Associate Estimating Professional Program Handbook
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.
Welcome Construction Estimating Professional!

ASPE’s Certification Committee has established itself as a certifying body to promote the highest standards of construction estimating.

By choosing to review this Handbook, you have taken the first steps toward joining a select group of estimating professionals who seek to distinguish themselves by earning the Associate Estimating Professional (AEP) designation.

This Handbook summarizes key aspects of the Associate Estimating Professional Program. It is intended to help you understand how it is governed, its policies and procedures, and the process toward earning and maintaining the AEP designation.

This Handbook will serve as a valuable reference to:
- Understand the AEP Program and the established process.
- Understand the required computer-based examination.
- Maintain the AEP designation, after passing Program requirements.

Program due dates are subject to change, and it is the responsibility of the Candidate to be aware of and comply with all Program deadlines. Please ensure you maintain open communication with your Certification Team.

*This Handbook cannot address every potential question, policy detail or Program change. It will, however, serve as a Candidate’s guide to a better understanding of the Program. You may wish to email the ASPE Certification Team at Certification@ASPEnational.org with additional questions or concerns.

Best wishes on earning your designation of Associate Estimating Professional (AEP).
STEPS TO EARNING YOUR AEP DESIGNATION

Application

ASPE Members already have an Online Profile. Non-Members must create an Online Profile (no fee required). The online application is found on the Certification page – AEP Program.

Note: Acceptance into the AEP Program does not require a Candidate to complete educational coursework offered by the American Society of Professional Estimators.

Exam

All Candidates are required to successfully complete the General Estimating Knowledge Exam (GEK). The Exam is computer based and requires a Proctor. Candidates are allowed one re-take if the minimum passing score is not met the first time.

Professional Development

Professional Development is required to maintain your designation status. The AEP Renewal Handbook is a good reference and is available on the ASPE Website.
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SECTION 1: ABOUT THE AEP PROGRAM

PROGRAM OVERVIEW

Professional evaluation through Certification promotes the estimating profession and benefits the construction industry through standardized testing and adherence to a Code of Ethics. The Founders of the Society sought to include estimators of all types of construction in the membership of ASPE. This array of highly skilled professionals completed the “melting pot” envisioned by the Charter Members when they first organized in 1956.

Dedicated ASPE Members have served in various capacities over the years to ensure Certification remains the forefront of the ASPE organization. The Program’s future course will continue to be charted by a desire to educate and mentor professional estimators for the sustainability of the construction industry, promote the lifelong pursuit of excellence and credibility in professional estimating, and develop a fellowship of professional estimators that connects and leads the construction industry.

The National Certification Committee, with support from the Chapter Certification Chairs, administers the Certification Program.

The AEP designation may be defined as an educational process, which entails review and acceptance of this Handbook and the successful earning of a passing grade on the General Estimating Knowledge (GEK) Exam.

Once AEP status is earned, the Associate Estimating Professional is expected to keep abreast of the current trends and improved practices in the construction industry. AEPs are required to document active participation in the following areas.

- Continuing Education / Training
- Authorship, Presentation or Teaching
- Professional Organizational Activities
- Other Professional Activities

WHY SEEK THE AEP DESIGNATION?

Earning the AEP designation is an investment in one’s career and one’s professional and personal development.

Earning acknowledgement by ASPE enables estimators to:

- Validate knowledge essential to the practice.
- Gain competitive advantage.
- Elevate their status in the field.
• Increase opportunities for career advancement.
• Enhance professional reputation.
• Participate in ongoing learning opportunities for improvement required to achieve professional excellence.
• Network and share knowledge among estimators.
SECTION 2: EXAM INFORMATION

EXAM DEVELOPMENT

The General Estimating Knowledge (GEK) Exam is developed and written by ASPE Certification Committee Members with assistance by other Certified Professional Estimators and is designed to measure and evaluate a Candidate’s overall knowledge and proficiency in the field. It includes quantities, contract terms and conditions, cost reporting, ethics, and other fundamentals of the trade. Task analysis studies are performed to carefully determine the completeness and accuracy of each test.

EXAM TOPICS

Certification Exams are designed to evaluate the extent of a Candidate’s knowledge and understanding of the established Body of Knowledge.

