

SAVE International®

Certification Program Manual

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This edition supersedes all previous SAVE Certification Manuals issued.

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Table of Contents

Section 1—Certification Program Information	1
Introduction.....	1
Purpose of SAVE International® Certification Manual.....	1
Resource Hyperlinks	1
Certification Limitations and Rights.....	1
Certification Program Objectives.....	2
Certification Program Transition	2
SAVE International® Value Methodology Core Competencies	3
The Value Methodology Core Competencies	3
Certification Designations.....	4
Value Methodology Associate SM	4
Certified Value Specialist®	4
Certified Value Specialist®—Life	5
Certified Value Specialist®—Retired	5
Obsolete Certifications	5
Certification Status	5
“In Good Standing,” “Active,” and “Active Status”	5
Expired Certifications—Usage of Credential	5
Certification Reinstatement	6
Failure to Pay Maintenance Fees—Compliance With Audit Requirements...6	6
Failure to Meet Maintenance PDU Requirements.....	6
Official Expiration	6
Reinstatement Following Official Expiration	7
Exceptions for Hardship	7
Required Certification Conversion From AVS SM or CVS® to VMA SM	7
Requirement to Comply With VMA SM Maintenance.....	8
Selecting An Advisor	8
What Does an Advisor Do? What is Their Responsibility?	8
Who is An Advisor?	9
Source of Advisors	9
CPs and PDUs Defined	9
CPs.....	9

PDU.....	9
Educational Resources.....	9
About the VMF 1 and VMF 2 Courses	9
Value Methodology Fundamentals 1.....	10
Value Methodology Fundamentals 2.....	10
Finding VMF 1 and VMF 2 Instructors	10
Additional Educational Resources	10
Forthcoming VMBOK Revision	10
Protection of Proprietary Information and Intellectual Property	11
Section 2—Certification Requirements	13
VMA SM Certification Requirements	13
VMA SM Application Steps and Submittal	13
VMA SM Application Processing	13
CVS [®] Certification Requirements.....	13
CVS [®] Certification—Required CPs Overview	14
A. Practice the Value Methodology	14
B. Learn the Value Methodology	15
C. Learn to Facilitate.....	16
D. Share the Value Methodology.....	16
CVS [®] Certification—CP Requirements and Submittal Specifics	17
A. Practice the Value Methodology.....	17
Practice Requirements: 24 CPs	17
Certification Points Submittal	18
Facilitation Practice Requirements (<i>CPs Not Applicable</i>)	19
Facilitation Practice Submittal	20
B. Learn the Value Methodology.....	20
Learn Requirements: 30 CPs.....	20
B.1. Value Participation.....	21
B.2. College Degrees	22
B.3. Professional License or Certification	22
B.4. Value Program Management.....	23
C. Learn to Facilitate: 24 CPs.....	23
D. Share the Value Methodology: 10 CPs	24
Share Requirements.....	24
D.1. and D.2. VM Publications and Publicity.....	24
D.3. VM Presentations	25

D.4. Value Society Service	26
F. CVS® Paper.....	26
Evaluation Criteria.....	27
General Requirements	27
Structure and Content Requirements.....	27
CVS® Paper Publication Rights and Intellectual Property.....	29
G. CVS® Advisor Letter	30
CVS® Application Steps and Submittal Organization	30
CVS® Application Approval Process.....	32
Tips for Reducing CVS® Application Review Time	32
Application Approval.....	32
Notification of Non-Compliant CVS® Application	33
Rejection of CVS® Application	33
Section 3—Examinations	35
Purpose.....	35
Separate Examinations	35
VMA SM Exam	35
CVS® Exam.....	35
Examination Format and Rules	36
Examination Format.....	36
Examination Equipment, Software, and ID Requirements.....	36
Examination Rules.....	36
Penalty for Rule Infraction	36
Examination Scheduling	37
Time Allowed to Sit for Exams	37
Examination Scores.....	37
What is Covered on the VMA SM and CVS® Examinations?	37
Exam Preparation	37
Section 4—Maintenance and Audit Requirements	39
Termination of Recertification.....	39
Introduction to Maintenance	39
Tips for Maintenance Success	39
VMA SM Maintenance Requirements	39
VMA SM Continued Education Credit.....	40

VMA SM Maintenance Submittal.....	40
CVS [®] Maintenance Requirements	40
A. CVS [®] Continued Education	41
CVS [®] Continued Education Requirements and Limitations.....	41
CVS [®] Continued Education Credit.....	41
B. Value Society Service and Value Methodology Promotion.....	42
B.1. CVS [®] Value Society Service	42
CVS [®] Value Society Service—Maintenance Requirements	42
CVS [®] Qualifying Value Society Service PDUs	42
B.2. CVS [®] Value Methodology Promotion	42
CVS [®] Value Methodology Promotion—Maintenance Requirements	42
CVS [®] Qualifying Value Methodology Promotion PDUs	42
CVS [®] Maintenance Submittal.....	43
VMA SM and CVS [®] Maintenance Audits	43
VMA SM Maintenance—Audit Submittal.....	43
CVS [®] Maintenance—Audit Submittal.....	44
A. CVS [®] Continued Education—Audit Submittal	44
B.1. CVS [®] Value Society Service—Audit Submittal	45
B.2. CVS [®] Value Methodology Promotion—Audit Submittal	46
CVS [®] Audit Submittal Organization.....	46
CVS and VMA Audit Approval Process	48
Audit Documentation Deadlines	48
Notification of Non-Compliant Audit Submittal	48
Rejection of Audit Submittal—Certification Expiration.....	48
Section 5—Certification Maintenance Schedule	51
Maintenance Periods.....	51
Maintenance Notification	51
Determining One’s Certification Expiration Date.....	51
Two-Year Maintenance Cycle and PDU Accrual Interval.....	52
Certification Maintenance Fees.....	52
Certification Maintenance Fee Example.....	52
Section 6—Collaboration With National Value Associations of Europe	53
Requirements for PVM Recognition as CVS [®]	53

Frequently Asked Questions.....	55
What level of certification applies to me?.....	55
How do I find out where Value Methodology Fundamentals 1 (VMF 1) and Value Methodology Fundamentals 2 (VMF 2) courses are offered?.....	55
How does the new CVS® Exam test for an individual’s ability to do FAST diagramming?	55
When should I use my CVS® seal?	56
How may I pay my fees for either certification or for an exam?.....	56
I still have questions. Whom should I contact?	56
Appendixes	57
Appendix A—Sample CVS® Application “Practice the Value Methodology” CPs Submittal	58
Value Workshop A: Highway 101 Guiderail	58
1. Attestation Letter.....	58
2. Value Workshop Specifics	59
3. Function Analysis Documentation	60
4. VM Job Plan: Value Workshop Agenda.....	60
5. Creativity	61
Appendix B—CVS® Paper Evaluation Criteria FAST Diagram	62
Appendix C—CVS® Advisor Letter Template	63

Section 1—Certification Program Information

Introduction

Purpose of SAVE International® Certification Manual

The purpose of the SAVE International® Certification Manual is to inform prospective and existing SAVE International® certification holders of the requirements and policies for certification and certification maintenance.

The goal of this edition is to introduce the new requirements and procedures for certification based on a major overhaul of the SAVE International® Certification Program. The defined changes are intended to transform the certification requirements from what was previously a set of experience-based qualifications to a new set of qualifications based on demonstrated knowledge of the Core Competencies needed to effectively apply the SAVE International® Value Methodology.

