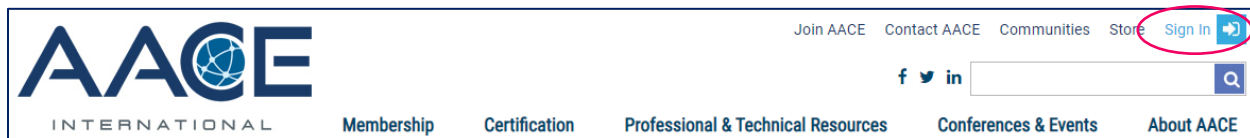# AACE Recertification Guide
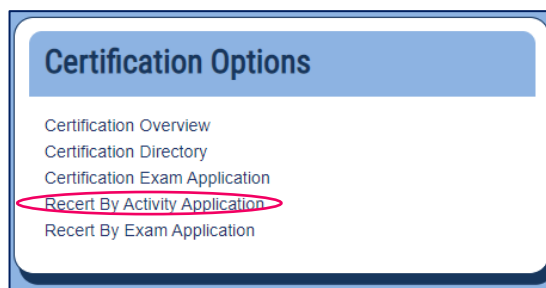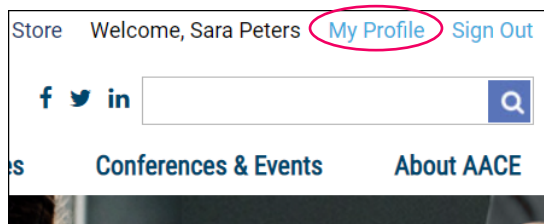
DID YOU KNOW? From the day you become certified, or you recertify, you can create a recertification application and begin tracking your activities.
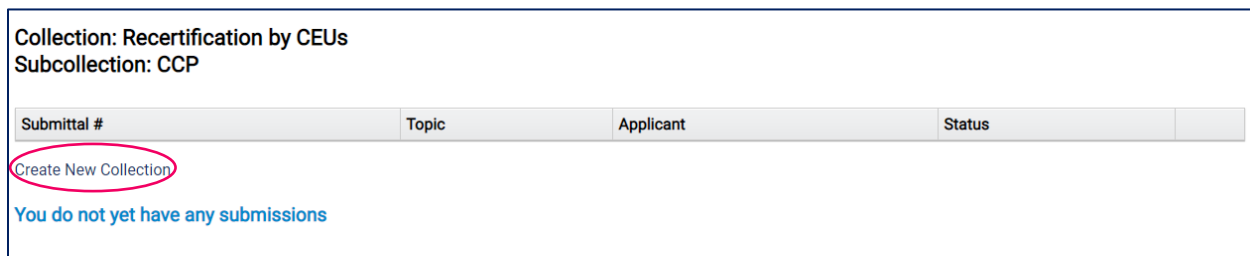
- To begin your recertification application, log in to your **AACE profile**.

- Select **My Profile** next to your name in the top, right corner, then **Recert by Activity Application** from the **Certification Options** menu.

- Next, scroll down to the appropriate Subcollection. (They are in alphabetical order.)

- Click **Create New Collection**.

NOTE: If you have already started a recertification application, the system will not allow you to create another collection. To access the application, select the **Details** link on the **Pending** submittal.
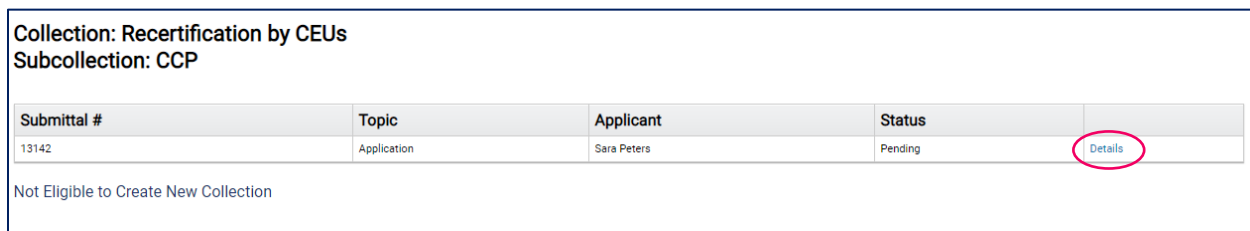
- Before you begin the application, review the **Instructions** tab.

  For additional information on CEU categories and values, you may download the Recertification Handbook, as well as the Recertification CEU Value Sheet.

Applicant: Sara Peters
Collection: Recertification by CEUs
Subcollection: CCP
You are Currently Editing Submittal #: 13142
Submittal Status: Pending

| Instructions |
| A. Performed |
| B. Professional Development |
| C. Professional Papers - Industry Contribution |
| D. Volunteer Service |
| Profile |
| Status / Review |

Congratulations on choosing Recertification by CEUs. Recertification is necessary to verify continuing competence for maintaining AACE certification for an additional certification term.

By selecting this option you will be required to show that you have accumulated a minimum of 12 CEUs for the past three years.

CEUs are earned through various activities in four separate categories.

Category A: Employment
Category B: Professional Development
Category C: Industry Contribution
Category D: Volunteer Service

Each category page will provide guidance in completing the application. You can download the Recertification Program Handbook for an easy to use, desktop reference by clicking here.

Upon submission, your application is placed in Staff Review status. Each CEU submission is reviewed and will be either approved, rejected or placed under review. In the case of rejected or under review, you are provided an opportunity to correct or provide more information before a final decision is made; it is our goal to assist certificants in maintaining their certification.

Click next when you're ready to continue.

Important Reminder: Any CEUs you wish to claim must be completed during your certification evaluation period. If you do not submit your recertification application by your expiration date, your certification will be placed in a 6-month grace period. This grace period is designed to allow additional time to submit your application, not earn CEUs.

