



CEM CESP HANDBOOK

Certification Candidate Handbook

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RESPONSIBILITY OF THE CANDIDATE

It is the responsibility of each candidate to read and understand the contents of this handbook before applying for an examination. This handbook contains current information about the policies and procedures of the certification program, eligibility criteria, exam content outline, and the reference materials used to develop each examination. It is essential that each candidate keep this handbook readily available for reference until the entire certification process, including score reporting, is completed.

INTRODUCTION TO THE CERTIFICATION PROGRAM

The Certification Commission of the Association of Equipment Management Professionals (AEMP) serves as the certifying body for the Certified Equipment Manager (CEM) and Certified Equipment Support Professional (CESP) programs. Comprised of experienced equipment management leaders and subject matter experts, the Certification Commission develops and maintains these credentials to establish and uphold high standards for the equipment management profession. The Commission operates with full autonomy to ensure the integrity and impartiality of the certification process, free from undue influence.

The **Certified Equipment Manager (CEM)** credential recognizes professionals who have demonstrated advanced knowledge, skills, and decision-making ability in equipment lifecycle management. Earning the CEM credential provides assurance to employers, peers, and clients that certificants are equipped to oversee fleet operations, financial performance, maintenance practices, and compliance with safety and regulatory standards.

The **Certified Equipment Support Professional (CESP)** credential validates the expertise of professionals who support equipment management functions. This certification highlights competencies in parts and service support, vendor management, customer relations, and operational logistics. The CESP designation assures employers and industry stakeholders that certificants have the knowledge and skills to contribute effectively to the success of equipment operations.

Together, the CEM and CESP programs strengthen the equipment management profession by providing recognized benchmarks for competency and leadership, promoting safe and responsible practices, and supporting professional growth within the industry.



CERTIFICATION PURPOSE

The purpose of the AEMP certification programs is to:

- Establish professional standards for equipment managers and support professionals through an independent, competency-based credentialing process.
- Provide a reliable measure of knowledge and skills against a defined standard developed through a valid job analysis and maintained by industry subject matter experts.
- Identify individuals who have achieved professional competence, thereby supporting employers, clients, and the public in recognizing qualified practitioners in equipment management.
- Promote ongoing professional development by requiring certificants to maintain their credential through continued learning and practice.
- Enhance the credibility and recognition of the equipment management profession by ensuring the certification process is fair, transparent, and impartial.

WHO SHOULD TAKE THE CERTIFICATION EXAMINATION

Certified Equipment Manager (CEM)

The CEM certification is recommended for professionals who are responsible for the overall management of heavy equipment fleets. It is ideal for mid- to senior-level managers seeking to validate their expertise in equipment lifecycle management, financial oversight, maintenance strategies, and compliance with safety and environmental standards. The credential is particularly suited for fleet managers, equipment directors, operations executives, and others with decision-making authority who wish to demonstrate their advanced competence and leadership in equipment management.

Certified Equipment Support Professional (CESP)

The CESP certification is designed for professionals who provide essential support services within the equipment management field. It is recommended for individuals involved in parts, service, customer support, and operational logistics who wish to demonstrate their knowledge and ability to contribute



effectively to the success of equipment operations. This credential is well-suited for vendor representatives, dealership personnel, parts and service coordinators, and other professionals who play a critical role in supporting equipment managers and their organizations.

ELIGIBILITY REQUIREMENTS

Candidates must meet the following eligibility requirements at the time of application. The Certification Commission reserves the right to conduct random audits to verify eligibility, including but not limited to contacting references. Any candidate deemed ineligible at the time of application will forfeit the \$100 application fee.

Certified Equipment Manager (CEM)

In order to be eligible to sit for the CEM exam, a candidate must possess:

- A minimum of five (5) years of equipment management experience
- A minimum of 25 qualifying points accumulated through a combination of equipment-related experience and continuing education
- A signed letter of recommendation. The recommender must be one of the following:
 - Current or former employer;
 - A dealer representative;
 - An Original Equipment Manufacturer (OEM) representative;
 - A current CEM;
 - A current or former AEMP Board Member.