Additionally, these program changes are intended to better align the SAVE International® Certification Program with ISO/IEC 17024:2012, certification accreditation standards established by the internationally recognized American National Standards Institute (ANSI). While there is not a current plan to pursue ANSI accreditation, the Certification Program and the practice of Value Engineering will benefit from the greater rigor and objectivity achieved through following the ANSI certification standards.

Resource Hyperlinks

This document includes hyperlinks to access related resources and information, which may be updated on occasion, and to aid the reader in finding information referenced in this manual. Please check to be sure you have downloaded the most recent versions of the documents. The latest edition of the SAVE International® Certification Manual is available on the [Certification page of the SAVE website](#).

Certification Limitations and Rights

Certification is an individual recognition and may not be transferred or used to imply that another person, association, education institution, agency, or firm is certified.

Although membership in SAVE International® is not required for certification, it is encouraged and is credited toward certification and maintenance.

The SAVE Certification Board continues to reserve the right to change, amend, add, or eliminate any requirement and/or policy it has issued in the past, is issuing herein, or issues in future for any SAVE International® certification.

The SAVE Certification Board is the final authority on certification policy, CVS application approvals and rejections, and audit approvals and rejections.

Certification Program Objectives

The SAVE International® Board of Directors has authorized a certification program to be administered by a Certification Board with the following objectives to:

- Establish, maintain, and administer professional certification programs to promote and support the practice of the Value Methodology globally.
- Establish and maintain professional development in the Value Methodology by improving professional skills and competence in accordance with established standards.
- Enforce standards for ethical behavior as established by the SAVE International® Board of Directors for individuals certified under this program.
- Support the SAVE International® Board of Directors to clarify methods and procedures in the application of the Value Methodology, create better understanding of the value profession, to develop universal acceptance, and increase application of value practices.
- Support the SAVE International® Board of Directors to encourage the development and application of the Value Methodology, and encourage the successful application of projects in manufacturing, construction, service, government, and other industries.
- Encourage teaching the Value Methodology in accredited universities, and to promote research and development of new Value Methodology methods by students and academic advisors.

All questions regarding certification should be directed to the SAVE business office at certification@value-eng.org.

Certification Program Transition

In June 2016, the SAVE International® Certification Board began a four-year transition plan from a mostly experience-based certification program to a mostly competence-based program with a focus on continuing education.

A key objective of the transition is to streamline the certification program. The Certification Board has focused on:

- providing an achievable path to certification while ensuring the competence of certification holders;
- better defining the competence and expectations of the Value Methodology AssociateSM (VMASM) and Certified Value Specialist[®] (CVS) in the application of the Value Methodology;
- clarifying the program to eliminate subjectivity and limit exceptions to policies; and
- improving the consistency of the language and associated concepts of the Value Methodology to
 - eliminate the often competing and inconsistent meanings associated with terms that have impaired the value industry's ability to grow and
 - increase objectivity and parity in education and testing.

The transition should be fully implemented by June 2020. Certification requirements have changed during the transition period and recertification transitioned to maintenance in 2017. (Please refer in this manual to Section 4—Maintenance and Audit requirements for details.) Changes will be announced through *Value World*, the [SAVE website](#), and future editions of this manual.

SAVE International[®] Value Methodology Core Competencies

The Value Methodology Core Competencies

The SAVE International[®] Value Methodology Core Competencies are the minimum knowledge and skill set, acquired through Value Methodology education and experience, required to successfully apply the Value Methodology in the context of a value study.

SAVE International[®] recognizes **nine Core Competencies**, including

1. SAVE International[®] Value Methodology
2. Transform Information,
3. Team Facilitation,
4. Function Analysis,
5. Cost Analysis,
6. Pre-Workshop Stage,
7. Workshop Stage (Six-Phase VM Job Plan),
8. Post-Workshop Stage, and
9. Value Program Management.

A **CVS®** is recognized by SAVE International® to have **demonstrated knowledge of all components contained within all nine Core Competencies, sufficient to lead value studies.**

A **VMASM** is recognized by SAVE International® to have demonstrated knowledge in some of the nine core competencies of:

1. Value Methodology

and knowledge of some components contained within

2. Transform Information,

4. Function Analysis,

5. Cost Analysis, and

7. Workshop Stage (Six-Phase VM Job Plan)

Please see [Core Competency Education and Testing](#) on the SAVE website for details.

Certification Designations

Following are the certifications designated by SAVE International®.

Value Methodology AssociateSM

The Value Methodology AssociateSM (VMASM) is a professional certification of SAVE International® that recognizes individuals who have demonstrated a fundamental level of knowledge of the Value Methodology sufficient to participate in a value study as a value team member. For the purpose of certification, SAVE does **not** recognize VMAs as qualified to lead value studies or to teach the VMF 1 or VMF 2. The VMA designation may be used only by individuals who have successfully met the requirements of the VMA, received their certificate, and continue to maintain their VMA designation. The requirements to achieve the VMA designation can be found in this manual.

Certified Value Specialist®

The Certified Value Specialist® (CVS®) is a professional certification of SAVE International® that recognizes individuals who have demonstrated a level of knowledge of and competency in the application of the Value Methodology sufficient to lead value studies. “Certified Value Specialist” and “CVS” are registered trademarks of SAVE International®. The CVS® designation may be used only by individuals who have successfully completed the requirements of the CVS,

received their certification, and continue to maintain their CVS® designation. The requirements to achieve the CVS® designation can be found in this manual.

Certified Value Specialist®—Life

The Certified Value Specialist®—Life (CVS®-Life, CVSL) is a designation of SAVE International® granted upon request prior to June 30, 2015, when a CVS® had been recertified three (3) times. The CVS-Life designation may be used only by individuals who were granted their CVS-Life prior to June 30, 2015.

Certified Value Specialist®—Retired

The Certified Value Specialist®—Retired (CVS®-Retired) is a designation of SAVE International® defined as a CVS® who is no longer actively engaged in the Value Methodology field. An individual holding a CVS® certification who desires the retired designation must request it from the SAVE business office. Individuals designated as CVS®-Retired shall no longer engage in fee- or compensation-earning activities related to the Value Methodology. CVS®-Retired designees are not required to pay certification maintenance fees, but will continue to receive the publications of the certification program.

Obsolete Certifications

Associate Value SpecialistSM (AVSSM) and Value Methodology PractitionerSM (VMPSM) are obsolete professional certifications of SAVE International® and were granted upon meeting their certification requirements prior to June 2016. These certifications are no longer issued and are subject to conversion requirements prior to June 30, 2020. Please see the Certification Conversion section of this manual for more details.

Certification Status

“In Good Standing,” “Active,” and “Active Status”

The terms “In Good Standing,” “Active,” and “Active Status” are all defined as the VMASM or CVS® who is current with all maintenance requirements and annual maintenance fees. Please refer in this manual to Section 4—Maintenance and Audit Requirements for details.

Expired Certifications—Usage of Credential

Individuals who allow their certification to expire or become invalid are not permitted to use the certification designation. An individual with an expired certification who continues to

practice using their certification designation will be reported to the SAVE Ethics Committee for appropriate action.

Certification Reinstatement

Failure to Pay Maintenance Fees—Compliance With Audit Requirements

If one's certification expires due to non-payment of certification maintenance fees by their due date or failure to comply with a maintenance audit, he or she must submit a maintenance audit package to the Certification Board within 90 days from the date of certification expiration. Reinstatement requires meeting the same requirements for a maintenance audit submittal for the maintenance period preceding expiration. Retroactive certification maintenance fees apply.

