



CERTIFICATION RENEWAL & REPORT FORM

April 2014 – Replaces All Previous Versions



CERTIFIED EQUIPMENT
MANAGER



CERTIFIED EQUIPMENT
SUPPORT PROFESSIONAL

GENERAL POLICY STATEMENT

Continual professional development activities are essential to enable equipment and fleet managers to cope with a rapidly changing environment. Therefore, to retain the Certified Equipment Manager (CEM) or Certified Equipment Support Professional (CESP) credential a certified professional must accumulate 40 points of continuing education/professional development or 30 points of continuing education and 10 points in other areas, such as leadership, instruction or writing, every five years and submit a completed Recertification Report Form.

MAINTAINING CERTIFICATION

Continual professional development activities are essential to enable equipment and fleet managers to cope with a rapidly changing environment. Therefore, to retain the CEM or CESP credentials, certified professionals must accumulate 40 points in the areas of continuing education/professional development leadership, instruction or writing, every five years and submit a completed Recertification Report Form.

CEM/CESP's MUST RENEW AT FIVE-YEAR INTERVALS

Certification is valid for five years from the date indicated on CEM/CESP original certificate. Continued education points for renewal can be earned from the date appearing on the CEM/CESP certificate for the first renewal, or from the date of the last renewal, whichever is applicable.

PROCEDURES

AEMP will notify certified professionals reminding them of renewal requirements. A report on maintenance points for the personal file of each CEM/CESP can be submitted at any time the CEM/CESP has earned the total 40 points of continuing education/professional development. Renewal forms are retained for five (5) years.

FILING EXTENSION

A CEM/CESP may apply to the AEMP Certification Commission for a filing extension of the professional renewal requirements under the following condition:

The CEM/CESP is not currently employed.

The request for the filing extension must be submitted in writing to the Certification Commission prior to December 1 of the year immediately proceeding the renewal date. Extensions are not granted for a period of more than two years, subject to the review of the Certification Commission. You must accumulate a total equal to 10 points in continuing education each year for every year your filing date is extended.

FEES

For each five-year period, there is a renewal fee of \$125 for a member or \$225 for a non-member. It must be paid when the Recertification Report Form is submitted.

NOTIFICATION AND REPORTING

AEMP will notify you one year prior to the expiration of your certification. This expiration date is based on your anniversary date, which is established as the first January 1 following your initial certification. Your certification will expire five years after this established anniversary date.

You are required to submit a Recertification Report Form with full payment and all required supporting documents by February 1st of that year. For example:

Pass date: March 2010
Anniversary Date Established: January 1, 2011
Official Recertification Date: January 1, 2016
Recertification Report Form Due: February 1, 2016

Failure to submit a renewal form within the designated time limit or to meet the required criteria will result in a suspension of your credential.

The Certification Commission shall review the information and support documents the CEM/CESP has submitted and either recommend or deny recertification of the CEM/CESP. The CEM/CESP will be notified no later than 60 days after the date of their application for re-certification. If the certificate is not to be renewed a letter stating the reasons why shall be sent to the individual at that time.

The individual may be required to provide a certificate of participation in conferences and seminars not sponsored or conducted by AEMP or its chapters.

LENGTH OF CERTIFICATION

Certification is valid five years from the date indicated on the CEM/CESP's original certificate or recertification (whichever is most recent) and as maintained in the AEMP database.

POINT REQUIREMENTS

CEM/CESP's are required to accumulate a total of 40 points over a five-year period. All points must be attained in continuing education or continuing professional education development as noted on this application.

ACCEPTABLE POINTS FOR CEM/CESP MAINTENANCE

The Certification Commission has identified several areas of educational endeavor through which certification may be maintained. They are listed below by categories. The Commission will continuously review other options to identify those activities, which in its judgment merit inclusion.

Points for Educational Programs Include:

POINT RATING

Chapter Meeting where management Education presented . . .	01
1 hour of classroom instruction	01
3 hours or 1/2 day of classroom instruction	03
6 hours or one full day of classroom instruction.	06
Full AEMP Management Conference (2.5 days)	15
Full AEMP Management Symposium (1.5 days)	12
College or University Degree	
(Points awarded the year degree issued)	10

Acceptable Educational Programs Include:

- Participation in AEMP or other educational programs, such as the Management Conference and Management Symposium,
- The programs of AEMP Chapters, including chapter meetings and chapter expositions,
- Programs of degree granting institutions of higher education, constitutes continuing education, when the subject relates directly to equipment and or fleet management. On-line educational programs earn the same number of hours as face-to-face educational programs. Proof of program participation required (transcript, program outline, etc.)
- Industry related educational conferences, such as those offered by but not limited to APWA, RMFM, and NAFA. Proof of participation required.