Certified Equipment Support Professional (CESP)

In order to be eligible to sit for the CESP exam, a candidate must possess:

- A minimum of five (5) years of professional experience in equipment supplier roles. Acceptable roles include those at:



- OEM or AEMP associate member level;
- Dealership level with experience in management, technical or product support, and/or service.
- A minimum of 25 qualifying points accumulated through a combination of equipment-related experience and continuing education
- A signed letter of recommendation. The recommender must be one of the following:
 - Current or former employer;
 - A dealer representative;
 - An Original Equipment Manufacturer (OEM) representative;
 - A current CEM;
 - A current or former AEMP Board Member.

ABOUT THE EXAMINATIONS

AEMP partners with Measure Learning, an independent testing provider that supports secure exam administration.

The **Certified Equipment Manager (CEM)** examination consists of 150 multiple-choice questions, of which a portion are unscored pilot items used for future test development. Candidates are allowed 4 hours to complete the exam. The CEM exam evaluates advanced knowledge and decision-making ability across all aspects of equipment lifecycle management.

The **Certified Equipment Support Professional (CESP)** examination consists of 157 multiple-choice questions, also including a portion of unscored pilot items. Candidates are allowed 4 hours to complete the exam. The CESP exam assesses essential competencies in equipment support functions that contribute directly to the success of equipment operations.

Once an application is approved by AEMP Certification Staff, candidates have **one (1) year** to take and pass the certification exam. Approved candidates will receive a Notice to Schedule email



from Measure Learning (testingsupport@measurelearning.com) containing instructions for selecting either a testing center appointment or a live remote proctored (online) appointment.

If additional time is needed, candidates may request an **eligibility extension**. Extension requests must be submitted in writing to **AEMP Certification Staff** and are subject to review and approval by the Certification Commission.

Extensions are not guaranteed and must be requested before the eligibility period expires. **Requests submitted after the eligibility period has expired will not be considered.**

Both examinations are based on five standards and 17 core competencies identified through AEMP's comprehensive job task analysis (JTA) of the equipment management profession:

- **Finance:** Financial Management, Risk Management, Procurement & Acquisitions, Warranty & Performance Guarantees
- **Customer Service:** Customer Service
- **Information:** Benchmarking, Life Cycle Cost Analysis, Specifications, Technology
- **Policies:** Safety, Employee Training, Human Resource Management, Environmental
- **Controls:** Outsourcing, Parts Management, Preventive Maintenance, Shop & Facilities Management

All questions are equally weighted, and responses are scored as correct or incorrect. No points are deducted for guessing.

The examination content and eligibility requirements are grounded in a valid JTA conducted by panels of subject matter experts across the industry—including fleet operations, financial management, maintenance, safety, vendor relations, and compliance. This process defines the scope of practice, establishes the content domains, and ensures the exams reflect real-world knowledge and skills needed for competent practice.

To maintain fairness, relevance, and psychometric integrity, AEMP conducts a JTA approximately every five to seven years, or earlier if significant changes occur in the industry. During this process, certificants and practitioners validate existing content and identify emerging practices, ensuring that both the CEM and CESP remain accurate, credible, and industry driven.



SUGGESTED STUDY RESOURCES

While there are no required courses or training programs to sit for the CEM or CESP examination, candidates may find the following resources useful when preparing for the exam:

- **CEFM Manual** – The [Certified Equipment Fleet Manager Manual](#), available through AEMP, provides a comprehensive reference covering the standards and core competencies tested on the exam.
- **IGNITE Learning Lab** – AEMP’s online learning platform offers courses aligned with exam domains, including fleet management, safety, and equipment support.
- **AEMP Events and Webinars** – Educational sessions at AEMP’s Annual Meeting, EquipmentSHIFT, and other industry events often align directly with CEM and CESP core competencies.

Candidates are encouraged to review the examination content outline provided in this handbook to guide their preparation.