Failure to Meet Maintenance PDU Requirements

If it is the case that the individual did not meet maintenance Professional Development Unit (PDU) requirements by their own inaction and/or rejection by the Certification Board, during the maintenance period preceding expiration, he or she must submit a "Request for Retroactive PDU Accrual" in writing within 90 days following the date of certification expiration. The request must include the reasons why PDU accrual did not meet requirements.

If the request is approved by the Certification Board, he or she will be required to accrue maintenance PDUs for the preceding maintenance period in addition to the current maintenance period and will have a period of one (1) year from the expiration date to accrue retroactive PDUs and submit a maintenance audit package to the Certification Board to retroactively meet the maintenance requirements. Retroactive certification maintenance fees apply.

Official Expiration

If the individual does not submit either maintenance audit package or request for retroactive PDU accrual within 90 days from the date of expiration, his or her certification will officially expire and will be subject to the policy for expired certifications. If the Certification Board rejects the Request for Retroactive PDU Accrual, the individual's certification will expire effective the date of the rejection letter and be subject to the policy for expired certifications.

Reinstatement Following Official Expiration

Following the official expiration of certifications, reinstatement requires a “Request for Reinstatement” letter be submitted and for expired VMAs to pass the current VMA exam and expired CVSs to pass the current CVS® exam. Retroactive certification maintenance fees apply.

Exceptions for Hardship

The Certification Board will consider expiration exceptions for hardship, including medical, familial, and other circumstances that have impacted the ability for an individual to meet certification maintenance requirements and/or reinstatement request deadlines. A “Reinstatement Hardship Request” letter must be submitted to the Certification Board within one (1) year of certification expiration.

From 90 days following expiration, the individual will be subject to the policy for expired certifications until such time that the Certification Board grants an exception for hardship. The Certification Board strongly encourages individuals to submit their “Reinstatement Hardship Request” letter within 90 days of the expiration date to avoid official expiration.

Note: Maintaining certification is the responsibility of the individual. It is not the responsibility of the individual’s employer. Therefore, if an employer will not support an individual in meeting the certification maintenance requirements, that is not considered a hardship.

Required Certification Conversion From AVSSM or CVS[®] to VMASM

Individuals holding active AVSSM or CVS[®] certifications may choose to convert to VMASM certification by June 30, 2020. Anyone certified as an AVSSM in 2010 or later who allowed their AVSSM to lapse due to the recertification requirement may apply for the VMASM certification.

After June 30, 2020, conversion from AVSSM to VMASM is no longer an option, certifications are no longer valid, and AVSSM and VMPSM certification holders may no longer use those credentials.

All individuals wishing to obtain a VMASM after June 30, 2020 will be required to sit for the VMASM exam.

To convert,

- Submit a [VMASM certification application](#). Click the registration button and fill-in the information. On the “next” page, check the box to switch from AVS.
- Submit a PDF of one’s current certification certificate.

- Submit maintenance fee payment for VMASM credential.

Requirement to Comply With VMASM Maintenance

Effective August 1, 2018, all AVSSM and VMP certification holders must comply with VMASM maintenance requirements in order to maintain active certification. From that day forward, they must accrue PDUs based on their anniversary date. See the Certification Maintenance section of this manual for details.

Selecting An Advisor

What Does an Advisor Do? What is Their Responsibility?

An advisor is any current CVS[®] in good standing. The advisor will:

- Thoroughly review the latest SAVE Certification Manual edition to ensure a comprehensive understanding of certification requirements.
- Help the applicant determine which level of certification is appropriate.
- Actively guide and mentor the applicant through the certification process.
- Review the applicant's draft application for overall compliance with the current requirements and suggesting any needed edits or improvements.
- Review the applicant's draft application to assist the applicant in determining that the required items are addressed and documented and organized as requested and suggest any needed improvements.
- Review the CVS[®] applicant's draft CVS[®] paper for format and structure, ascertaining that the paper meets current requirements and is eligible for consideration by the SAVE Certification Board. The advisor is not to work collaboratively with the applicant on the content of the paper or serve as an editor.
- Provide the CVS[®] applicant a completed CVS[®] Advisor Letter to be submitted with the CVS[®] application.

Ultimately, the advisor is a preliminary reviewer of the CVS[®] application, pre-screening it to reduce the possibility of rejection for being non-responsive to CP and documentation requirements. It is the SAVE Certification Board's responsibility and authority to ensure that the applicants have met all of the CVS[®] requirements as they specifically relate to the Core Competencies—demonstrating they are ready to sit for the CVS[®] exam and have had adequate preparation to become competent to lead value studies.

Who is An Advisor?

An advisor is an individual who is a CVS® in good standing and is knowledgeable of current certification requirements—be sure to verify whether they have become thoroughly familiar with this edition of the Certification Manual. Preferably, this should be an individual in one’s region or someone already known. One’s advisor is the primary contact to assist in understanding the necessary requirements. He or she will guide the certification application.

Source of Advisors

A listing of current Certified Value Specialists® is located in the [SAVE Certification Directory](#) on the SAVE website. Simply search by CVS® and location. The SAVE business office is also available to assist in identifying an advisor.

CPs and PDUs Defined

CPs

Certification Points (CPs) are necessary to achieve SAVE International® CVS® certification. They are credited based on the respective requirements for a CVS® applicant to have practiced the Value Methodology, learned the Value Methodology, learned how to Facilitate, and shared the Value Methodology. (See CVS® Certification Requirements section of this manual for details.)

CPs apply only to CVS applications.

PDUs

Professional Development Units (PDUs) are necessary for maintaining SAVE International® VMASM and CVS® certifications. One PDU is worth one hour of Value Methodology-related continued education. Various amounts of PDUs are also credited for value society service and value methodology promotion.

PDUs apply to certification maintenance.

Educational Resources

About the VMF 1 and VMF 2 Courses

The following two courses replaced the Module I Workshop (Mod I) and Module II Seminar (Mod II) in September 2017:

Value Methodology Fundamentals 1

The Value Methodology Fundamentals 1 (VMF 1) course is the SAVE International® accredited course that introduces the SAVE International® Value Methodology Core Competencies expected of a Value Methodology Associate (VMA), and must be completed in order to sit for the VMASM exam.

If the applicant completed the SAVE International® Mod I prior to December 31, 2018, this training is an acceptable substitute for the VMF 1.

Value Methodology Fundamentals 2

The Value Methodology Fundamentals 2 (VMF 2) course is the SAVE International® accredited course that introduces the SAVE International® Value Methodology Core Competencies expected of a Certified Value Specialist® (CVS®), and must be completed, in addition to the Value Methodology Fundamentals 1 course, in order to sit for the CVS® exam.

The VMF 2 may not be taken until the applicant participates in a minimum of two value studies (minimum of 24 hours each) following the completion of the VMF 1. This is to ensure the application of what is learned in the VMF 1 such that the insights gained enhance the learning experience when taking the VMF 2.

If the applicant completed the SAVE International® Mod 2 prior to December 31, 2018, this training is an acceptable substitute for the VMF 2.

Finding VMF 1 and VMF 2 Instructors

For a list of approved, licensed VMF 1 and VMF 2 instructors, see the [Approved VMF 1 and VMF 2 Instructors](#) page of the SAVE website.

Additional Educational Resources

Forthcoming VMBOK Revision

A forthcoming revision to the SAVE International® Value Methodology Body of Knowledge (VMBOK) is in development by the SAVE International® Executive Board Education Committee. It will include a revised Function Analysis Guide and SAVE Value Methodology Glossary. The revised VMBOK, along with the VMF 1 and VMF 2, will serve as the foundation for VM education and certification testing.

