**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 Associate Estimating Professional designation, you display your commitment to the Estimating profession. Your journey, however, has just begun.

Holding an AEP designation demands honesty, integrity and a drive to keep abreast of the trends in the construction industry. All AEPs are required to renew their designation annually and to validate their commitment by earning Professional Development (PDU) credits.

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

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

Please direct questions regarding AEP Renewal to your Chapter Certification Chairperson or to the ASPE Certification Team at Certification@ASPEnational.org.
Why Renew?
Renewal is an integral part of the AEP Program and occurs annually. It ensures that our AEPs remain up-to-date with new developments and current trends in the construction industry, specifically estimating. Renewing annually displays continued competency and commitment to the construction industry.

Will I receive a Renewal Notice?
All AEPs will receive an annual notice in October reminding them to log PDU credits and apply for Renewal in a timely manner.

What is a Cycle?
AEP Cycles are annual and follow the calendar year (January 1 – December 31). For AEP status to remain current, it is recommended for all AEPs to complete their annual Renewal Application 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 renewal. ASPE requires AEPs to acquire and log a minimum of twelve (12) 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?
AEPs 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 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 AEP 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@ASPEnational.org
What counts as a PDU credit?
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. 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:
- 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
- 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
- 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 (email blog submission to Certification@ASPEnational.org).
- Write an article for submission in Estimating Today.
- ASPE may accept credits acknowledged as AIA Units.
- AEC Daily offers webinars that may provide PDU credit opportunities.
- For additional information, please refer to the AEP PDU Reference Table, available online.

What is ASPE Renewal Policy?

ASPE requires all AEPs, through an online application, to renew annually and provide proof of earning twelve (12) 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: AEP Applications + Forms
- Select: More Information
- Select: AEP On-Time Renewal
- Populate the fields
- Provide payment of Annual Renewal Fees
- Submit

All AEP Renewals are subject to audit. The Certification Team will audit your application for accuracy and completeness. PDU Journals must be complete and accurate; provide back-up documentation when possible.

After an AEP 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 needed 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@ASPEnational.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 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 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 AEPs as Revoked.

Revocation; what does it mean?
When ASPE records reflect that your AEP credential has lapsed, when you failed to renew your application and pay your fees in a timely manner (by December 31 annually), your AEP status will be revoked.

ASPE will require you Cease and Desist using the AEP designation.
- You may not identify yourself as an Associate Estimating Professional (AEP).
- You may not display your AEP Certificate.

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

Option 1: If AEP 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 AEP status.

Option 2: If AEP status has lapsed more than two (2) years, you may reapply to the AEP Program.
ASPE recognizes that construction is a growing industry, and AEPs are required to keep current. Therefore, for any lapse greater than two (2) years, ASPE requires a former AEP to begin anew. This will include all fees and all requirements of the current AEP Program, including testing.
What is the Reactivation Policy?

This is a one-time only process in which a former AEP 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

Categories + Fee Structure

AEP = Associate Estimating Professional
- Annual Renewal Fees + 12 PDUs are required annually and prior to December 31.
  - $50 = ASPE Member
  - $350 = Non-Member

Once again, please ensure that your contact information remains current. That is the best way we, the Certification Team and the Society Business Office, may serve you.

www.ASPEnational.org
Certification@ASPEnational.org