ACCOMMODATION FOR SPECIAL NEEDS (AMERICANS WITH DISABILITIES ACT)

AEMP is committed to providing reasonable and appropriate accommodations in compliance with the Americans with Disabilities Act Amendments Act (ADAAA) for individuals with documented disabilities. These accommodations ensure that all candidates have equal access to examination functions, regardless of location, including outside the United States.

Candidates requesting special testing accommodation must provide documentation of their disability and functional limitations from a qualified medical professional, such as a physician, healthcare provider, or other relevant specialist. This documentation must be on official letterhead and must:

- Clearly describe the nature and extent of the disability
- Explain how the disability affects the candidate’s ability to take the examination under standard conditions



- Include specific recommendations for reasonable accommodation with a clear rationale for each request

Candidates must submit requests for accommodation at the time of application and no later than four (4) weeks before the start of a testing period. Requests such as "extra time," "extra breaks," or "maximum allowable time" must be supported with specific documentation justifying the need.

The certification program reserves the right to request additional documentation or clarification as necessary to ensure fair and appropriate accommodation.

STATEMENT OF NONDISCRIMINATION

The Certification Commission and AEMP do not discriminate against any individual or entity based on religion, age, gender, race, disability, nationality, creed, socioeconomic status, or any other proctored classification. All individuals submitting an examination application will be judged solely on published criteria. Candidates are not required to be a member of any industry organization to apply for AEMP certification.

COPYRIGHT INFORMATION

All proprietary information rights to the CEM and CESP exam, including copyright, are held by AEMP. In order to protect the validity of the scores reported, candidates must adhere to strict guidelines regarding proper conduct in handling these copyrighted proprietary materials. The law strictly prohibits any attempt to reproduce all or part of the CEM and CESP exams. Such attempts may include, but are not limited to, removing materials from the testing room; aiding others by any means in reconstructing any portion of the exam; posting content on any discussion forum; and selling, distributing, receiving, or having unauthorized possession of any portion of the exam. Alleged copyright infringements will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should be noted that examination scores might become invalid in the event of this type of suspected breach. Permanent revocation of certification may occur if allegations are substantiated.

CONFIDENTIALITY & DATA PRIVACY STATEMENT

AEMP is committed to protecting the confidentiality and privacy of all applicants, candidates, and certificants participating in the Certified Equipment Manager (CEM) and Certified Equipment Support Professional (CESP) programs.



All personal information collected as part of the application, examination, certification, and recertification processes is used solely for purposes related to credential administration. This information may include, but is not limited to, application materials, eligibility documentation, examination results, continuing education records, and correspondence.

Access to candidate and certificant information is restricted to authorized AEMP staff, Certification Commission members, and contracted vendors (such as testing and technology providers) who require such access to perform their official duties. All vendors are required to maintain appropriate safeguards to protect the confidentiality and security of candidate data.

Examination content, individual test responses, and specific exam performance data are considered confidential and proprietary and will not be disclosed to third parties except as required for score verification, appeals, accreditation, legal obligations, or as otherwise permitted by law.

AEMP will not sell, rent, or otherwise distribute personal information to third parties for marketing or commercial purposes. Aggregate or anonymized data may be used for statistical analysis, program evaluation, research, or reporting, provided that individual candidates or certificants cannot be identified.

By submitting an application and participating in the certification program, candidates and certificants consent to the collection, use, and retention of their information as described in this handbook.

Questions regarding data privacy or confidentiality may be directed to certification@aemp.org.

APPLICATION INSTRUCTION

See the [Certification](#) page for application instructions.

Examination Fees

AEMP Members	\$550 USD
Non-Members	\$650 USD
Retake (Members and Non-Members)	\$450 USD



Other Fees (see conditions below)

\$50 USD

Rescheduling Fee

Requests must be submitted directly to AEMP staff and Measure Learning.

Late Rescheduling Fee

\$400 USD

Applies if you reschedule **within 48 hours** of your scheduled exam appointment.

Cancellation Fee

\$150 USD

Applies if you cancel your exam after registration has been approved.

VISA, MasterCard, Discover, and American Express are accepted.

Payment will be invoiced once the application is submitted. Contact certification@aemp.org if you need to use an alternate method for submitting payment.