Acceptable Points for Other Activities Include:

For Industry Service

- Member, AEMP: 1 point per year
- Officer, AEMP: 2 points per year
- Officer, AEMP Chapter 2 points per year
- AEMP Board Member: 2 point per year
- AEMP Focus Team Chair 2 points per year
- AEMP Focus Team Member: 1 point per year
- Industry related organizations, volunteer leader (requires proof): 1 point per year

For Instruction

- Presenter, AEMP Education Session 2 points per session
- Presenter, AEMP Chapter Meeting 1 point per meeting
- Presenter, Certification Institute 2 points per session
- Presenter, Other Organizations (requires proof) 1 point per session

For Publishing

- Industry –Topic Articles written and published in trade journals: 3 points per article
- Industry –Topic Articles written and published in local publications: 2 points per article

PROCEDURES FOR AWARDING POINTS

1. **Organizational Membership:** An AEMP member shall receive 1 point per year for maintaining active membership in the association.
2. **AEMP Board/Committee Members:** Points are granted if the individual has attended a majority of the committee meetings held in a year.
3. **AEMP Chapter Officers:** Points are granted for the elected positions as set forth in the AEMP by laws. Chapter officers must be elected to a full one-year term and shall be present at least 90% of the chapters meetings.
4. **Industry Related Organizations: Points are granted upon written verification** of membership by the stated organizations. Verification includes membership cards, and other forms of proof of dues paid to the organization.
5. **Published Trade Articles:** Points are granted with verification (a copy of the article and the magazine or newsletter in which it is published). The articles must be substantially related to equipment and/or fleet management or be relevant to the mission of AEMP.
6. **Attendance of Training Courses:** Points will be granted based on proof of attendance at non-AEMP educational sessions. AEMP and Chapter meeting verification are not required.
7. **Certification Institute Session Presenter:** Points will be granted for presenting a session of the Certification Institute.
8. **Conference Seminar Trainer:** Points shall be granted for teaching at an AEMP national conference or an AEMP chapter meeting. Points for teaching at national conferences other than AEMP will also be granted with proof of the session being conducted



CEM/CESP CERTIFICATION RENEWAL & REPORT FORM

(April, 2014 - Replaces all previous versions of this application.)

Name: _____ Date of Original Certification: _____

Date of Last Renewal (if applicable): _____

Title: _____ Telephone: (_____) _____

Company: _____

Address: _____

City/State/Zip: _____

If your affiliation is different from that at the time of certification or the last renewal, please indicate your address at the time of your last report.

Company: _____

Address/City/State/Zip: _____

This form must be postmarked no later than December 31st. CEM/CESP's must renew every five years. All renewals are effective January 1st. To renew:

- A minimum of 40 points over a five year period are required, all in continuing education or continuing professional education. The maximum points allowed in any one year of the recertification period are 15.
- All professional development and/or other activities listed must only be activities performed since the original date of certification or last renewal, whichever is more recent.
- It is important that all relevant information is provided on the form, and appropriate attachments included as requested. Incomplete applications may be returned for additional information.
- You may reproduce this form on your word processor. If needed, you may add supplemental pages to this form.
- You must review and sign a statement agreeing that you will continue to adhere to the AEMP Standards of Conduct.
- Please enclose your renewal fee when you submit your Renewal Form. The fee is \$125 for AEMP members and \$225 for non-members.
(All fees must accompany the renewal form)

Check enclosed in the amount of \$ _____

If paying by credit card, please visit the store at aemp.org or call 970-384-0510.

I certify that the attached information is complete and accurate to the best of my knowledge.

I understand that AEMP reserves the right to revise or update the renewal requirements, Standards of Conduct, and other material, and that it is my responsibility to be aware of AEMP's current requirements. I further understand that I am obligated to inform AEMP of changed circumstances that may materially affect my renewal application. I understand and agree AEMP certification does not constitute AEMP's warranty or guarantee of my fitness or competency to practice as an equipment and/or fleet manager or supplier. I authorize AEMP to include my name in a list of certified individuals and agree to use my designation and related AEMP trade names, trademarks, and logos only as permitted by AEMP policies. I further understand and agree that AEMP may also use anonymous and aggregate application and examination data for statistical and research purposes.