The Body of Knowledge of cost estimating must, therefore, include much more than techniques for gathering data and using it to estimate costs. The cost estimator must be skilled in the broad application of construction systems.

Body of Knowledge - Basic Skills

The basic skill areas that form the background knowledge for cost estimating are listed below.

- Operations, Planning and Control
- Methods and Standards
- Project Management
- Economics
- Computer Science
- Scheduling
- Probability and Statistics
- Cost Accounting
**Body of Knowledge - Cost Concepts**

The remainder of the Body of Knowledge is more closely associated with the particular tasks of cost estimating, listed below.

- Not-to-Exceed Cost
- Direct Cost
- Indirect Cost
- Variable Cost
- Fixed Cost
- Average Cost
- Marginal Cost
- Incremental Cost
- Life Cycle Cost
- Revenue
- Profit
- Overhead
- Differential Cost
- Direct Labor
- Markup Rate
- Process Costing
- Job Order Costing
- Constant Dollars
- Risk/Uncertainty
- ROM (Rough Order Magnitude)
- Operating and Support Costs
- Allowable Costs
- Labor Burden
- Design-to-Cost
- Fee
- Cost Escalation
- General & Administrative Cost (G&A)
- Performance Factors
Body of Knowledge - Data and Measurement

The cost concepts with which the cost estimator would ideally work are frequently not measured precisely. As a result, cost estimators must work with data that includes approximate measures of concepts such as the following.

- Cost estimators must fully understand the elements of data and measurements
- Labor Hour Standards
- Cost Accounting Systems and Standards
- Standard Hour Costs
- Construction of Cost Factors
- Scrap Rate
- Sampling Techniques
- Escalation
- Cost Elements
- Work Breakdown Structures
- Alternatives Determination
- Cost Baseline
- Composite Labor Rates
- Contract End Items
- Contract Types
- Equipment/Labor/Material Cost
- Electronic Measuring Estimating Software

EXAM SCORING

Candidates must earn a minimum of 70% on the Exam to pass. Candidates are provided one (1) re-take if a passing score is not achieved. The exam re-take must be completed within 15-20 business days.

EXAM & QUESTION FORMAT

The General Estimating Knowledge (GEK) Exam is computer based and requires a Proctor. The Exam consists of multiple choice questions and is administered in English using the Imperial System of Measures.

EXAM ADMINISTRATION

As the GEK Exam requires a Proctor for administration, the Chapter Certification Chairperson typically serves as the local Proctor; however, any current active CPE may serve as a Proctor.
**STAFFING**

The ASPE Certification Coordinator has the overall responsibility for initiating the test and ensuring that the Proctor receives all information and supplemental documentation needed for the exam to be a success.

**RESPONSIBILITIES OF THE PROCTOR**

The exam must be administered in a secure, proctored setting. The Proctor will have access to the Candidate’s login information, supplemental materials and support from the Certification Coordinator.

The Proctor’s main responsibilities include, but are not limited to the following.

- Ensure that testing room arrangements create a positive and secure working environment.
- Conduct the Exam in compliance with the procedures established by the Certification Program.
- Record the nature, time and duration of any interruption to the testing process.
- Notify the Certification Coordinator of any changes to the scheduled date and time of the testing.
- Maintain all login information until the test date and time. Begin the testing session and monitor the progress of the Candidate.
- At the conclusion of the session, collect and store all testing documents, including Candidate notes.
- At the conclusion of the Exam, scan any/all information and email to Certification@ASPEnational.org; then shred any Exam documentation. This must be accomplished within two (2) business days of the Exam.

A small sample exam is available to Candidates by using the following information.

- Exam Website: [www.examprofessor.com](http://www.examprofessor.com)  Sign in as a Student
- Username/Email: sample@aspenational.org
- Exam Password: 2018ASPE (password is case sensitive)

**ADMINISTERING THE EXAM**

ASPE Certification currently uses a web-based exam system known as Exam Professor. Candidates have the ability to move back and forth among questions as needed. This allows a Candidate to review answers as long as time remains on the clock.

