution	Degree Type	Field of Study	Graduation Date	Edit	Delete	WVU	Bachelor's Degree or Higher	Construction Management	5/11/2010	Edit	Delete
Institution	Degree Type	Field of Study	Graduation Date	Edit	Delete								
WVU	Bachelor's Degree or Higher	Construction Management	5/11/2010	Edit	Delete								
Add Education													
Cancel	Save and Exit Continue												

Once you have entered all your experience/education and uploaded all your verification documents, click **Continue**.


3. Terms & Conditions

To continue to checkout and pay, you must check the box that you agree to the terms and conditions. You can click on the hyperlink to download a copy for your records. Additionally, there is a hyperlink to the [Certification Hub](#) for more information. You will not see this page until you have met the minimum requirements.

Home AACE Home Page myAACE Kryterion Events Store My Orders Product Purchases
Initial Certification Application Terms & Conditions
Please review and agree to the terms and conditions below; otherwise, you cannot continue with your application. Click here to download a copy. For more helpful information about your certification journey, please check out the Certification Hub on our website.
<p>TERMS & CONDITIONS OF CERTIFICATION APPLICATION ACKNOWLEDGEMENT: Having read the eligibility criteria for certification and believing myself to be fully qualified, I hereby apply for certification by examination. In making this application, I fully understand it is for enrollment purposes only. To complete the certification application process, my verification documentation will be reviewed for clearance, and may require me to execute other necessary documents, submit to written explanations as required, be present for oral interviews if necessary, and supply further information as determined by the AACE International Certification Board or its representatives. By submitting this application, I fully understand and agree that:</p> <ul style="list-style-type: none">• I subscribe to the AACE International Canons of Ethics.• I acknowledge any false statement or misinterpretation that I may make in the course of 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 AACE International only to verify my expertise and eligibility, and such information will not be divulged to any other person.• I authorize AACE International to investigate and verify all information, references, and other data and documents to complete my application.• I agree to hold all information, interview contents, tests, and other certification matters in the strictest of confidence. Such information shall not be copied or divulged in any way.• AACE has a strict no-refund policy. Fees include a professional review of my application and eligibility verification documentation for which payment must be given. It is expected that AACE will provide an opportunity for me to correct or update my application if the original information is not sufficient or acceptable, and I will comply within the instructed manner and deadline. The AACE International, Inc. certification program is administered by AACE International, Inc. for the benefit of applicants. As an applicant, I agree to hold AACE International harmless from any consequences of acceptance or rejection of this application and to hold AACE International, Inc. harmless from statutory violations or conflicts of the program. <p><input type="checkbox"/> I agree to the terms and conditions above.</p>
Back Cancel Save and Exit Continue

You cannot proceed to checkout unless this box is checked.

You will see the Initial **Certification Application Summary** screen, where you can review the information in your application. You can **Save and Exit** if you are not ready to checkout, go **Back** if you have forgotten anything, **Print** if you would like to download a copy of your summary, **Add to Cart**, or **Cancel**.



Demo Screenshots | Logout

Home

AACE Home Page

myAACCE

Kryterion

Events

Store

My Orders

Product Purchases

Initial Certification Application Summary

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

Certification Type

CCP Initial Certification

Application Type

CCP Examination Fee

Work Experience

Employer Name	Start Date	End Date
Screenshots for Handbooks	3/17/2020	4/17/2024

Education

Institution	Degree Type	Field of Study	Graduation Date
WVU	Bachelor's Degree or Higher	Construction Management	5/11/2010

Back

Cancel

Save and Exit

Print

Add to Cart

If you are ready to checkout, click **Add to Cart**.

4. Checkout and Pay

You can now review your cart. You can click on the hyperlink [Save by signing up for a membership today!](#) (You are not required to be a member to take any exams.)

The screenshot shows the AACE International checkout page. At the top is the AACE International logo and a navigation bar with links: Home, AACE Home Page, myAACE, Kryterion, Events, Store, My Orders, and Product Purchases. The main heading is 'Cart'. Below it, instructions state: '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.'

A promotional banner reads: 'Save by signing up for a membership today!'. The cart contains one item: 'Certified Cost Professional (CCP) Application' priced at '\$690.00'. Below the item are 'Edit' and 'Remove' buttons.


The 'Coupon Codes' section states 'You don't have any coupons.' with an input field and an 'Apply' button.

The 'Order Summary' section shows the following breakdown:

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

A blue 'Checkout' button is located at the bottom right of the order summary.

Complete the payment information required on the Payment Information page and click [Continue](#).


[Demo Screenshots](#) | [Logout](#)

[Home](#)
[AAACE Home Page](#)
[myAAACE](#)
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Payment Information

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

Card Type

Security Code (CV/CVV2)

Card Number

First Name

Expiration Date (MM/YYYY)

Last Name

☐ Save this card to my profile

☐ None - Enter Address
 ☐ Mailing Address
 ☐ Billing Address

Street Address 1

State/Province

Street Address 2

Postal Code

City

Country


United States

Order Summary

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

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

At the **Payment Submission** screen, you will see confirmation of your payment. This is the last step before your payment is applied. You have options to go **Back**, **Cancel**, or **Pay Now**.


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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](#)

When you click **Pay Now**, you will come to the **Receipt** page, where you can click **Print Now** to download a copy of the receipt for your records.

AACE INTERNATIONAL

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
\$690.00

Product	Qty	Price	Tax	Discount	Total
CCP_EXAM - CCP Certification 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
Test Test
Visa
*****1111
Exp. 03/2028
Billing Address
726 East Park Avenue #180
Fairmont, WV 26554
United States

Back Cancel **Pay Now**

You cannot submit and pay for your application until the system has satisfied all requirements. If you do not have the required information or cannot finish the process, you may save your application, and your documentation will be saved to resume later.

5. Application Review

Once you have paid for your application, you can check its status by clicking **Home** on the top bar.

AACE INTERNATIONAL

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

Home Page

Welcome to the AACE UAT Portal Home Page!

In the **Submitted Certification Applications** section, click **Check Certification Status**.



Submitted Certification Applications

Certified Cost Professional (CCP) | 4/17/2024

 [Check Certification Status](#)

 [Download Application](#)

This will show you details of your application status.

Application Type

CCP Initial Certification

Application Requirements

Application Requirement	Status
CCP Exam Order Paid	Completed
CCP Application - Staff Review	Pending
CCP Exam	Waiting on Prerequisites

Close

Print

You also have the option to [Print](#) this page.

Pending status means your application is being reviewed to ensure all eligibility requirements are met before providing clearance to schedule your examination; if there is a problem, you will be notified. This may take up to 45 days, depending on the complexity of your application requirements or the level of applications being processed.

6. Examination Clearance

When your application has been reviewed and approved, you will receive notice to log into your AACE profile and select how you would like to take your exam. You may choose to take your exam at a Kryterion exam center or via online proctoring (OLP). You will have six months from the date of clearance to take your exam up to three (3) times, two (2) at a reduced fee.

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