



AMERICAN SOCIETY
OF PROFESSIONAL
ESTIMATORS



ASSOCIATE ESTIMATING PROFESSIONAL (AEP) ANNUAL RENEWAL HANDBOOK

By earning your Associate Estimating Professional (AEP) designation, you display your commitment to the estimating profession. Your journey, however, has just begun.

Holding an AEP designation demands honesty, integrity, and a drive to keep abreast of the trends in the construction industry. ASPE requires all AEPs to renew their designation annually and to validate their commitment by earning Professional Development Unit (PDU) credits.

The AEP Renewal Handbook will serve as a valuable reference in the following areas:

- [AEP Renewal](#) Policies and Procedures
- Professional Development Unit (PDU) Credits
- Annual Certification Renewal – the [3 - Step Process](#)

Please direct questions regarding AEP renewal to your chapter certification chairperson or the ASPE certification team via email to Certification@ASPENational.org.

Why Renew?

Renewal is an integral part of the AEP program and occurs annually. It ensures that our AEPs remain up to date with new developments and current trends in the construction industry, specifically estimating. Renewing annually displays continued competency and commitment to the construction industry.

Will I receive a Renewal Notice?

The AEP renewal cycles is January 1 - December 31. All AEPs will receive email notifications starting in October reminding them to log PDU credits and complete the 3 - step process for annual renewal promptly. It is the AEP's responsibility to complete the process.

What are PDUs?

PDUs are a measured way in which credits are earned and applied toward renewal. ASPE requires AEPs to earn and log a minimum of 12 PDUs per calendar year.

PDU credits are logged within your ASPE profile. While logging your credits, you can upload a payment invoice, graded exam, notes, or even a certificate that pertains to your submission. Appropriate backup documentation (pdf or doc) supporting the event, date, and time of attendance and participation is required.

How do I log PDU credits?

AEPs are encouraged to log applicable credits as they are earned. This is the best way to know if the minimum requirement will be met in time for annual renewal. [To log PDU credits](#), follow the steps below:

- Log into your ASPE Profile
- Select: Quick Links (In the black toolbar) or [Click Here](#)
- Select: Certification Journal (located toward the bottom of the page)
- To begin, select: Add Entry
- Submit

Once an AEP selects submit, the entry is forwarded to the certification team. A member of the team will review and approve the entry. If there is no backup, or the entry is denied, the AEP will receive an email notification of the denial and the reason. It is the AEP's responsibility to monitor their journal. Please allow 5-10 business days for journal entries to be approved.

What counts as a PDU credit?

AEP renewal requires the AEP to earn a minimum of 12 PDUs annually in two or more of the following categories. For more information, please see the [PDU Reference Table](#) available on the ASPE website.

Category 1: Continuing Education/Training

Most activities in this category earn between one-half and one PDU credit per hour of attendance.

Examples:

- Webinar/DVD/Webcast: If you are learning and attend for 2 hours = 1 PDU credit
- Lunch & Learn: If you are learning and attend for 2 hours = 1 PDU Credit
- Academic courses/college or trade school (online or in person) 2 hours = 2 PDU credits

Category 2: Authorship, Presentation, Teaching

Most activities in this category earn one PDU per hour. Remember, equal credit may be claimed for prep time.

Examples:

- Write a blog. The AEP earns 0.25 PDU credits for each published blog.
- Instruct a class or seminar on estimating.

Category 3: Professional Organizational Activities

Most activities in this category earn one PDU per hour of attendance.

Examples:

- Attend and participate in chapter/regional or ASPE-sponsored meetings, workshops, etc. = 1-3 PDUs depending on the time and level of participation or education
- Professional membership with other industry-related organizations (Examples AACE, CSI, SAVE) = 1 PDU/active membership
- Elected leadership role for ASPE chapter or other ASPE organizations = 3-5 PDUs per year

Category 4: Other Professional Activities

Most activities in this category earn one PDU per hour of attendance.

Examples:

- Community volunteer work (relevant to estimating) = 1 PDU per hour
- Volunteer job training activities related to profession = 1 PDU per hour

What are some ideas for additional PDU credits?