Bathroom/coffee breaks will be taken “on the clock” as each exam is timed. Once the exam is opened, the clock begins. An internal clock will notify Candidate of remaining time. Once an exam is opened, it must be completed. The system will only begin the grading process after
the last question is answered or after the allotted time has ended, at which time the Candidate will be notified of the score. Also a graded exam report will become available to the Certification Coordinator.

Candidates and Proctors should make notes of any technical or other problems that may occur during any testing session. A form on which to make notes will be provided to the Proctor prior to the exam for use by the Candidate during the exam. The form must be returned to the Certification Coordinator within two (2) days of the conclusion of the exam.

ASPE Society Business Office Staff, including your Certification Coordinator, will be available during normal business hours for support or to respond to technical or procedural issues that may arise.
SECTION 3: CANDIDATE INFORMATION

AEP PROGRAM ADMINISTRATION

Each AEP candidate must successfully achieve a passing score of 70% on the General Estimating Knowledge (GEK) Exam.

Candidates are not discriminated against due to age, sex, religion, national origin, disability, or marital status. Candidates are assigned a candidate number that is utilized throughout the process to maintain confidentiality and ensure objectivity.

*Note:* Acceptance into the AEP Program does not require a Candidate to complete educational coursework offered by the American Society of Professional Estimators.

All Candidates seeking the AEP designation should review this Candidate Handbook and maintain it as reference.

STEPS TO FOLLOW

1. Submit Application and appropriate fees. The entire application process is completed online.

   Non-Members Candidates must register and create a profile on the ASPE Website. ASPE Membership is not required to participate in the AEP Program. However, ASPE Members enjoy reduced Program fees (among other networking advantages).

   - Access ASPE Website: www.ASPEnational.org
   - Login to your Profile
   - Select: Quick Links *(in the black toolbar)*
   - Select: Certification
   - Select: AEP Program
   - Select: More Information *(Yellow Box)*

   This will allow the Candidate to complete the Application, submit payment, and print a receipt. Completion of the Application, online within the Profile, is easy and saves valuable time.

   *NOTE:* You should receive an email notice from the Certification Committee Team within 5 business days of your completed Application.
2. Candidates will be notified of acceptance into the AEP Program. Once accepted, Candidates will be asked to complete some read & sign documents. The Certification Team will then begin communications with each Candidate.

The AEP is an Open Cycle Program to allow Candidates to begin at a time that is convenient for them. The Program does have deadlines, and Candidates are expected to complete the entire Program in 3 months.

Once read & sign documentation is complete and the Candidate commits to the general timeline, the GEK Study Guide is sent to the Candidate in preparation for the GEK Exam.

3. In the event that a Candidate does not achieve a passing score when taking the GEK Exam, the following steps are available.
   - One (1) retake of the Exam is also allowed. The retake must be complete within 15-20 business days.

**TEST PROCTOR SELECTION**
Candidates must select a Proctor for administration of the Exam. Typically, the Chapter Certification Chairperson will serve in this capacity. However, CPEs that are current/active ASPE Members are eligible to Proctor an exam. It is the goal to find local Proctors when possible. This prevents the need for a Candidate to travel to an exam site. Testing dates and times will be determined between Candidate and Proctor according to each person’s schedule.

It is the Candidate’s responsibility to ensure that the Certification Coordinator is aware of the schedule, or any changes to the schedule.

If a Candidate requires assistance in identifying a Proctor, the Candidate is encouraged to communicate the need to a member of the Certification Team. The Team is available to assist.

**Special Accommodations**
Candidates with sensory, visual, orthopedic, or other special needs that would prevent them from taking the examinations under the standard conditions may request special accommodations and considerations.

ASPE provides special accommodations in accordance with the American Disabilities Act. If a disability prevents taking the examination under normal conditions, the Candidate is to submit a written request via email to Certification@ASPenational.org. Upon receipt, the Certification Committee will review and respond to the request within 10 business days.
GENERAL INFORMATION

Candidates who do not fulfill the requirements of the AEP Program within the scheduled period (generally 3 months from the Application acceptance date) are marked “incomplete” and removed from the Program. No refunds will be given for any reason.

Any Candidate who is removed from the Program and who seeks the AEP designation is required to wait 4 months to reapply. A new application and applicable fees must be submitted and may be reviewed by the Certification Committee.

