

CERTIFIED EQUIPMENT SUPPORT PROFESSIONAL



Application and Personal Data Form for the Association of Equipment Management Professionals

March 2014 – Replaces All Previous Versions

Congratulations on your decision to become a CERTIFIED EQUIPMENT SUPPORT PROFESSIONAL

The Certified Equipment Support Professional (CESP) designation sets the standard for judging the qualifications of suppliers and dealers of heavy off-road equipment to private, municipal and government fleets. Attaining the CESP designation takes personal motivation, dedication to professionalism and a willingness to accept the challenge of being recognized as one of the best in your field.

What is the purpose of the CESP program?

- To establish a standard level of knowledge and professionalism for fleet and equipment suppliers;
- To acknowledge those who possess a mastery of fleet knowledge and have demonstrated the ability to interact on a professional level in all fleet-related disciplines.

For the purpose of evaluating a knowledge base, an exam has been designed to test applicants in the following five standards: Finance, Customer Service, Information, Policies and Controls.

What steps do I take to apply for Certified Equipment Support Professional status?

Complete, sign and return all pages of this application. You may copy any page to supply additional information. Provide copies of all necessary proofs and verifications.

When the application is completed, please copy this complete package and any support documents you are submitting to the AEMP Certification Commission for consideration of your qualifications to apply. These copies might be helpful if AEMP contacts you with questions about your application. Applications may be scanned and submitted electronically.



Application and Personal Data Form

CERTIFIED EQUIPMENT SUPPORT PROFESSIONAL

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

Name _____ Date of application _____
 Title _____ Company _____
 Address _____
 City/state/zip _____
 Work phone _____ E-mail _____

Personal Data Information

Instructions: Complete the personal data form below. Space is provided to allow you to determine your anticipated points.

Note: All points are subject to review and approval by the Certification Commission. The points you list are estimates of what will be allowed.

SECTION A: Mandatory Experience Requirements: To qualify for the exam, you must have a minimum of five years in equipment supply at an OEM or dealership level with experience in management, technical or product support and/or service, and an accumulation of 25 points for the entire application. The Equipment Manager Specialist is designed for those in the 1 - 5 year experience window and will help prepare individuals for certification as a CESP.

Instructions: This section lists all areas where minimum points are required to qualify you to sit for the exam. They include work experience, supervision of employees, equipment or fleet asset support, and education.

1a. - Work Experience: List all equipment support or fleet asset experience, beginning with the most recent experience.
Points awarded: one point for each year – minimum of five points required in **1a** of this section (must be fleet, product, or equipment support at the OEM or dealership level) – maximum of 10 points allowed for combined work experience and military service.

<u>Employer</u>	<u>Dates Employed</u>	<u>Employed Job Title</u>	<u>Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1b. Military experience (not mandatory): **Points awarded:** a maximum of five points, as determined by the Certification Commission. Check applicable rate/rank.

		<u>Points</u>
_____ E1-E6	1 Point	_____
_____ E-7-9/01-3/W1	2 points	_____
_____ 04/W2-4	3 Points	_____
_____ 05	4 Points	_____
_____ 06 & Above	5 Points	_____

2. Supervision of Employees: minimum requirements - five years supervising others – one point for each year – maximum of five points allowed.

<u>Employer</u>	<u>Dates Employed</u>	<u>Number of Employees Supervised</u>	<u>Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Fleet/Equipment Asset Support: (Minimum requirements; 5 years of asset support) a maximum of 10 points allowed.

<u>Asset Support</u>	<u>Number of Years</u>	<u>Points Allowed Per Year</u>	<u>Points</u>
Local Asset Support only	_____	1	_____
Regional Asset Support	_____	2	_____
National Asset Support	_____	3	_____
International Asset Support	_____	4	_____

4. Education: a maximum of six points allowed.

	<u>Points Allowed</u>	<u>Points</u>
Associates Degree	2	_____
Bachelor's Degree	4	_____
Post Graduate	6	_____

SECTION B: Required Support Documentation: All applications must provide the following information with this Personal Data Form:

- A current resume, including a position description and scope of responsibilities.;
- A letter of recommendation from a current or former employer, a dealer, an OEM rep, a CEM, or an AEMP Board member;

SECTION C: Personal Statement

- On a separate sheet of paper, please address the following questions in no more that 200 words: Why do you want to be a CESP? What do you feel qualifies you to be a Certified Equipment Support Professional? – a maximum of 10 points allowed.

SECTION D: Optional Experiences

Points are allowed for the following optional experiences, awarded subject to the review and approval of the Certification Commission.

- AEMP Education Courses: attendance at AEMP national conferences: a maximum of five points allowed.

<u>Session Title</u>	<u>Date of Session</u>	<u>Length</u>	<u>Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Other Certifications: Please list and include evidence such as a copy.

<u>Certification Type</u>	<u>Date Received</u>
_____	_____
_____	_____
_____	_____

- Do you have any special learning or testing requirements? Yes No

Affidavit of Understanding

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 exam 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 might affect my 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 support professional. I authorize AEMP to include my name in a list of certified

individuals and agree to use the CESP 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.

Certifications will be revoked for the following: a) falsification of application information; b) divulging the contents of the exam; c) conviction of a felony. I hereby swear that the contents of this application are true and correct. I further agree that upon taking the exam, I will not discuss any information on the exam with any other person.

Signature: _____ Date: _____

Standards of Conduct

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 support professionals.

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 support for 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 support 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.

Signature: _____ Date: _____

SECTION E: Payment – Exams must be purchased through the AEMP.org store.

Important Final Instructions

Review your application and support materials carefully. Please note that all materials provided to AEMP become the property of the Association. Have you:

- ☛ Completed the application?
- ☛ Provided the following (please keep a copy of all documentation in case you are contacted)?
 - ✓ A current resume' that includes a position description and scope of responsibilities;
 - ✓ A letter of recommendation from a current or former employer, a dealer, an OEM rep, a CEM, or an AEMP Board member;
 - ✓ Section C – Personal Statement.
- ☛ Signed the Standard of Conduct?
- ☛ Signed the Affidavit of Understanding?
- ☛ Purchased the exam in the AEMP.org store?
- ☛ Email or mail your application and documents using the information below.

