AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS

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.

By earning your Certified Professional Estimator designation, you displayed your commitment to the Estimating profession. Your journey, however, has just begun.

Holding a CPE designation 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 earning Professional Development (PDU) credits.

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

- CPE Renewal Policies + Procedures
- Professional Development Unit (PDU) Credits
- CPE Renewal Process

Please direct questions regarding CPE Renewal to your Chapter Certification Chairperson or to the ASPE Certification Team at Certification@ASPEnational.org.
Why Recertify?
Recertification 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 Renewal Notice?
All CPEs will receive an annual notice in October reminding them to log PDU credits and apply for Renewal in a timely manner.

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 recommended for all CPEs to complete their annual Renewal Application in a timely manner to ensure no lapse in their designation.

What are Professional Development Units (PDU)?
This is a measured way in which credits are earned and applied toward recertification. ASPE requires CPEs to acquire and log a minimum of twenty-four (24) PDUs per calendar year.

PDU credits are logged and available at your fingertips, 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.

How do I log PDU credits?
CPEs are encouraged to log applicable credits when earned. To log PDU credits, follow the steps below.

- Log into your ASPE Profile
- Select: Quick Links (In the black toolbar)
- Select: Certification Journal (located toward the bottom of the page)
- 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 verify and approve the entry or contact the Applicant for additional information.

Please allow 5-10 business days for journal entries to be approved. If you do not receive an email regarding your journal entries, you may send a note to our team via email to Certification@ASPEnation.org.
What counts as a PDU credit?

ASPE Renewal requires the CPE to earn a minimum of twenty-four (24) Professional Development Units (PDUs) annually in two (2) 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 (0.5) and one (1) 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 = 1-2 PDU Credit(s)
- 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 (1) 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
- Instructing a class or seminar on estimating

Category 3: Professional Organizational Activities

Most activities in this Category earn one (1) PDU per hour of attendance.

Examples:
- Attend and participate in Chapter/Regional or ASPE sponsored meeting, workshops, etc. = 1-3 PDUs depending on the time and level of participation, or education program
- Professional Membership with other industry related organizations (Examples AACE, CSI, SAVE) = 1 PDU/active membership
- Elected leadership role for Chapter or other ASPE organizations = can be 3-5 PDUs per year
Category 4: Other Professional Activities
Most activities in this Category earn one (1) PDU per hour of attendance.

Examples:
- Community volunteer work (relevant to estimating) = 1 PDU per hour
- Media interview, source of 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
- 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
  - Proctor Exams for Candidates in your area
  - Beta testing of CPE Exams, allowing updates based on changing industry requirements
- ASPE may accept credits acknowledged as AIA Units
- AEC Daily offers webinars that may provide PDU credit opportunities

What is the ASPE Renewal Policy?
ASPE requires all CPEs, through an on-line application, to renew annually and provide proof of earning twenty-four (24) PDU credits within a calendar year. No Renewal Application will be considered complete without the 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 On-Time Renewal
- Populate the fields
- Provide payment of Annual Renewal Fees
- Submit
What is a CPE Audit?

The Certification Team will audit your application for accuracy and completeness.

PDU Journals must be complete and accurate.

After a CPE selects Submit, the Renewal Application is forwarded to 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. If you do not receive an email regarding your Renewal, please direct your inquiry to our Team at Certification@ASPEnation.org.

What action do I take if I haven’t earned sufficient PDU credits for 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.

Does ASPE have a Late Renewal Policy?

If a CPE fails to complete their on-time CPE Renewal Application, including payment of fees or submission of required PDUs by December 31, the CPE will be assessed a $50 fee per month until requirements are met and fees are submitted.

What happens if I fail to Renew On Time?

All On-time Renewals are due no later than December 31. If no communication has been received by January 10, 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 and pay your fees in a timely manner (by December 31 annually), your Certified status will be revoked.

ASPE will require you Cease and Desist using the CPE designation.

- You may not identify yourself as a Certified Professional Estimator (CPE)
- You may not display your CPE Certificate
- You may not use your CPE Stamp & Seal

As a professional estimator, you have the responsibility to maintain your CPE credential. The Certification Renewal Program is accredited and is designed to ensure that CPEs 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 CPE status has been revoked, two (2) options are available, depending on the time that has lapsed.

Option 1: If CPE status has lapsed less than two (2) 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 back on track with your CPE status.

Option 2: If CPE status has lapsed more than two (2) years, you may reapply to the Certification Program.

ASPE recognizes that construction is a growing industry, and CPEs are required to keep current. Therefore, for any lapse greater than two (2) years, ASPE requires a former CPE to begin anew. This will include all fees and all requirements of the current Certification Program, including testing and submission of a 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 prior to two (2) years from the last Cycle End Date.

- Only through majority approval, by the current Certification Committee, may any individual become Reactivated.
- Reactivation does not require submission of PDUs to begin the process.
- Upon reactivation, current CPE requirements must be met.
- Reactivation Fees: $1,500
Certification Categories + Fee Structure

CPE = Certified Professional Estimator

- Annual Renewal Fees + 24 PDUs are required annually and prior to December 31.
  - $50 = ASPE Member
  - $350 = Non-Member

CPE, Lifetime

A CPE who has maintained continuous / non-interrupted ASPE Membership and CPE status for fifteen (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 for Certificate only
  - $50 for framed Certificate
- 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 Renewal Fees