- To begin entering activities, select the category in which your activity applies. Next, click the **Add** button.

| Instructions |
| A. Performed |
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| C. Professional Papers - Industry Contribution |
| D. Volunteer Service |
| Profile |
| Status / Review |

Category A: Employment

You may request 2 CEUs for each year you have maintained employment in the cost or management industry.

You must provide dates of employment and use the date of your application for End Date in order for the program to properly calculate your years of experience. **You cannot leave the End Date field blank**. You must also provide a description of your professional responsibilities.

If you are randomly selected for audit, you will be required to submit the following for these areas:

A.1. Employment/Industry Related: A signed statement from your employer to include dates of service, title, and a brief description of your duties.

A.2. Self-Employment/Industry Related: Please review AACE's Self-Employment Policy for guidance on verifying your self-employment. All verification documents must be in English or have an official English translation attached.

A.3. Full-time Instructor/Teacher: A signed statement from your immediate supervisor to include dates of service, title, and a brief description of your duties.

You will not be approved for more than 6 CEUs for this category (2 per year).

Transactions

| Comments (0) | Add |

Summary

Category	Requested Points	Allowable Points	Approved Points
Performed	0.00	0.00	0.00

- From the drop-down menu, select the subcategory that applies to the activity. Enter the required details, then click **Save**.

Manage Performed

Performed

Employment/Industry Related ▾

Start Date

End Date

years x 2

⚑ Enter in the following in accordance to the activity selected above.

Employer, Committee or Board Name*

Enter details as instructed above*

Documentation

Choose File   No file chosen

⚑
Only required for Self-Employment, Full-Time Teaching, Part-Time Instructor, Approved Certification Questions, Approved Miscellaneous Activity, or selected for Audit.

Save   Cancel

NOTE: For all cateogies, it is important to pay attention to the **Allowable Points** column when caluating CEUs. The **Allowable Points** column represents how many CEUs you can potentially receive credit for during the current recertification period. The **Approved Points** column will reflect 0.00 until your application has been submitted, reviewed, *and approved* by Certification Staff.

Summary

Category	Requested Points	Allowable Points	Approved Points
Professional Development	9.00	6.00	0.00

- To view the progress of your application, you can select the **Status / Review** pathway.

- Once you have met the minimum eligibility requirements, a **Submit / Checkout** pathway will appear.

Applicant: Sara Peters
Collection: Recertification by CEUs
Subcollection: CCP
You are Currently Editing Submittal #: 13142
Submittal Status: Pending

Instructions
A. Performed
B. Professional Development
C. Professional Papers - Industry Contribution
D. Volunteer Service
Profile
Status / Review
Submit / Checkout

By submitting this application I acknowledge that I have read the Non-Discrimination Policy, Request for Reasonable Accommodations Policy and the Application Terms & Conditions and agree to abide by all that is contained in each document. All fees are **non-refundable** and includes eligibility documentation review and computer based testing (CBT) fee.

PLEASE READ THIS IMPORTANT STATEMENT BEFORE PROCEEDING:

Once you select SUBMIT/CHECKOUT your application **is not viewable by you or certification staff**. You are required to select a payment type and proceed.

For online, immediate payment: Select credit card and provide your information as instructed.

For check payments or wire transfers: Select pay by check and send your payment in accordance to the instructions given.

If you've accidentally selected an option and need your application moved back to pending so that you can view or edit it, contact us at certification@aacei.org for assistance.

Summary

Item	Status	Message
A minimum of 12 CEUs must be requested to Submit	✓	
Certification Expiration Date and Certification	✓	
An Address is Required	✓	

NOTE: Applications cannot be reviewed by Certification Staff until you have paid for and submitted your application.

- Once payment is complete, your application will either be sent to **Staff Review** status, or you will receive notification that you have been randomly selected for **Audit**.

If you are selected for Audit, you will be required to provide verification documentation for each activity you have claimed.

For additional information, please download the Audit Documentation Guide.

You have submitted your application! What is next?

Please allow 2-3 weeks for review and processing after receipt of your application. After review, Certification Staff may determine additional information is needed. You will receive an email instructing you to log back in to your AACE profile and review your application.

- Any activity that is still under review, will include a comment on that entry. To view the comment for further instruction, click on the "**1 Comments**" link.

Professional development or continuing education

Edit	Delete	Status	Comments	Audit Info	Start Date	End Date	Requested Points	Allowable Points	Approved Points
Edit	Delete		1 Comments	0 files	01/01/2014	01/01/2020	6.00	6.00	0.00

- After you have provided the requested information, you must click **Resubmit for Review**. This will notify Certification Staff that you have updated your application.

Applicant: Sara Peters
Collection: Recertification by CEUs
Subcollection: CCP
You are Currently Editing Submittal #: 13142
Submittal Status: Additional Information Needed

Additional Information Instructions	
A. Performed	After review of your application we have determined that additional information is needed. Continue with this request by clicking each tab on the left-side navigation bar to review comments that will explain what is needed.
B. Professional Development	
C. Professional Papers - Industry Contribution	Once you have uploaded all the necessary information, click on "Resubmit" to send your application back for review. We cannot proceed until the additional information is provided.
D. Volunteer Service	If you encounter technical issues or have any questions, please contact us at certification@aacei.org or call 304-296-8444, ext. 1110.
Resubmit for Review	Regards, AACE Certification Program Staff

Upon approval of your application, you will receive an email from Certification Staff informing you that your application for recertification has been approved. Attached will be your updated virtual certificate.

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 or 304-296-8444, ext. 1110 for assistance.