Faxed or emailed application submissions will not be accepted.

The typical review period for applications is 14-21 business days. If the application is approved, you will receive an email notification from AEMP confirming your eligibility. You will also receive a Notice to Schedule email from Measure Learning with instructions for scheduling your examination appointment.

RESCHEDULING EXAM APPOINTMENTS

Requests for rescheduling an examination appointment to a different date within the same testing period must be submitted directly to AEMP Staff and Measure Learning. If you reschedule within a 48-hour window prior to your testing appointment, AEMP will charge a \$400.00 rescheduling fee.

Emergency Situations

In the case an emergency situation has occurred resulting in (1) missing a scheduled exam appointment (no-show status) OR (2) rescheduling/cancelling within 48 hours of the appointment, AEMP will examine the case and take the appropriate action.

Emergency situations are as follows:



- Medical emergency
- Natural disaster
- Death or Illness in the immediate family
- Military deployment

Work-related circumstances are **not** considered emergency situations.

No-Show Status

Candidates who do not appear for their scheduled examination appointment via in-person testing center or proctored, and who have not submitted a cancellation or rescheduling request in advance, will be considered a **no-show**.

- All exam fees will be forfeited.
- The exam will not be rescheduled, and no refund will be issued.
- Candidates who wish to take the exam at a later date must submit a new application and pay the full examination fee.

Requests for exceptions must be submitted in writing to AEMP staff within five (5) business days of the missed appointment and must include appropriate documentation. AEMP reserves the right to approve or deny requests at its discretion.

CANCELLATIONS/REFUNDS

AEMP must receive all requests for a cancellation/refund in writing no later than one (1) week before the start of your original testing period. If you have previously transferred your exam to a new testing period, you are not eligible for a refund.

Requests for cancellations/refunds may be submitted only by the exam candidate and must be emailed to certification@aemp.org.

Approved refunds will be issued **minus a \$150 cancellation fee** (processing charge).



RE-EXAMINATION

Candidates are granted a one-year eligibility period to pass the exam. During this eligibility period, candidates may attempt the examination up to three (3) times.

Candidates who do not pass the examination after three (3) attempts must wait one (1) year from the date of their most recent exam attempt before reapplying. Upon reapplication, candidates must complete the full certification application process, including submission of all required documentation and payment of the applicable examination fee.

Each reapplication results in a new one-year eligibility period with up to three (3) examination attempts.

DAY OF THE EXAM

In-Person Testing Center Appointments

It is strongly recommended that you familiarize yourself with the testing center location and parking facilities before the day of your exam so that you arrive at the testing center stress-free and on time.

On the day of the exam, report to the testing center at the time indicated in your email confirmation notice. Late arrivals will not be admitted subject to testing center rules.

Upon arriving at the testing center, you will be required to present your confirmation email and provide one form of current government-issued photo identification, which must bear your name and your signature. The name on your photo identification must exactly match the name that appears on your confirmation email. Examples of appropriate identification include a passport or driver's license; a military identification is not an allowed form of identification. If you do not bring the appropriate identification to the testing center, you will not be able to test within that testing period. A test-site administrator will provide a brief orientation and then escort you to a workstation. You may only leave your workstation when authorized by a test-site administrator. If you leave your workstation during the exam, extra time will not be provided, and your examination may be terminated at the discretion of the proctor.

In the event that internet connectivity is lost, your submitted answers will not be lost, and the computer will stop the clock on your exam at the time connectivity is lost. The clock will resume when connectivity is re-established, and you will be able to complete the exam in the fully allotted time period. You must



notify the test-site administrator if internet connectivity is lost. The test-site administrator will be able to contact Meazure Learning should the need arise.

Contact a test-site administrator if you believe there is a problem with your computer or if you require other assistance.

Remote Proctoring Appointments

Candidates who select a live remote proctored examination appointment are strongly encouraged to review Meazure Learning/ProctorU requirements and prepare their computer and testing environment before exam day.