A Candidate who wishes to re-apply within 4-12 months from the date they are marked as “incomplete” may be eligible for a $50 credit toward the second AEP Program Application.

In the event that a Candidate waits longer than 12 months to reapply, the entire Program will begin anew, and all applicable fees will need to be satisfied.

AEP PROGRAM REFUND POLICY

No refunds are granted after the start of the AEP Program. No refunds will be made to any Candidate who fails to participate or who fails to meet the scheduled deadlines.

In the event of extenuating circumstances, a Candidate may submit a written request for consideration by the Certification Committee. Requests are to be sent via email to Certification@ASPEnational.org.

AEP PROGRAM APPEAL PROCESS - RIGHT TO APPEAL

Candidates registered in the AEP Program have the right to file an appeal on matters relating to their application, examination, annual renewal, re-activation or other matters affecting their status as a Candidate or as an Associate Estimating Professional. There are generally three (3) types of appeals, listed below.

1. **Eligibility Appeal**
   Candidates for the AEP Program who feel they were unjustly denied eligibility to the AEP Program may file an Eligibility Appeal in accordance with the Appeal Procedures listed below.

2. **Administrative Appeal**
   Candidates or AEPs who allege inappropriate administration procedures, adverse environmental testing conditions, or for other reasons challenge the results of an examination, have the right to file an Administrative Appeal in accordance with the Appeal procedures.
Appeal Procedures
All AEP Program appeals must be submitted via email within 15 business days of the qualifying event. The request for appeal is to be emailed to Certification@ASPEnational.org.

Submittal
Each AEP Program appeal must include a written and signed statement of no more than five (5) typed pages, outlining the basis of the Appeal, including specific information the Candidate or AEP feels necessary, explaining why he or she is entitled to the appeal. The ASPE Certification Committee will consider each written statement and is entitled to seek further information from the Application or any other person, organization or office that it feels appropriate to the decision of the Appeal. The Certification Committee will determine the result of the appeal and respond. Appeals will be resolved within 30-45 days of receipt.

3. Personal Appeal
Candidates and AEPs that are dissatisfied with the actions of the Appeal have the right to a Personal Appeal. A Personal Appeal must be submitted in writing to the ASPE Board of Directors. The appeal will be reviewed at the next Board of Directors meeting (which may include conference calls) or a special meeting may be called within twenty (20) days of receipt of the Personal Appeal to the Board. ASPE Certification Committee Members are excused from the Personal Appeal process. Any actions taken by a majority of a quorum of the Board of Directors pursuant to such Appeal shall be final. A report of the Board discussion shall be sent to the person submitting the appeal within ten (10) days of the Board decision. The request for Personal Appeal is to be emailed to ecersosimo@ASPEnational.org.

ETHICS VIOLATION
The Certification Committee recognizes its responsibility to maintain the integrity of the AEP Program. AEP Certificate Holders and AEP Program Candidates are expected to act professionally and conduct themselves in an ethical manner.

The Certification Committee accepts that the good of the profession may require it to take action against a particular Certificate Holder or Candidate upon notice, investigation, and finding a violation(s) of the Code of Ethics.

By publishing this procedure, the Certification Committee does not expect, invite, solicit or encourage such complaints. The use of these procedures is for the sole purpose of protecting the reputation of ASPE, its Members, and the estimating profession, as well as safeguarding the public’s trust.

Upon discovery, a report of the alleged violation of the ASPE Code of Ethics is to be submitted via email to Certification@ASPEnational.org. The Certification Committee will only consider complaints that specify the part(s) of the Code of Ethics that has allegedly been violated.
**TERMS AND CONDITIONS OF THE DISCIPLINARY POLICY**

The ASPE Certification Committee shall undertake sanctions against Candidates or AEP Certification Holders only in relation to their failure to meet requirements for initial AEP Designation, AEP Renewal or Code of Ethics violations. The ASPE Certification Program is a voluntary process, not required by law for employment in the field. Monitoring and evaluation of actual job performance is beyond the scope of the ASPE Certification Committee. Applications may be refused, Candidates may be barred from future examinations, or Candidates or individuals may be sanctioned, including revocation of the AEP designation, for the following reasons.

