



3 Steps to Annual Renewal

Step 1 = PDU's

Professional Development Units must be earned + logged within the calendar year. Submit documentation, in PDF or DOC format, to back-up journal entry.

CPE = 24 PDU's
AEP = 12 PDU's

To access the PDU Journal, sign into your ASPE Profile. PDU Reference Table found on the Certification page.

CPE = Certification > CPE Applications + Forms > More Information
AEP = Certification > Certification Program (AEP) > More Information

Step 2 = Application

Certificate holders are required to complete the Renewal Application from within their profile.

CPE = Certification > CPE Applications + Forms > More Information
AEP = Certification > Certification Program (AEP) > More Information

Step 3 = Fees

Renewal Fees are paid within the online application, available at ASPEnational.org / Certification.

CPE + AEP Renewal Fees
ASPE Member = \$ 50
Non-Member = \$350



Certification Cycle = January 1 – December 31