Before Exam Day

Candidates must:

- Download and install the Guardian Browser required for remote proctoring.
- Complete the required equipment and system checks before the scheduled examination.
- Ensure they have a reliable internet connection, functioning webcam, microphone, and speakers.
- Ensure they have the necessary administrative permissions to install and run the required software. Candidates using an employer-issued computer should consult their IT department in advance to confirm that the required software can be installed and launched.
- Select a private, quiet, and well-lit testing location where they can remain undisturbed for the duration of the examination.
- Review the current ProctorU technical requirements and exam-day procedures before their appointment.

Exam-Day Check-In

Candidates should allow adequate time to complete the check-in and security process before beginning the examination. At the scheduled appointment time, candidates should follow the instructions provided in their examination confirmation email to connect with the remote proctor.

During check-in, candidates may be required to:



- Present a current government-issued photo identification;
- Complete required system and security checks;
- Show the proctor their testing environment and workspace using their webcam;
- Remove unauthorized materials or devices from the testing area; and
- Complete applicable candidate attestations and follow instructions provided by the proctor.

Candidates must comply with all instructions provided by the remote proctor. Video and audio monitoring will occur throughout the examination.

Candidates experiencing technical difficulties should immediately notify the proctor and follow the troubleshooting instructions provided by Measure Learning/ProctorU.

Candidates are strongly encouraged to review the current ProctorU guidance before their scheduled examination:

- [How to Get Started with the ProctorU Platform](#)
- [How to Download, Install, and Uninstall the Guardian Browser](#)
- [What to Expect on Exam Day](#)

EXAMINATION POLICIES

To ensure all results are earned under comparable conditions and represent fair and accurate measurement, it is necessary to maintain a standardized testing environment. The following policies, and procedures pertain to every exam candidate:

- Instructions by testing center personnel and proctors are to be followed.
- An on-screen clock will be provided and will calculate the allotted time for the exam. You will not be permitted to continue beyond the allotted time limit.
- Do not bring books or other reference materials into the testing room or proctored area. For in-person testing centers, the administrator will not permit anyone found possessing such materials to continue the test, and you will forfeit all applicable examination fees. For live remote



proctoring, your proctor via webcam will ensure that your testing space is secure and that no books or reference materials are present.

- Electronic devices (cell phones, pagers, tablets, etc.) are not permitted.
- Visitors are not permitted at the testing center.
- Bring a jacket or sweater without a hood or pockets for air-conditioned rooms.
- Breaks are not permitted during the examination. Candidates must remain at their assigned workstation or within the remote testing area for the duration of the examination unless otherwise authorized as an approved testing accommodation. Leaving the testing area without authorization may result in termination of the examination.

Note: On rare occasions, major technical problems with computer equipment at the testing center may require rescheduling of an examination at the testing center administrator's discretion. In these cases, no additional fee will be assessed.

EXAM SECURITY/GROUND FOR DISMISSAL

The Certification Commission and Measure Learning maintain established test administration and security standards to ensure that all candidates are provided with a fair and consistent opportunity to demonstrate their knowledge, skills, and abilities.

Any candidate who does not have positive identification, uses unauthorized aids, engages in misconduct, or does not follow testing procedures may be dismissed from the examination. The Certification Commission may choose to have the test scores of such candidates cancelled, in which case all applicable exam fees will be forfeited.

The following are examples of behaviors considered to be misconduct and will not be tolerated during the administration of the CEM and/or CESP exams:

- Giving or receiving assistance of any kind;
- Using references or aids;
- Attempting to take the exam for someone else;



- Failing to follow testing regulations and/or test proctor instructions;
 - Creating disturbances;
 - Copying or attempting to remove exam questions and/or scratch paper from the exam room;
 - Tampering with testing center computers;
 - Leaving the exam room without permission;
 - Using electronic communication devices (cell phones, pagers, tablets, etc.).