Signature: _____ Date: _____

APPLICANT RECAP OF PROGRAMS, ACTIVITY OR INSTRUCTION

Educational Programs:

1-15 Points based on Number of Hours. You must provide proof (certificate of completion or proof of registration and attendance)

Points

Sponsor: _____

Title of program: _____

Number of hours: _____ Location: _____ Date: _____

Sponsor: _____

Title of program: _____

Number of hours: _____ Location: _____ Date: _____

Sponsor: _____

Title of program: _____

Number of hours: _____ Location: _____ Date: _____

Sponsor: _____

Title of program: _____

Number of hours: _____ Location: _____ Date: _____

Sponsor: _____

Title of program: _____

Number of hours: _____ Location: _____ Date: _____

Sponsor: _____

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Number of hours: _____ Location: _____ Date: _____

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Number of hours: _____ Location: _____ Date: _____

Sponsor: _____

Title of program: _____

Number of hours: _____ Location: _____ Date: _____

Sponsor: _____

Title of program: _____

Number of hours: _____ Location: _____ Date: _____

Sponsor: _____

Title of program: _____

Number of hours: _____ Location: _____ Date: _____

Sponsor: _____

Title of program: _____

Number of hours: _____ Location: _____ Date: _____

APPLICANT RECAP OF PROGRAMS, ACTIVITY OR INSTRUCTION (continued)

Service as an Officer, Chairman, etc.:

(requires proof if not AEMP or AEMP Chapter) 1-2 points per year based on leadership position)

	Points
Office or position held: _____	
Organization: _____ Date of service: _____	
Office or position held: _____	
Organization: _____ Date of service: _____	
Office or position held: _____	
Organization: _____ Date of service: _____	
Office or position held: _____	
Organization: _____ Date of service: _____	
Office or position held: _____	
Organization: _____ Date of service: _____	
Office or position held: _____	
Organization: _____ Date of service: _____	

Instruction or Writing:

Provide copies of publications. All non-AEMP Instruction must include proof of participation. 1-2 points per session for instruction, 2-3 points for publishing. Attach descriptions, program outline, and book/article or course description. Additional pages may be added if needed.

	Points
Title of program or publication: _____	
Number of hours: _____ Location: _____ Date: _____	
Title of program or publication: _____	
Number of hours: _____ Location: _____ Date: _____	
Title of program or publication: _____	
Number of hours: _____ Location: _____ Date: _____	
Title of program or publication: _____	
Number of hours: _____ Location: _____ Date: _____	
Title of program or publication: _____	
Number of hours: _____ Location: _____ Date: _____	
Title of program or publication: _____	
Number of hours: _____ Location: _____ Date: _____	
Title of program or publication: _____	
Number of hours: _____ Location: _____ Date: _____	

Standards of Ethical Conduct

AEMP has adopted the following Standards of Ethical 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. These standards serve to assure public confidence in the integrity of equipment and fleet managers. As a member of the Association of Equipment Management Professionals, by signing this document I pledge myself to the following Standards of Ethical Conduct:

I understand that the Association of Equipment Management Professionals and all representatives of the Equipment Triangle, i.e., the End User, the Manufacturer, and Dealer/Supplier must adhere to certain ethical principles in the conduct of their business relationships. These principles are intended to strengthen this critical partnership. They will not cover every situation or challenge that I may face. The following principles shall serve as guidance for me in making sound, ethical decisions in the best interest of the Equipment Triangle.

I believe in:

- Honesty, fairness, and integrity
- Open, candid, communications
- Mutual respect and trust for each individual and company I deal with
- Proactive dispute resolution
- Promising only what can be delivered
- Refusing to offer or accept gifts, favors, or entertainment that obligates or appears to obligate me to act in any way contrary to ethical business practices.
- Proper management of confidential and/or proprietary information as it applies to each unique business relationship.
- Refusing to engage in negative communications either privately or publicly that disparage other individuals or entities of the triangle.
- Obeying all applicable laws.
- Encouraging all businesses within my sphere of influence to adopt these principles.

I understand that it is my solemn responsibility to demonstrate the content as well as the spirit of this document within my industry and profession.

Name: _____ Signature: _____
(please print)

The Certification Commission has set the following policy to address the loss of certification due to failure to meet renewal requirements: Managers who have not acquired sufficient recertification maintenance points for renewal on the scheduled renewal date will be notified in writing that their certification is suspended and they are prohibited from using their designation and will no longer be listed as a CEM or CESP in any AEMP publication until the applicant:

1. Resubmits to the certification process and successfully meets the criteria for certification by application and examination; or;
2. Accumulates a total equal to 10 points in continuing education each year for every year since the original date of certification or the last renewal date, whichever is applicable.

Final Instructions:

Complete, sign and return all pages of this application, even those that are blank. You may copy any page for additional information you supply. Provide copies of all proofs and verifications as noted.

When this application is completed please copy this complete package and any support documents that you are submitting to AEMP for consideration for renewal. These copies may be helpful to you should you be contacted by AEMP with questions about your recertification application.

Deadline for Submission: December 31 of the year noted by AEMP for your recertification.