- Attesting to false information on the Application.
- Giving or receiving information to or from another Candidate during the examination process.
- Removing or attempting to remove examination material from the testing environment, including a Candidates’ own notes.
- Unauthorized possession and or distribution (oral, written, electronic, or any other medium) of any official testing or examination materials.
- Representing oneself falsely as an AEP.

Before any sanction occurs, Candidates or AEPE Certification Holders will be provided notice of the reason for the proposed revocation and an opportunity to explain their position to the ASPE Certification Committee as an Appeal and in accordance with Appeal Process.

**GENERAL ESTIMATING KNOWLEDGE EXAM (GEK)**

The General Estimating Knowledge Exam tests a candidate’s fundamental knowledge of estimating practices. The exam is based on educational materials provided by leading universities offering coursework in the field of estimating.

- The GEK Exam is a four (4) hour exam that must be completed in one sitting.
- A minimum score of 70% or higher is required for a passing grade.
- One (1) retake is allowed, if a Candidate does not earn a score of 70% on the first test.
- The Exam retake must be completed within 15-20 business days.

The purpose of the GEK Study Guide is to lead a Candidate through the General Estimating Knowledge (GEK) Exam. However, the Candidate must realize and understand that their overall knowledge of the estimating process is the best basis for information in passing the GEK Exam.
EXAM RULES AND PROCEDURES

The following rules and procedures will be strictly enforced on the day of the examination.

- **The Proctor is responsible to ensure these rules are followed, or the Candidate must be reported to the Certification Committee Coordinator.**
- The Examination will begin promptly at the hour designated by the Proctor and end at the stated time allowed for each specific exam.
- Visitors are not permitted in testing environment.
- Standard calculators are permitted. Digital scales, programmable calculators or other such aids are not permitted.
- No cell phones, pagers, or other audible electronic devices are permitted in the testing room. These should be left with the Proctor, in case of an emergency call.
- The Candidates must not discuss the exam with each other or anyone other than ASPE Certification Committee Member, ASPE Staff, or the Proctor at any time during or after the examinations.

A full document regarding Exam Rules and Procedures will be given to the Proctor. This Read & Sign document must be completed prior to the testing session. The Proctor is required to ensure this document is complete and sent to the Certification Committee Coordinator. An exam may be disqualified if this step is not completed.

ACTIONS/DISQUALIFICATIONS

Candidates, as well as Proctors, are asked to use integrity and honesty in all exam procedures. Any form of cheating will not be tolerated. Some of the actions that will not be tolerated are listed below.

- Impersonation of Candidate or any other misrepresentation
- Creates disturbance in the testing environment
- Gives or receives help on the examination
- Attempts to remove examination material or notes about the exam

*The Certification Committee reserves the right to conduct a full investigation in the event of any discrepancies or concerns regarding the integrity of the Candidate and/or the Proctor.

SUCCESSFUL CANDIDATES

Candidates who earn a passing scores on the General Estimating Knowledge (GEK) Examination earns the status of Associate Estimating Professional (AEP). Newly awarded AEPs are issued a certificate and a pin displaying their new designation in recognition of their accomplishment. (The newly awarded AEP may request a framed certificate for an additional cost of $50.)
SECTION 4: ASPE CODE OF ETHICS

The American Society of Professional Estimators

Code of Ethics

Introduction
The ethical principles presented are intended as a broad guideline for professional estimators and estimators in training. The philosophical foundation upon which the rules of conduct are based is not intended to impede independent thinking processes, but is a foundation upon which professional opinions may be based in theory and in practice.

Please recognize that membership in and certification by the American Society of Professional Estimators are not the sole claims to professional competence but support the canons of this code.

The distinguishing mark of a truly professional estimator is acceptance of the responsibility for the trust of client, employer and the public. Professionals with integrity have, therefore, deemed it essential to promulgate codes of ethics and to establish means of insuring their compliance.

Preamble
The objective of the American Society of Professional Estimators is to promote the development and application of education, professional judgment, and skills within the industry we serve. Estimators must perform under the highest principles of ethical conduct as it relates to the protection of the public, clients, employers and others in this industry and in related professions.

The professional estimator must fully utilize education, years of experience, acquired skills and professional ethics in the preparation of a fully detailed and accurate estimate for work in a specific discipline. This is paramount to the development of credibility by estimators in our professional service.