In the interim, the SAVE Certification Board encourages the use of the following documents as examination study resources.

- [The SAVE International® Certification Board Value Methodology Dictionary](#) is strongly recommended as an examination study resource and provides useful information on a wide range of VM concepts. It is available for free download.
- **The SAVE International® Function Analysis Guide**, ©2016 SAVE International® ISBN 978-0-9961248-9-8 is the definitive resource for the Function Analysis Core Competency. It is available for purchase on the SAVE website. It is also available for free download to all SAVE members on the [SAVE e-learning portal](#), which can be accessed under the Resources drop-down menu on the [SAVE website](#).
- [The Value Methodology Memory Jogger, Second Edition: A Desktop Guide to Improve \[the\] Quality and Value of Projects, Products, and Processes Through Function Analysis](#), ©2018 Goal/QPC, ISBN 978-1-57681-210-05.

Protection of Proprietary Information and Intellectual Property

SAVE International® understands the importance of protecting proprietary and/or sensitive information and intellectual property on behalf of one's organization and/or one's clients.

For any documentation submitted to the SAVE Certification Board, specific proprietary information is not required. Examples include proprietary project, product, process, service, or organizational designs or methods. Proprietary information typically is not available in the public domain, falls under governmental security considerations, or can impact the ability of a business to compete in within its market.

As long as the documentation complies with submittal requirements, only generic information that conveys the concept is needed. Please contact certification@value-eng.org with questions prior to submittal.

Please see also the **CVS® Paper Publication Rights and Intellectual Property** section of this report as this applies to CVS® papers.

Section 2—Certification Requirements

VMASM Certification Requirements

To achieve VMASM certification, one must:

1. Complete an approved VMF 1 course.
2. Submit and pay the required application and fee.
3. Successfully pass the VMASM exam.

VMASM Application Steps and Submittal

To apply,

- A. **Register.** Complete [VMASM Registration](#) on the SAVE registration webpage.
- B. **Upload** to the webpage evidence of completion of the VMF 1: Certificate of completion, including dates, course license number, and signature of CVS[®] instructor holding course license.
- C. **Pay fee** via webpage.

VMASM Application Processing

VMASM applications and exams are usually processed within two weeks. Payment of the appropriate application fee is mandatory. The SAVE Certification Board will not review any unpaid application. The SAVE business office will send a link to the VMASM exam.

CVS[®] Certification Requirements

As of June 30, 2020¹, to submit a CVS[®] application and become a CVS, **a CVS[®] candidate must be a VMASM**. There is no longer an option to apply for a CVS without first passing the VMASM exam. Please see Section 3—Examinations for the reasons why. The candidate must submit an application that meets all application requirements and be approved by the SAVE Certification Board to take the CVS[®] exam.

To achieve CVS[®] certification, one must:

1. Select an advisor who is a CVS[®] in good standing.
2. Complete an approved VMF 1 course.

¹ Prior to June 30, 2020, an applicant must be either a VMASM or AVS to submit a CVS[®] application.

3. Pass the VMASM exam
4. Complete an approved VMF 2 course. The VMF 2 may not be taken until the applicant participates in a minimum of two value studies (minimum of 24 hours each) following the completion of the VMF 1.
5. Obtain the required CPs.
6. *Submit CVS[®] Application Package
7. Receive approval of the application.
8. Pass the CVS[®] exam.

*For a detailed description of the required CVS[®] Application Package contents and steps to apply, including hyperlinks to the documents, **please see the CVS[®] Application Steps and Organization section of this manual.**

CVS[®] Certification—Required CPs Overview

A. Practice the Value Methodology

Required CPs = 24. Ten (10) hours = one (1) CP.

Requirement	Six Focus Studies						**Additional Studies			
	1	2	3	4	5	6	7	8	9	10
Value Study Example #	1	2	3	4	5	6	7	8	9	10
Per Study: 24 Minimum Team Contact Hours, up to a Maximum of 56 Team Contact Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
*Facilitation Practice Studies (submit only 3)	✓	✓	✓							
a. Facilitated Function Analysis Phase	✓									
b. Facilitated Creativity Phase		✓								
c. Facilitated Evaluation Phase			✓							
**Additional Studies							✓	✓	✓	✓
Application Submittal										
1. Certification Points Submittal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
a. Value Study Specifics										
b. ***Function Analysis Documentation										
c. VM Job Plan: Value Study Agenda										
d. Creativity Documentation										
2. *Facilitation Practice Submittal	✓	✓	✓							
a. Letter signed by CVS [®] Team Leader attesting you facilitated the VM Job Plan Phase										

Requirement	Six Focus Studies						**Additional Studies			
	1	2	3	4	5	6	7	8	9	10
Value Study Example #										
b. Copy of the work product:										
i. ***Function Analysis Documentation	✓									
ii. Creative Ideas List Indicating the Function Under Which Each Idea Was Brainstormed		✓								
iii. Creative Ideas List Indicating the Function Under Which Each Idea Was Brainstormed and the Evaluation Score or Rating for Each Idea			✓							
3. *Facilitation Description (one’s experience facilitating)	✓	✓	✓							
Note: CVS® Paper Includes, for Each Focus Study, its	✓	✓	✓	✓	✓	✓				
a. Need and Purpose										
b. Function Analysis Tool Used										
c. Function Prioritization										
d. Featured Functions										
e. Creativity										
f. Example Alternative/Recommendation										

*For applications received on or before December 31, 2018, facilitation of studies is not required. Therefore, item #2 Facilitation Practice and Item #3 Facilitation Description are not required. However, a total of 480 team contact hours and a minimum of 12 studies are required.

Include additional studies **only if needed to achieve a total of 24 CPs, i.e., if the 6 focus studies are less than 24 contact hours each. A maximum of 10 Value Study examples are allowed.

***Function Analysis Documentation shall be submitted for all studies included in Certification Points Submittal per Certification Manual requirements. Item A.2.b.i. above does not repeat this.

B. Learn the Value Methodology

Required CPs = 30

“Learn” Category	# of Hours Per 1 CP	CPs Credited Lump Sum	Maximum CPs Allowable
1. Value Participation			
a. Professional Society Chapter Meetings	10	N/A	N/A
b. Value Society Conferences	10	N/A	N/A
c. Value-Methodology-Related Courses	10	N/A	N/A
d. Value-Methodology-Related College Courses	10	N/A	N/A

2. College Degrees—Choose One:			
*Option A: Four-Year or Advanced Post-Graduate Degree	N/A	20 Per Degree	20
*Option B: Two-Year Associate Degree	N/A	5 Per Degree	5
3. Professional License or Certification	N/A	5 Per License	5
4. **Program Management	N/A	4 Per Year	8

*Credit allowed for either Option A or Option B.

**Only value program managers and project managers who are employed within a public agency value program are eligible.

C. Learn to Facilitate

Required CPs = 24

“Facilitation” Category	# of Hours Per 1 CP	Maximum CPs Allowable
Facilitation Training	1	N/A

Note: For applications received January 1, 2019 or after, the applicant is required to complete a minimum of 24 hours of SAVE-approved training in group facilitation skills. A minimum of 16 of the 24 hours must be done in-person and include practicing facilitation. Facilitation training must cover the [8 Education Objectives within Core Competency #3—Team Facilitation](#).