In the event of misconduct, gathered evidence is submitted to the Certification Commission and Measure Learning for review. Both the Certification Commission and Measure Learning have the right to question the validity of test scores. If there is sufficient cause to question the score, Measure Learning will refer the matter to the Certification Commission, which will make the final decision on whether or not the score is to be cancelled. Such determinations may not be appealed. In the event the Certification Commission determines a test score is invalid and should be cancelled, the Certification Commission will notify the candidate (all applicable examination fees will be forfeited). The Certification Commission, at its sole discretion, may decide to:

- Allow the candidate to retest at an additional cost;
- Prohibit the candidate from ever sitting for the exam and earning the certification; or
- Take other action as deemed appropriate.

SCORING INFORMATION

The pass/fail cut-off score for each AEMP certification examination is determined using a criterion-referenced method. This means that each candidate's performance is measured against a predetermined standard of competence, not in comparison to other candidates.

- The **Certified Equipment Manager (CEM)** exam requires a minimum score of **74%** to pass.



- The **Certified Equipment Support Professional (CESP)** exam requires a minimum score of **74%** to pass.

These cut scores were established through a formal standard-setting study conducted with subject matter experts in the equipment management field. This process ensures the examinations are valid, reliable, and legally defensible.

Each examination is scored objectively, with one point awarded for each correct response. There is no penalty for guessing, and unanswered questions are scored as incorrect.

EXAM RESULTS

Candidates will not receive preliminary examination results immediately following the examination. Upon completion of the examination, candidates will receive notification that their examination results are pending review.

Examination results are subject to review and approval by the AEMP Certification Commission, including key validation and other applicable quality assurance procedures, before results are released.

Official examination results will be sent to the email address on file within 30–45 days after testing. Results are not considered final until approved by the Certification Commission.

APPLICANT/CANDIDATE APPEALS

Decisions by the Certification Commission regarding initial determination of eligibility to take an examination, continued certification, disruptive examination conditions and verification of an examination score may appeal to the Certification Commission. Failure to pass the examination is not in itself grounds for appeal. The grounds for appeal to the Certification Commission are only those stated in the previous sentence.

An appeal to the Certification Commission must be made in writing by email, with the subject line “appeal” to certification@aemp.org.

All such appeals must be received by the Certification Commission within 30 days of the date (1) that the Commission provided notice denying eligibility to take the examination or (2) the date the Certification Commission provided notice denying continued certification, (3) the date on which a



disruptive examination condition or examination occurred, or (4) that the candidate received official notice of the examination score. The written appeal must identify the precise factual basis, applicable rules or examination conditions that are the basis for the appeal.

ATTAINMENT OF CERTIFICATION

Certification is valid for **five years**. Candidates who pass the certification examination(s) may use the appropriate designation—**CEM** (Certified Equipment Manager) or **CESP** (Certified Equipment Support Professional)—upon receipt of official examination results indicating a passing score.

Newly certified individuals will receive an AEMP-issued **certificate and lapel pin** for display

All certificants holding a CEM or CESP credential in good standing will be reflected on AEMP's **Good Standing Report**, which serves as the single source of truth for verifying a current certificant.

RECERTIFICATION

Recertification ensures that certificants maintain professional competence by continuing to develop knowledge and skills in equipment management, leadership, safety, and related areas. This process affirms each certificant's commitment to staying current with evolving technologies, industry standards, and best practices.

Recertification Cycle

- The Certified Equipment Manager (CEM) and Certified Equipment Support Professional (CESP) credentials are valid for five (5) years from the date of certification.
- To retain certification, certificants must renew every five years by meeting continuing education and reporting requirements.

Requirements for Renewal

To maintain the CEM or CESP credential, certificants must:

- Accumulate a minimum of **40 hours** (Continuing Education Points) in areas such as:
- Continuing education/professional development



- Leadership activities
- Instruction or training
- Authorship or professional writing
- Recertification documentation must be submitted by **December 31st** of the year when the credential expires.
- Hours may be accrued beginning on the original certification date (for first-time renewals) or from the most recent renewal date (for subsequent renewals).

Fees and Submission

A recertification fee is required at the time a certificant submits the Recertification Report Form:

- **\$125 USD** for AEMP members
- **\$225 USD** for non-members

All required documentation, including the Recertification Report Form, supporting evidence of continuing education, and payment, must be submitted to AEMP by December 31 of the year the credential expires.

