



AMERICAN SOCIETY
OF PROFESSIONAL
ESTIMATORS



CERTIFIED PROFESSIONAL ESTIMATOR (CPE) ANNUAL RENEWAL HANDBOOK



AMERICAN COUNCIL FOR
CONSTRUCTION EDUCATION
PARTNERSHIP FOR EXCELLENCE

By earning your Certified Professional Estimator (CPE) credential, you display your commitment to the estimating profession. Your journey, however, has just begun.

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

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

- CPE Renewal Policies and Procedures
- Professional Development Unit (PDU) Credits
- Annual CPE Renewal – the 3 - Step Process

Please direct questions regarding CPE 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 CESB-accredited certification program. It ensures that our CPEs remain up to date with new developments and current trends in the construction industry, specifically estimating. Recertifying annually displays continued competency and commitment to the construction industry.

Will I Receive a Renewal Notice?

All CPEs will receive email notifications starting in October reminding them to log PDU credits and to complete the 3 - step process for annual certification renewal promptly. It is the CPE's responsibility to complete the process.

What is a Certification Cycle?

ASPE certification cycles are annual and follow the calendar year (January 1 – December 31). For CPE status to remain current, it is important to complete the 3-step process promptly, to ensure no lapse in their designation.

What are PDUs?

PDUs are a measured way in which credits are earned and applied toward annual certification renewal. ASPE requires CPEs to earn and log a minimum of 24 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. Why do they have to upload a payment invoice. This is in their profile

How do I log PDU credits?

CPEs 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 list)
- To begin, select: Add Entry
- Populate the fields
- Submit

Once a CPE 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 CPE will receive an email notification of the denial and the reason. It is the CPE's responsibility to monitor their journal. Please allow 5-10 business days for journal entries to be approved.

What counts as a PDU credit?

ASPE annual certification renewal requires the CPE to earn a minimum of 24 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 and participation.

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:

- Review Technical Paper(s) for candidates in certification program = 4 PDU Credits
- Write a blog. The CPE 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 and participation.

Examples:

- Attend and participate in ASPE 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 and participation.

Examples:

- Community volunteer work (relevant to estimating) = 1 PDU per hour
- Media interview, source of a press release (live or in print, relevant to estimating) = 1 PDU per instance, published article
- Volunteer job training activities related to profession = 1 PDU per hour

What are some ideas for additional PDU credits?

- Write a short blog about a job experience that you encountered (email blog submission to Certification@ASPENational.org).
- Write an article for submission in *Estimating Today*
- Assist the Certification Committee, as opportunities become available
 - Review Technical Papers that are submitted by CPE candidates
 - Beta test certification exams
- ASPE may accept credits acknowledged as AIA Units

What is ASPE Annual Certification Renewal Policy?

ASPE requires all CPEs to renew annually and provide proof of earning 24 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)
- Select: Certification
- Select: CPE Applications + Forms
- Select: More Information
- Select: CPE Annual Renewal or [Click Here](#)
- Populate the fields
- 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 CPEs, 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 Certification 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 ReferenceTable](#) (available on the ASPE website). 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 CPE's responsibility. It is best to take action early in the calendar year.

Does ASPE have a Late Renewal Policy?

If a CPE fails to complete their on-time CPE renewal, including PDUs, application, and payment of fees before December 31, the CPE 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 credential.

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 CPEs as Revoked.

Revocation: what does it mean?

When ASPE records reflect that your CPE credential has lapsed, when you failed to renew your application (including PDU requirements) and pay your fees promptly (by December 31 annually), your certified status will be revoked.

ASPE will require you to Cease and Desist using the CPE credential:

- You may not identify yourself as a CPE
- You may not display your expired CPE Certificate
- You may not use your CPE stamp and seal

As a professional estimator, you have the responsibility to maintain your CPE credential. The certification program is accredited and designed to ensure that CPEs are performing activities to remain current within their practice area in a manner that benefits the construction industry.

After Revocation, what are my options?

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

Option 1: If CPE 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 CPE status back on track.

Option 2: If CPE status has lapsed more than two years, you may reapply to the CPE Program. ASPE recognizes that construction is a growing industry, and CPEs are required to keep current. Therefore, for any lapse greater than two years, ASPE requires a former CPE to begin anew. This will include all fees and all requirements of the current ASPE certification program, including testing and submission of a new technical paper.

What is the Reactivation Policy?

This is a one-time-only process in which a former CPE 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 (NCC), may any individual's CPE certification become reactivated.
- Reactivation does not require the submission of PDUs to begin the process; however, PDU submission is encouraged.
- Upon reactivation, current CPE requirements must be met.
- Reactivation Fees: \$1,500

Certification Categories and Fee Structure

CPE Renewal Fees

- [Renewal](#) Fees and 24 PDUs are required annually and before December 31.
 - \$350 for non-members / ASPE members receive a discounted fee of \$50

CPE, Lifetime

A CPE who has maintained continuous/non-interrupted ASPE membership and CPE status for 15 years may apply for CPE, Lifetime status.

- After earning Lifetime status, ASPE membership must remain current
- PDU requirements are not needed to maintain Lifetime status
- [CPE, Lifetime fees](#) - \$750 (one time fee)
- No annual renewal fees are required after earning Lifetime status
- Please be certain that contact information remains current

FCPE

CPEs that exemplify the ASPE Core Purpose and Core Values may earn the designation of Fellow or FCPE. Please reference the FCPE Application for more details.

- No ASPE membership dues are required for those with FCPE designation
- No PDU requirements are in effect for those with FCPE designation
- [FCPE annual renewal](#)
 - \$0 – If Lifetime status has been earned
 - \$50 – annual certification renewal fees

Please ensure that your contact information in your ASPE profile remains current. That is the best way for the certification team and the Society Business Office to best serve you.

WWW.ASPEnational.org
Certification@ASPEnational.org



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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