D. Share the Value Methodology

Required CPs = 10

“Share” Category	CPs Credited	Maximum CPs Allowable
1. Value Methodology Publications and Publicity—Paper or Article in Peer-Reviewed Journal or Publication	*6	N/A
2. Value Methodology Publications and Publicity—Paper or Article in Non-Peer-Reviewed Journal or Publication	*2	N/A
4. Value Methodology Presentations—two (2) CPs maximum per presentation, a minimum of 30 minutes in duration for each presentation.	2	N/A
4. Value Methodology Society Service		
a. Value Society Board Member (National)	10 Per Year	N/A
b. Value Society Chapter President	8 Per Year	N/A

c. Value Society Committee Member (National), Chapter Officer, or MVF Board Member	4 Per Year	N/A
d. Value Society Membership	1 Per Year	N/A

* CPs prorated by number of authors.

CVS® Certification—CP Requirements and Submittal Specifics

CVS® applications shall be submitted in the English language.

A. Practice the Value Methodology

Practice Requirements: 24 CPs

The Value Methodology is a systematic process used by a multidisciplinary team to improve the value of a project, product, process, service, or organization through the analysis of functions and resources. The value methodology is applied during the three stages of a value study: 1. Pre-Workshop, 2. Workshop (using the six-phase VM Job Plan), and 3. Post-Workshop.

A value workshop is the application of the six phases of the VM Job Plan [1.) Information, 2.) Function Analysis, 3.) Creativity, 4.) Evaluation, 5.) Development, and 6.) Presentation] to a project, product, process, service, or organization by a multidisciplinary team led or facilitated by a Certified Value Specialist® (CVS®).

The applicant must participate in a **minimum of six (6)** value workshops and accumulate a minimum of **240 contact hours (24 CPs)**.

- Contact hours may be as a **value team member or co-facilitator** and must be under the direct supervision of the value team leader/facilitator.
 - **Value team members** typically serve as subject matter experts (SMEs) and/or assist the value team leader/facilitator in an administrative capacity are actively participating during the value workshop process and discussions.
 - **A co-facilitator** assists the value team leader/facilitator by facilitating phases of the VM Job Plan during the workshop stage of the value study, and does not serve as a SME member of the value team.
 - **The value team leader/facilitator** is a CVS® in good standing who conducts the entire value study: pre-workshop, workshop (guiding and facilitating the team through the six-phase VM Job Plan), and post-workshop.

Credit

- **1 CP is earned for every 10 contact hours (in the physical presence of the *entire value team*)** during the workshop stage of the Value Study in which the VM Job Plan is applied. Remote or electronic participation is not recognized for certification. While essential to success, pre-workshop information gathering and individual review, and post-workshop implementation meetings do not count as study contact hours. Hours during the pre-workshop and post-workshop stages of the Value Methodology are not credited as “team contact” hours, unless the *entire* value team is physically present and part of the VM Job Plan was facilitated.
- For any one value workshop, the **maximum CPs allowed is 5.6** and the **minimum CPs required is 2.4**.

Certification Points Submittal

Include more than six (6) value study examples *only* if needed to achieve a total of 24 CPs, i.e., if the 6 focus studies are less than 40 contact hours each. A maximum of 10 Value Study examples are allowed.

A Note Regarding the 10-Study Maximum: The SAVE Certification Board strongly encourages applicants to work closely with their advisors to ensure that each value study submitted meets requirements to avoid requests for additional information or application rejection. If an applicant is unsure about submitting a particular study after discussing it with his or her advisor in the context of the **CVS® Certification—CP Requirements and Submittal Specifics** section of this manual and **Appendix A—Sample CVS® Application “Practice the Value Methodology” CPs Submittal, 1. Attestation Letter**, he or she is encouraged to contact certification@value-eng.org for an opportunity to discuss it prior to submittal with a member of the CVS® Application Review Committee.

For each value study, submit evidence that clearly demonstrates the use of the VM Job Plan. Please see **Appendix A—Sample CVS® Application “Practice the Value Methodology” CPs Submittal** for the *required* structure to be used for each value study submitted. The information shall be organized as follows:

1. **Attestation Letter.** Submit a one-page letter signed by the CVS® Team Leader/Facilitator. Please see **Appendix A—Sample CVS® Application “Practice the Value Methodology” CPs Submittal, 1. Attestation Letter** for the *required structure and content* to be used.
2. **Value Study Specifics.** Include project/product/process title, brief description, workshop dates, number of contact hours applicant spent in the workshop, and workshop participants (indicate applicant’s role). This information should be submitted on one page.

3. **Function Analysis.** Include documentation of the use of function analysis, e.g., Random Function Identification Worksheet (including function classifications), Function-Resource Matrix, function cost/worth worksheet, FAST diagram, or function hierarchy model. Also include a list of the functions selected for brainstorming during the Creative Phase.
4. **VM Job Plan.** Document the use of the six-phase VM Job Plan. Submit a PDF of the *actual agenda* used for each workshop claimed, demonstrating execution of the VM Job Plan. Note that workshops devoting less than 6.25% of the workshop time to function analysis (e.g., 1.5 hours for a 24-hour workshop, 2 hours for a 32-hour workshop or 2.5 hours for a 40-hour workshop) will be subject to additional scrutiny during application review.
5. **Creativity.** Evidence of unfettered (unconstrained) creativity.
 - a. Number of ideas generated.
 - b. Number of ideas prioritized for further development.

Do not submit excess documentation. Three to five pages per study is all that is required. **Do not** include value study proposals, results, or other detail. **Do not** submit the entire value study report.

Facilitation Practice Requirements (*CPs Not Applicable*)

Focus Studies

From the value studies submitted by the applicant under Practice, the applicant must select six (6) that become their “focus studies.” These “focus studies” will be used for the CVS® Paper.

Facilitation Studies

From among the six (6) focus studies, the applicant must have facilitated the value team through Function Analysis once, Creativity once, *and* Evaluation once. Select three (3) of the six (6) “focus studies” to represent the applicant’s “facilitation studies.”

- For each “facilitation study,” the applicant must have facilitated the *entire phase* of Function Analysis, Creativity, *or* Evaluation under the guidance of the CVS® team leader/facilitator.
- Only **one facilitated VM Job Plan phase** may be claimed **from any one “facilitation study.”** Organize the “facilitation studies” as follows:
 - Facilitation Study Example #1—Function Analysis
 - Facilitation Study Example #2—Creativity
 - Facilitation Study Example #3—Evaluation
- The facilitation sessions do not need to be organized chronologically.

Facilitation Practice Submittal

For each of the three “facilitation studies,” submit the following:

1. **Attestation Letter.** For the three “facilitation studies,” the Practice Submittal Attestation Letter is also required to also include a statement that the applicant facilitated the VM Job Plan Phase claimed. Please see **Appendix A—Sample CVS® Application “Practice the Value Methodology” CPs Submittal, 1. Attestation Letter** for the *required structure and content* to be used.
2. **Work Product.** List the project/product/process title and include PDF of the work produced during the VM Job Plan phase facilitated by the applicant:
 - For the “facilitation study” featuring **Function Analysis**: No additional documentation is required other than what *has already been included in the Certification Points Submittal*.
 - For the “facilitation study” featuring **Creativity**: a list of all of the creative ideas, indicating the function under which ideas were brainstormed (*8 pages maximum*).
 - For the “facilitation study” featuring **Evaluation**: a list of evaluation criteria/performance attributes and a list of all of the creative ideas, including the score given for each idea and a legend indicating the meanings of the scores (*9 pages maximum*).
3. **Applicant’s Experience.** For each of the three “facilitation studies,” submit a summary of the applicant’s experience, addressing the following (*1-page minimum, 3 pages maximum*).
 - a. What worked well and why.
 - b. Obstacles encountered in facilitating the VM Job Plan phase.
 - c. Solutions used to overcome these obstacles.
 - d. Lessons learned during facilitation.
 - e. How this experience will change the applicant’s approach to facilitating the VM Job Plan phase in the future.