Late submissions may result in suspension of certification status. Individuals whose credentials have been suspended must retake and pass the certification examination to regain certification.

Failure to Recertify

- Certificants who do not meet the recertification requirements by the deadline will be notified in writing that their credential has been suspended.
- Suspended certificants are prohibited from using the CEM or CESP designation and will be removed from AEMP's official registry.
- To regain certification, the individual must retake and pass the certification examination.



Continuing Education Activities

Certificants may earn continuing education credit toward recertification through a variety of professional development activities, including:

- Participation in AEMP or industry-related educational programs, conferences, and workshops (in-person or virtual).
- Completion of college or university coursework in subjects related to equipment or fleet management.
- Development or delivery of educational sessions, webinars, or training programs.
- Authorship of published articles, white papers, or research related to equipment management.
- Active service on AEMP committees, task forces, or the Board of Directors.
- Participation in recognized external conferences such as those hosted by APWA, NAFA, or other industry associations.

AEMP may periodically update the list of eligible activities. Certificants are responsible for retaining documentation of participation to support their Recertification application submission.

AEMP STANDARDS OF CONDUCT AND ETHICS

The Association of Equipment Management Professionals has adopted its Standards of Conduct to promote and maintain the highest standards of equipment and fleet management and personal conduct among its members. Adherence to these standards is expected from members of the Association.

AEMP's Standards of Conduct serve to assure public confidence in the integrity of equipment and fleet managers. As a member of the Association of Equipment Management Professionals, I pledge myself to maintain the highest standard of personal conduct by:

- Actively promoting and encouraging the highest level of ethics within the industry or profession.
- Maintaining loyalty to the company that employs me and pursuing its objectives in ways that are consistent with the public interest.



- Recognizing and discharging my responsibility and that of my company to uphold all laws and regulations relating to my company's policies and activities.
- Striving for excellence in all aspects of equipment and fleet management of my company.
- Using only legal and ethical means in all company activities.
- Refusing to engage in or countenance activities for personal gain at the expense of my company or the equipment and fleet management profession.
- Refusing to engage in or countenance discrimination based on race, sex, age, religion, national origin, sexual orientation or disability.
- Cooperating in every reasonable and proper way with other equipment and fleet management professionals and working with them in the advancement of the profession.
- Using every opportunity to improve public understanding of the role of professional equipment and fleet managers.

Enforcement and Disciplinary Actions

Failure to adhere to this Code of Ethics may result in disciplinary actions, including suspension or revocation of certification. AEMP certified personnel agree to cooperate fully with any investigations related to breaches of ethical conduct and to abide by the rulings of the Certification Commission.

MISUSE OF THE CEM AND CESP CREDENTIAL

Only individuals who have been officially awarded the Certified Equipment Manager (CEM) or Certified Equipment Support Professional (CESP) credential by AEMP, and whose certification is in good standing, may use the credential. Individuals may not represent themselves as certified if their certification has expired, been suspended, or revoked.

Misrepresentation of certification status—including falsely claiming to hold the CEM and/or CESP credentials—is a violation of program policies and may result in disciplinary action. Examples of misuse include, but are not limited to:

- Using the CEM and/or CESP designation without having earned it



- Continuing to use the credential after expiration, suspension, or revocation
- Implying certification status in marketing materials, business proposals, email signatures, or websites when not certified
- Altering, abbreviating, or otherwise misrepresenting the certification mark
- Using the credential to imply that an organization, rather than an individual, is certified

AEMP reserves the right to take corrective or disciplinary actions, which may include:

- Issuing a written warning or cease-and-desist notification
- Public correction or disclosure of the individual's certification status
- Suspension or permanent revocation of certification eligibility
- Legal action, if warranted, in cases of unauthorized or misleading use

Maintaining the credibility of the CEM and CESP credentials is a shared responsibility. Individuals found misusing the certification marks or misrepresenting their certification status may also be subject to further review under AEMP's disciplinary procedures.