Estimating is a highly technical and learned profession, and the members of this society should understand their work is of vital importance to the clients and to the employers they serve. Accordingly, the service provided by the estimator should exhibit honesty, fairness, trust, impartiality and equity to all parties involved.
Canon #1
Professional estimators and those in training shall perform services in areas of their discipline and competence.

1. Estimators shall, to the best of their ability, represent truthfully and clearly to a prospective client or employer their qualifications and capabilities to perform services.
2. The estimator shall undertake to perform estimating assignments only when qualified by education or years of experience in the technical field involved in any given assignment.
3. The estimator may accept assignments in other disciplines based on education or years of experience as long as a qualified associate, consultant or employer attests to the accuracy of their work in that assignment.
4. An estimator may be subjected to external pressures to perform work above or beyond qualifying education and experience. Estimators must retain their integrity and professionalism by actively avoiding involvement in situations that may lead to loss of independence and integrity as a professional estimator.

Canon #2
Professional estimators and those in training shall continue to expand their professional capabilities through continuing education programs to better enable them to serve clients, employers and the industry.

1. A member of the American Society of Professional Estimators will strive to gain the honored position of “Certified Professional Estimator” and encourage others to obtain this honored position.
2. Members will lend personal and financial support, where feasible, to the schools and institutions engaged in the education and training of estimators.
3. Members will cooperate in extending the effectiveness of the profession by interchanging information and experience with other estimators and those in training to be estimators, subject to legal or proprietary restraints.
4. Members will endeavor to provide opportunity for the professional development and the advancement of estimators and those in training under their personal supervision.

Canon #3
Professional estimators and those in training shall conduct themselves in a manner that will promote cooperation and good relations among members of our profession and those directly related to our profession.

1. Treat all professional associates with integrity, fairness, tolerance and respect, regardless of national origin, race, sexual orientation, religion, gender or age.
2. Extend fraternal consideration when giving testimony that may be damaging to a member of our society, as long as it does not violate this Code of Ethics and the laws governing the proceedings.
3. Accept the obligation to assist associates in complying with the code of professional ethics. The professional character of our society is dependent upon continuing mutual cooperation with one another. It is an essential element of our continued success.
4. Recognize the ethical standards set by other professionals, such as architects and engineers, directly related to our industry and extend to them the common courtesies they deserve.

5. Act honorably, both in personal and professional life, by avoiding situations that may erode public respect.

Canon #4

Professional estimators and those in training shall safeguard and keep in confidence all knowledge of the business affairs and technical procedures of an employer or client.

1. Privileged information or facts pertaining to methods used in estimating procedures prescribed by an employer, except as authorized or required by laws, shall not be revealed.

2. Treat in strict confidence all information concerning a client’s affairs acquired during the fulfillment of an engagement and completion of an estimating procedure.

3. Serve clients and employers with professional concern for their best interests, provided this obligation does not endanger personal integrity or independence.

Canon #5

Professional estimators and those in training shall conduct themselves with integrity at all times and not knowingly or willingly enter into agreements that violate the laws of the United States of America or of the states in which they practice. They shall establish guidelines for setting forth prices and receiving quotations that are fair and equitable to all parties.

1. By not participating in bid shopping. Bid shopping occurs when a contractor contacts several subcontractors of the same discipline in an effort to reduce the previously quoted prices. This practice is unethical, unfair, and is in direct violation of this Code of Ethics.

2. By not accepting quotations from unqualified companies or suppliers. Every effort should be made to pre-qualify any bidder to be used.

3. By not divulging quotes from subcontractors and suppliers to competitors prior to bid time in efforts to drive down the prices of either. Should quotes be received from subcontractors or suppliers that are excessively low or appear to be in error, the firm should be asked to review its’ price. When making this request, the quotes of others shall not be divulged.

4. By not padding or inflating quoted bid prices. An unethical practice for professional estimator is to pad or inflate quotes when bidding with firms known for bid shopping. If not a violation of applicable laws, a professional estimator should not provide quotes to known bid shoppers. However, it is not unethical to submit quotes with different values to different contractors, provided there are sound business reasons to justify the differences in the quotes.