B. Learn the Value Methodology

Learn Requirements: 30 CPs

Credit is earned for participating in formal value methodology learning activities. Credit is earned for categories B.1, B.2, B.3, and B.4, as shown below. The VMF 1, VMF 2, Mod I, Mod 2, and Online Refresher course are **NOT** credited toward CPs.

B.1. Value Participation

Credit

One (1) CP for every 10 contact hours within any of the following Value Participation categories:

- **B.1.a. Professional Society Meetings.** Attendance at *Value-Methodology-related* professional society meetings such as SAVE, IIE, PMI, AACE, and other similar organizations.
- **B.1.b. Conferences.** Attendance of SAVE Value Summit, SAVE Affiliate conferences, or other Value-Methodology-related conferences.
- **B.1.c. Value-Methodology-Related Courses.** Examples include (but are not limited to) in-person, webinar, or e-learning courses on function analysis, creativity, team building, cost estimating and costing methods, project management training, presentation skills, and courses that directly relate to the [Education Objectives in the SAVE International® Value Methodology Core Competencies](#).

One (1) CP for every one (1) Credit Hour for College Courses:

- **B.1.d. College Courses.** College courses that are Value-Methodology-related (see Value-Methodology-Related Courses above).

Value Participation Submittal

A. Professional Society Meetings

1. **Evidence of Attendance.** Registration receipt from the professional society, including the date(s) and meeting subject/title, or a letter from the professional society chapter officer indicating the same.
2. **Meeting Applicability.** A one-paragraph description of the meeting content and its applicability to the Value Methodology and/or the SAVE International® [Value Methodology Core Competencies](#) and Education Objectives.

B. Conferences

1. **Evidence of Attendance.** Certificate of attendance, including the date(s), conference subject/title, and sponsoring organization, or a letter on the conference organization's letterhead from a conference official indicating the same information.
2. **Conference Applicability.** A one-paragraph description of the conference content and its applicability to the Value Methodology and/or the SAVE International® [Value Methodology Core Competencies](#) and Education Objectives, including a statement of insights gained.

C. Value-Methodology-Related Courses

1. **Evidence of Attendance.** Certificate of completion, including the date(s), course subject/title, and educational organization, or a letter on organization letterhead from the instructor indicating the same.
2. **Course Applicability.** A one-paragraph description of the content and its applicability to the Value Methodology and/or the SAVE International® [Value Methodology Core Competencies](#) and Education Objectives.

D. College Courses

1. **Evidence of Attendance.** Transcript from the educational organization indicating the course subject title and course completion, or a letter on educational institution letterhead from the instructor indicating the date(s) and subject/title of the course.
2. **Course Content and Applicability.** A one-paragraph description of the content and its applicability to the Value Methodology and/or the SAVE International® [Value Methodology Core Competencies](#) and Education Objectives.

B.2. College Degrees

Credit

For the CVS® Application only, credit is allowed for **only one (1)** of the following:

- A four-year baccalaureate degree (B.A. or B.S.) or advanced post-graduate degree (master or doctor): **20 CPs**
- A two-year associate degree: **5 CPs**

College Degrees Submittal

- A. Copy of diploma.

B.3. Professional License or Certification

Credit: **5 CPs**

For the CVS® Application only, credit is allowed for **only one (1)** value-methodology-related professional license or certificate—including, but not limited to, the following. Credit will be allowed for active, valid licenses or certifications only.

- Professional Engineer (PE)
- Certified Public Accountant (CPA)
- Registered Professional Architect (RA)
- Certified Purchasing Manager (CPM)

- Certified Manufacturing Engineer (CMfgE)
- Certified Cost Engineer (CCE)
- Certified Quality Engineer (CQE)
- Project Management Professional (PMP)
- Certified Six Sigma Black Belt
- Certified Lean Black Belt
- USGBC LEED Accreditation

Professional License or Certification Submittal

- A. **License or Certification.** Scanned/PDF image of the active, valid license or certificate.
- B. **Applicability.** A one-paragraph description of applicability of the license or certificate to the Value Methodology—*only required if* the license or certification is not specifically cited in the bullet list of professional licenses and certifications above.

B.4. Value Program Management

Credit

For value program managers and project managers: **4 CPs** will be credited **per each full year of value program management**, with a **maximum of 8 CPs**. Only value program managers and project managers who are employed within a **public agency** value program are eligible. Credit will **not** be given for employment within a private consulting firm or company that provides value consulting for clients outside its organization.

Program Management Submittal

- A. **Value Program Attestation.** A letter signed by the applicant’s supervisor on the employer organization’s letterhead
 1. stating he or she is the supervisor of the applicant,
 2. attesting to the applicant’s role in the organization, and
 3. indicating value program management or participation for each year claimed.
- B. A scanned image/PDF of the applicant’s job description, government designation letter, etc. indicating the scope of his or her job duties.

C. Learn to Facilitate: 24 CPs

Each applicant is required to complete a **minimum of 24 hours (2.4 CPs)** of training in Facilitation Skills.

- For applications received beginning January 1, 2019, the applicant is required to complete a minimum of 24 hours of SAVE-approved training in group facilitation skills. A **minimum of 16 of the 24 hours must be done in-person** and **include practicing facilitation**.
- For applications received on or before December 31, 2018, the requirement for facilitation training is waived.

Credit

Credit is allowed for facilitation training that covers the [8 Education Objectives within Core Competency #3—Team Facilitation](#).

Facilitation Training Submittal

- Course Documentation.** Course completion certificate and syllabus/schedule/agenda indicating the title of the course, duration of the in-person and/or online training, and whether it included practicing facilitation.
- Course Content.** A one-paragraph description of the content, which of the [8 Facilitation Education Objectives](#) were covered, and how it will aid the applicant in facilitating the Value Methodology.

D. Share the Value Methodology: 10 CPs

Share Requirements

Credit is earned for value-methodology-related publications and presentations, and value society service. The applicant must earn a **total of 10 CPs** from any combination of the following Share categories.

D.1. and D.2. VM Publications and Publicity

Original papers, essays, books, book chapters, theses, magazines, newsletters, and other media such as videos, web pages, etc. that are **published and specifically relate to the Value Methodology** are credited towards certification. Publications within one's employer organization, such as internal newsletters and intranet sites, **will also be credited**.

Credit

- **D.1. Peer-Reviewed.** **6 CPs** for white papers or articles published in peer-reviewed journals or publications (e.g., *Value World*, SAVE Value Summit or SAVE Affiliate conference proceedings, etc.).

- **D.2. Non-Peer-Reviewed.** **2 CPs** for white papers or articles published in non-peer-reviewed publications (e.g., newspapers, magazines, internal or external newsletters, professional society chapter newsletters, and other publications with limited circulation).
- Note: Points will be prorated among authors, e.g., if there were 2 authors, 3 CPs would be credited for a peer-reviewed publication and 1 CP would be credited for a non-peer-reviewed publication.

VM Publications and Publicity Submittal

- A. **Publication Evidence.** A PDF of the paper, article, essay, book chapter, or thesis within its context of its publication (or a printout of a webpage containing it), or a printout of the webpage where the book or video can be purchased or viewed, etc.