- Write an article for submission in *Estimating Today*.
- ASPE may accept credits acknowledged as AIA Units.
- AEC Daily offers webinars that may provide PDU credit opportunities.
- For additional information, please refer to the AEP [PDU Reference Table](#), available online.

What is the AEP Designation Renewal Policy?

ASPE requires all AEPs to renew annually and provide proof of earning 12 PDU credits within a calendar year. No renewal application will be considered complete without proof of PDU requirements being met.

To apply for renewal, follow the steps below.

- Log into your ASPE Profile
- Select: Quick Links (In the black toolbar) or [Click Here](#)
- Select: Certification
- Select: Certification Program (AEP)
- Select: More Information
- Select: AEP Renewal
- Provide payment of Annual Renewal Fees
- Submit

All PDU journals are subject to audit for completion and accuracy. The certification team will audit all applications for accuracy and completeness.

All AEPs, whether ASPE members or not, are required to complete the [3 - step process](#). Completed renewal applications are reviewed by the certification team. A member of the team will verify and approve the application or contact the applicant for additional information. Please allow 5-10 business days for approval.

What action do I take if I haven't earned sufficient PDU credits for Annual Designation Renewal?

This is a common question, and usually an easy answer. First, you are encouraged to log what PDU credits you have earned. The next step is to review the PDU Table (available on the ASPE website and listed above). If you continue to not meet the PDU requirements, contact your chapter certification chairperson or the certification team at Certification@ASPENational.org for assistance. This is the AEP's responsibility. It is best to take action early in the calendar year.

Does ASPE have a Late Renewal Policy?

If an AEP fails to complete the on-time AEP renewal, including PDUs, application, and payment of fees before December 31, the AEP will be assessed a \$50 late fee per month until requirements are met and fees are submitted. Please note March 31 is the final date to save your designation.

What happens if I fail to renew on time?

All certification renewals are due no later than December 31. If no communication has been received by January 1, the certification team will begin to mark AEPs as revoked.

Revocation: what does it mean?

When ASPE records reflect that your AEP designation has lapsed, when you failed to renew your application and pay your fees promptly (by December 31 annually), your AEP status will be revoked.

ASPE will require you to Cease and Desist using the AEP designation.

- You may not identify yourself as an Associate Estimating Professional (AEP).
- You may not display your expired AEP Certificate.

As a professional estimator, you have the responsibility to maintain your AEP designation. The annual certification renewal program is designed to ensure that AEPs are performing activities to remain current within their area of practice in a manner that benefits the construction industry.

After Revocation, what are my options?

After AEP status has been revoked, two options are available, depending on the time that has lapsed.

Option 1: If AEP status has lapsed less than two years, you may apply for reactivation (details below). A brief lapse due to medical, financial, or job-related issues may occur, and the certification team will strive to help you get your AEP status back on track.

Option 2: If AEP status has lapsed more than two years, you may reapply to the AEP Program. ASPE recognizes construction as a growing industry, and AEPs must keep current. Therefore, for any lapse greater than two years, ASPE requires a former AEP to begin anew. This will include all fees and all requirements of the current AEP certification program, including testing.

What is the Reactivation Policy?

This is a one-time-only process in which a former AEP may apply for reactivation. An application and appropriate fees must be submitted within two years of the last cycle's end date.

- Only through majority approval of the current National Certification Committee, may any individual's AEP designation become reactivated.
- Reactivation does not require the submission of PDUs to begin the process; however, PDUs are encouraged.
- Upon reactivation, current AEP requirements must be met.
- Reactivation Fees: \$500

AEP Renewal Fees

- Renewal Fees and 12 PDUs are required annually and before December 31.
 - \$350 for non-members/ ASPE members receive the discounted rate of \$50



Core Purpose

ASPE is the construction industry's leader and recognized authority in professional estimating through excellence in education, certification, and standardization.

Core Values

Education

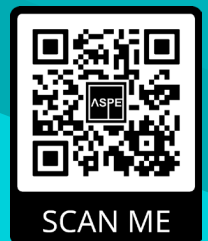
ASPE educates and mentors professional estimators for the sustainability of the construction industry.

Professionalism

ASPE promotes the lifelong pursuit of excellence and credibility in professional estimating.

Fellowship

ASPE develops a fellowship of professional estimators that connects and leads the construction industry.



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