5. Professional estimators shall not enter into the unethical practice of complimentary bids (also known as comp bids). Complimentary bidding is a violation of this Code of Ethics.
Canon #6
Professional estimators and those in training shall utilize their education, years of experience and acquired skills in the preparation of each estimate or assignment with full commitment to make each estimate or assignment as detailed and accurate as their talents and abilities allow.

1. To formulate an accurate estimate in any discipline, a full review must be made of all related documents. Any other approach could cause errors or omissions that may endanger professional integrity and reliability.
2. It is of paramount importance to a professional estimator to minimize the possibility of making mistakes or errors. The more detailed the estimate, the better the accuracy will be.
3. Each estimate should be cross-checked by means that will insure that it is technically and mechanically free from mistakes, oversight or errors. If possible and feasible, estimates should be checked by other professionals. If it is not feasible for someone else to cross-check an estimate, the estimator should cross-check their own estimate by utilizing a different method, such as using historical data or unit prices based on previous cost data on similar project.

Canon #7
Professional estimators and those in training shall not engage in the practice of bid peddling as defined by this code. This is a breach of moral and ethical standards, and a member of this society shall not enter into this practice.

1. Bid peddling occurs when a subcontractor approaches a general contractor with the intent of voluntarily lowering the original price below the price level established on bid day. This action implies that the subcontractor’s original price was either padded or incorrect. This practice undermines the credibility of the professional estimator and is not acceptable.
2. The same procedure applies to a professional estimator engaged as a general contractor, as defined in the previous paragraph, when the estimator approaches an owner or client to voluntarily lower the original bid price.
3. When a proposal is presented, the professional estimator is stating the estimate has been prepared to the best of their ability using their education, expertise and recognized society standards. Entering into unethical practices such as “bid peddling” jeopardizes both personal and society professional credibility, while violating the trust of the clients.
4. This canon does not consider the practice of the solicitation of a “best and final offer” to be unethical. Where permissible by law and authorized by the procurement authority, an estimator may request a best and final offer from his subcontractors and suppliers, but must keep the value of the original quotations strictly confidential.

Canon #8
Professional estimators and those in training to be estimators shall not enter into any agreement that may be considered acts of collusion or conspiracy (bid rigging) with the implied or express purpose of defrauding clients. Acts of this type are in direct violation of the code of ethics of the American Society of Professional Estimators.

1. Bid rigging, collusion and conspiracy, as defined by the American Society of Professional
Estimators, may occur between two (2) or more parties. Agreements reached by companies or individuals in the act of conspiring to set the price of a particular project or scope of work with the express purpose of circumventing the competitive bid process are illegal and a violation of this Code of Ethics.

2. Professional estimators and those in training to be estimators shall not be associated with firms which are known to participate in the practice of bid rigging.

3. There are no conditions that will allow a professional estimator to enter into such fraudulent acts such as bid rigging, knowing that they are held to be unlawful, immoral, unethical and unacceptable to this Society.

Canon #9

Professional estimators and those in training to be estimators shall not participate in acts such as the giving or receiving of gifts, which are intended to be or may be construed as being acts of bribery.

1. Professional estimators and those in estimating should not offer cash, securities, intangible property rights or any personal items in order to influence or that give the appearance of influencing the judgment or conduct of others that would place them in the position of violating any laws or leave them with the feeling of obligation or indebtedness.

2. Professional estimators and those in training should not accept gifts, gratuities or entertainment that would place them in a position of violating and laws (municipal, state or federal) or that give the appearance of creating an inducement which would affect the estimator’s professional credibility by placing them in a position of obligation or indebtedness.

Restated August 2018
SECTION 5: CONTINUATION OF THE AEP DESIGNATION

ASPE requires the Associate Estimating Professional to renew their designation on an annual basis.

- Twelve (12) Development Units (PDUs) are required for annual renewal.
- Annual renewal is accomplished online, through our secure system.

PROFESSIONAL DEVELOPMENT UNITS (PDU’s)

ASPE Renewal requires the AEP to earn a minimum of twelve (12) Professional Development Units (PDUs) annually in two (2) or more of the following Categories.