D.3. VM Presentations

Credit

Credit is allowed for presentations or speeches that **specifically relate to the Value Methodology Core Competencies**. Examples include presentations at chapter meetings, conferences, and other forums. Presentations *inside and outside one's employment organization* **will** be given credit. **Two (2) CPs maximum per presentation, a minimum of 30 minutes in duration for each presentation.**

For the purpose of certification, SAVE does **not** recognize VMAs as qualified to lead value studies or to teach the VMF 1 or VMF 2. Therefore, no credit will be given toward VM Presentations CPs for teaching or assisting on a VMF 1 or VMF 2.

VM Presentations Submittal

- A. **Presentation Information.** For each presentation or speech, submit the following.
1. **Description.** A description of topic discussed and how it relates to one or more of the [core competencies and learning objectives](#).
 2. **Duration.** The duration of presentation.
 3. **Audience.** The audience type(s) (e.g., executives, project managers, value program managers, etc.) and number of attendees.
- B. **Attestation Letter.** A signed letter from the sponsor on sponsoring organization letterhead attesting that the applicant presented, including the date, location, presentation topic, and presentation duration.

D.4. Value Society Service

Credit

Service in value societies recognized by SAVE International®, including, but not limited to, affiliates of SAVE International® and organizations that have inter-society agreements with SAVE will be credited as follows:

- Value Society Board Member (National): **10 Cps Per Year**
- Value Society Chapter President: **8 Cps Per Year**
- Value Society Committee Member (National), Chapter Officer, or Miles Value Foundation (MVF) Board Member: **4 Cps Per Year**
- Value Society Membership: **1 CP Per Year**

Note: Only CVSs are permitted to serve as SAVE Certification Board members, therefore Certification Board service is only counted toward CVS® maintenance.

Value Society Service Submittal

- A. **Value Society Board Member (National).** A letter from the national value society president or a board member on value society letterhead attesting to service, the board position held, the date range of service, and achievements and/or initiatives completed.
- B. **Chapter President or Miles Value Foundation (MVF) Board Member.** A Letter from the SAVE Certification Board chairperson, national value society president, or MVF chairperson, as applicable, on value society/organization letterhead attesting to service, role, the date range of service, and achievements and/or initiatives completed.
- C. **Value Society Committee Member (National).** A letter from the national value society president or a board member on value society letterhead attesting to service, which committee served, the date range of service, and achievements and/or initiatives completed.
- D. **Chapter Officer.** A letter from Chapter President attesting to service, the office in which served, the date range of service, and achievements and/or initiatives completed.
- E. **Member.** A receipt for each year of membership, a printout of membership status from the value society website, or a letter from the value society indicating each year claimed.

F. CVS® Paper

The CVS® paper enables the Certification Board to judge the applicant's understanding of the importance and benefits of Function Analysis as a foundation for innovation and his or her ability to communicate it effectively and professionally.

Using the applicant’s experiences from all of the six focus studies identified in the Facilitation Practice requirement, write a paper that addresses in detail **how function analysis enabled the value teams to provide better value by identifying innovative alternates**. (The content requirements must be addressed for each of the six studies.)

Evaluation Criteria

Evaluation Criterion Category	Evaluation Considerations	Weight of Importance
Convey Function Analysis Benefits	Demonstrate Improved Value Demonstrate Innovation Link Results of Creativity to Strong Functions	40%
Stimulate Interest in the Featured Project/Product/Process	Convey Goals of Project/Product/Process in a Compelling Way	30%
Enhance Understanding	Use Sound Grammar, Punctuation, and Writing Style	15%
Meet Content Requirements	Follow Requested Structure and Address All Requested Information	15%

The maximum evaluation score is 100. The paper must receive a score of at least 70 to be accepted. To review the Function Analysis used to develop the evaluation criteria for the CVS® paper: **See Appendix B—CVS® Paper Evaluation Criteria FAST Diagram.**

General Requirements

- A minimum of 2,500 words, maximum of 5,000 (approximately 8–15 pages).
- Written in English.
- Uses 10-point Calibri font, double-spaced.
- Written specifically for the purpose of the CVS® application and not previously presented or published.

Structure and Content Requirements

The structure of the CVS® paper shall be organized as follows. Include all items below that are indicated with outline numbering and lettering. **The bulleted items are provided for guidance only.**

The paper shall include the outline numbering and lettering, along with the section titles indicated in bold below.

1. **Title Page:** “Improving Value Through Function Analysis,” applicant’s name, applicant’s signature, and date of authorship.

2. Executive Summary

- Generally 300-500 words.
 - Helps reader preview the content in abbreviated form.
 - *Hint:* It may be easier to write the body of the paper before writing the introduction.
- a. **Introduction.** Inform the reader of the paper content.
 - b. **Thesis.** State hypothesis and basis of theory. State overall how using function analysis on the six focus studies benefitted those types of projects, products, and/or processes.

3. (Body) Improving Value Through Function Analysis

- Discusses essential information required to understand conclusions and/or recommendations.
- Provides an analysis of the results and conclusions for each.
- Describes procedures for data collection, idea development, observations, etc.
- Free of commercialism.
- *Hint:* Write the body as a statement of facts, rather than a chronology of what the applicant did written in the first person (e.g., “Prioritized functions were used in the Creative Phase to...” rather than “I facilitated the Creative Phase to brainstorm...”)

For each of the six “focus studies,” include the following:

a. (Project/Product/Process Title)

- i. **Need and Purpose.** Include facts about the need and/or problem the project/product/process is intended to address and purpose and/or goals of the project/product/process.
- ii. **Function Analysis Tool.** State which function analysis tool was used and why that tool was selected and describe how the tool used enhanced Function Analysis. Include documentation of the use of function analysis, e.g., Random Function Identification Worksheet (including function classifications), Function-Resource Matrix, function cost/worth worksheet, FAST diagram, or function hierarchy model. *Note: Although the Practice Certification Points Submittal requires the work product, if the CVS® paper is published, it needs to stand alone and, therefore, the work product must be included here.)*
- iii. **Function Prioritization.** Name the functions that were prioritized for use in the Creativity Phase and the criteria or rationale used for selecting them.
- iv. **Featured Functions.** Select and name two of the prioritized functions that aided creativity, resulting in alternatives that were recommended by the value team.

- v. **Creativity.** Demonstrate how each of the two featured functions broadened the value team’s creativity—generating innovative ideas on alternative ways to perform functions that **improved value**, rather than limiting creative ideas to alternative components or process steps within a specific project/product/process, or options for the purpose of scope and/or cost reduction.
 - Note: Value is an expression of the relationship between function and resources where function is measured by the reliable performance of the functional requirements of the customer and resources are measured in the cost, time, energy, space, materials, labor, etc. required to accomplish the function. This relationship can be expressed by the following equation: $\text{Value} \approx \text{Performance} \div \text{Resources}$.
- vi. **Example Alternatives/Recommendations.** Describe one alternative the team recommended for each featured function, including the specifics of the idea, and how it improved value.

4. Conclusion

- Generally 300-500 words.
- Reiterates findings, methodology, conclusions, and/or recommendations that address the thesis in the introduction.

CVS® Paper Publication Rights and Intellectual Property

Upon submittal of the CVS® paper to the SAVE Certification Board, the applicant grants SAVE International® the right to publish the paper in any SAVE publication (with author credit) and/or recommend that the author present the paper at the annual SAVE Value Summit. Ownership of the paper and the intellectual property therein will remain the property of the applicant.