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
- 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:
- Write a blog. The AEP 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
- Professional Membership with other industry related organizations (Examples AACE, CSI, SAVE) = 1 PDU/active membership
**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
- Volunteer job training activities related to profession = 1 PDU per hour

**UPLOADING EARNED PDU UNITS**
You have the ability to upload PDU credits as earned, thus streamlining the Renewal process.

- Access ASPE Website: www.ASPEnational.org
- Login to your Profile
- Select: Quick Links *(in the black toolbar)*
- Select: Certification Journal
- Select: + Add entry
- Populate the fields
- Select: Submit

Once an AEP 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 this process.

**AEP ANNUAL RENEWAL, THE PROCESS**
To complete the AEP Renewal process, follow the steps below.

- Access ASPE Website: www.ASPEnational.org
- Login to your Profile
- Select: Quick Links *(in the black toolbar)*
- Select: Certification
- Select: Applications + Forms
- Select: AEP Program
- Select: AEP On-Time Renewal

This will allow for completion of the Renewal Application, submit payment, and print a receipt. Online Renewal, within the AEPs Profile, is easy and saves valuable time. If assistance is needed, simply contact the Certification Team by emailing your request to Certification@ASPEnational.org.

**LATE RENEWALS, THE POLICY**
If an AEP fails to complete their on-time AEP Renewal Application, including payment of fees or submission of required PDUs by December 31, the AEP will be assessed a $50 fee for each month, until requirements are met and fees are submitted.
**Policy:** All fees must be paid within 5-10 business days from invoice date. If unpaid, AEP status will be revoked.

**Note:** All AEPs are responsible for updating their PDU Journal. Please note that approximately 5-10 business days should be allowed for the approval of all PDU submissions.

**REVOCATION, THE PROCESS**

When an AEP does not maintain their AEP status, it will be revoked. Once AEP status is revoked, there are two (2) ways an individual may reapply for AEP designation.

- Reactivation: Detailed below.
- Re-Apply to the AEP Program: This includes all appropriate fees, and the individual must apply and re-test.

**REACTIVATION, THE PROCESS**

This is a one-time only process in which a former AEP designee 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 AEP requirements must be met.
- Reactivation Fees: $500

**REAPPLICATION, THE PROCESS**

Candidates that fail the GEK Exam are required to wait four (4) months before they may reapply.

**Incentive:** If a Candidate reapplies in 4-12 months after the first program was deemed as incomplete, the Candidate may be eligible to receive the following concessions.

- $50 Credit: To be applied against fees paid for Re-Application to AEP Program
SECTION 6: PROPER USE OF AEP LOGO

As an AEP Certificate Holder in good standing, you may want to utilize the official AEP Logo on letterhead, in an email signature block, and on business cards. This will emphasize your achievement.

To request an electronic version of the AEP logo, a written email request is to be sent to Certification@APSeNational.org.

The following guidelines must be adhered to when using the AEP logo.

- The logo may not be revised or altered in any way. The logo must be displayed in the same form as produced by ASPE and cannot be reproduced unless such reproduction is identical to the logos provided by ASPE.
- The AEP logo is meant to identify an Associate Estimating Professional as opposed to a business entity. The logo may be used only on the Associate Estimating Professional’s (AEP’s) business cards, stationery, etc.
- The logo may not be used in any manner that detracts from the high standards of ASPE or our AEP Program.
- No person gains any rights whatsoever in the logo or its use; it remains the property of ASPE and the Certification Committee. ASPE and the Certification Committee reserve the right in their sole discretion to require the removal of the logo from any location or object that ASPE or the Certification Committee feels does not comply with these guidelines.
- The Certification Committee may authorize the use of the symbol, the phrase “Associate Estimating Professional” and the initials “AEP” by Certificate Holders only, provided such holder currently possesses a valid designation issued by the ASPE Certification Committee.

CONSEQUENCES FOR IMPROPER USE OF MARKS

The ASPE AEP logo is intended for the exclusive use of ASPE professionals. Misuse of the AEP credential or logo may result in denial of the initial designation, renewal, revocation, suspension, or any other limitation or combination of sanctions. ASPE further reserves the right to take any legal action it deems reasonable or appropriate in any court or other tribunal having jurisdiction with respect to the matter.