G. CVS® Advisor Letter

The applicant's CVS® Advisor must prepare a letter on behalf of the applicant. The advisor's assistance is important to facilitate the submission process—so that the application will not be delayed or, worse yet, declined. Please see **Appendix C—CVS® Advisor Letter Template** for the required content of the letter.

CVS® Application Steps and Submittal Organization

The application package shall be organized as shown below (items D.1 through D.4), including the numbering and lettering of the sections and subsections, and include the requested submittal documentation within each subsection, as described in the CVS® Certification—CP Requirements and Submittal Specifics section.

To apply,

- A. **Complete** VMF 1 and VMF 2 courses.
- B. **Register.** Complete [CVS® Registration](#) on the SAVE CVS® Application webpage.
- C. **Pay fee** via registration webpage.
- D. **Upload Application Package.** The application package shall be submitted in a single PDF file (100 MB or less) via the [SAVE CVS® Application webpage](#) and be **organized as follows**. (Note: printed application packages will not be accepted.)
 1. Signed [CVS® Application Summary Workbook](#)
 2. Current VMASM Certificate
 3. VMF 2 Certificate
 - A. **Evidence of attendance of VMF 2.**² Certificate of completion, including dates, course license number and instructor signature of CVS® holding course license.
 4. Application Submittal Documentation
 - A. Practice the Value Methodology
 1. Certification Points Submittal (for Each Study Submitted)
 - a. Value Study Specifics
 - b. Function Analysis Documentation

² For applications submitted prior to December 31, 2018, applicants who have not completed a VMF 2, but who have completed a Module II Seminar must submit their Module II course certificate.

- c. VM Job Plan: Value Study Agenda
 - d. Creativity
 - 2. Facilitation Practice Studies Submittal
 - a. Facilitation Attestation (for all 3 studies)
 - b. Work Product (for all 3 studies)
 - i. Function Analysis (for Study Example #1 only--refer to B.1.b.)
 - ii. Creative Ideas List (for Study Example #2 only)
 - iii. Evaluation Scores (for Study Example #3 only)
 - 3. Facilitation Description (for Each Facilitation Study)
- B. Learn the Value Methodology
 - 1. Value Participation
 - a. Conferences
 - b. Value-Methodology-Related Courses
 - c. College Courses
 - d. Professional Society Meetings
 - 2. College Degrees
 - 3. Professional License or Certification
 - 4. Program Management
- C. Learn to Facilitate
 - 1. Course Title
 - a. Course Documentation
 - b. Course Content
- D. Share the Value Methodology
 - 1. VM Publications and Publicity—Peer-Reviewed*
 - 2. VM Publications and Publicity—Non-Peer-Reviewed*
 - 3. VM Presentations*
 - 4. Value Society Service*

- E. CVS® Paper
- F. Signed Letter From CVS® Advisor

***If credits are not claimed for one of the Learn the Methodology or Share the Methodology categories, state, “No credits claimed” for that category.**

CVS® Application Approval Process

Tips for Reducing CVS® Application Review Time

- **Thoroughly study this manual.** There are many changes from previous editions to be aware of—do not simply glance through it. It is the applicant’s responsibility to understand the certification requirements provided herein. If you cannot find the information you need in this manual, email certification@value-eng.org.
- **Submit a responsive application package.** Organize your application exactly as required in the CVS® Application Steps and Submittal Organization section.
- **Know the requirements.** Study the CP requirements and the submittal requirements for each category of CPs you plan to claim—long before submitting the application, so that you can strategize your path toward certification.
- **Use the tools provided.** Use your completed [CVS® Application Summary Workbook](#) to organize your application submittal.
- **Inventory your CP documentation.** Verify that your application submittal documentation covers all CPs claimed. If documentation of CPs claimed is missing, the CPs related to the missing documents will not be credited. Therefore, the application may be rejected.
- **Get your value workshop CPs submittal right.** Poor documentation of completed workshops is the primary reason for delaying the approval process. Follow **Appendix A—Sample CVS® Application “Practice the Value Methodology” CPs Submittal**, which is a template for submittal.

Application Approval

Providing that all application documentation has been submitted as required, the average time from submission to approval is approximately two months. This is required to afford the CVS® Committee time to objectively and thoroughly review an application.

After an application is approved, the SAVE Certification Board will notify the applicant of eligibility to take the exam. The SAVE business office provides the necessary hyperlink to the exam site, where examinees will submit their examination fee payment.

Notification of Non-Compliant CVS® Application

If, during the review process, problems such as missing information, incorrect application of CPs, etc. are discovered, the applicant will be notified (CVS® Advisor will be copied) by the SAVE business office. The CVS® Committee will provide specific feedback on the application deficiencies.

Applicants are strongly encouraged to contact the CVS® Committee via certification@value-eng.org if they have questions about how to be responsive to the request.

The applicant will have thirty (30) days to correct the application and submit the requested information or corrected portions. Applicants who fail to respond within 30 days will be notified by the SAVE business office. Failure to respond will result in the termination of the application.

CVS® applicants whose applications have been terminated may not reapply for a period of one (1) year following the date of application termination.

Rejection of CVS® Application

Failure to provide **any** of the requested information or corrected portions in response to the feedback received and information requested in the notification of non-compliant CVS® application will result in rejection of the application.

Rejected CVS® applicants may not reapply for a period of one (1) year following the date of the rejection letter.

If one's application is rejected, he or she may contact the SAVE Certification Board via email at certification@value-eng.org to request an appeal hearing.

Section 3—Examinations

Purpose

The purpose of the **VMASM and CVS[®] examinations** is to test the applicant’s knowledge of and ability to apply the [SAVE International[®] Value Methodology Core Competencies](#) at the competence level appropriate for the given certification.

Separate Examinations

To provide a clear, stepwise path to certification and to correlate with confirming an individual’s competence for certification, the **VMASM and CVS[®] examinations are two separate exams**. Each exam is designed to test against the appropriate core competencies for the level of certification.

One must either be an AVS or a VMASM for their CVS[®] application to be accepted and must have his or her CVS[®] application approved to sit for the CVS[®] exam.

VMASM Exam

The VMASM Exam tests on the learning objectives indicated for the VMASM on the [Core Competency Education and Testing](#) document. There are not separate “parts” of the VMASM exam. If the exam is failed, the examinee would need to retake the entire exam.

CVS[®] Exam

To be eligible for the CVS[®] Exam, the examinee must have passed the VMASM exam. The CVS Exam is separate from the VMASM exam and is focused on the learning objectives not covered in the VMASM exam. The CVS[®] exam is broken out into two parts: 1) Function Analysis and 2) the remaining learning objectives. The remaining learning objectives are not broken into separate “parts.”

- If an examinee fails Function Analysis, but passes the remaining learning objectives, he or she may retake the Function Analysis section.
- If an examinee passes Function Analysis, but fails the remaining learning objectives, he or she may retake the remaining learning objectives section.

Examination Format and Rules

Examination Format

Exams are currently offered in English and online in electronic format only. All questions are multiple choice and the exam is timed. Examinees are given instructions and have time to get familiar with the exam format. A live proctor monitors examinee activities and behaviors via webcam, and monitors the examinee's computer screen live to verify adherence to examination rules.

Examination Equipment, Software, and ID Requirements

Examinees will need a computer with a functioning webcam and steady Internet connection, Google Chrome browser (installed without additional extensions is highly suggested), and photo identification.

Examination Rules

- Only the examinee may be present—no other people may be present in the room.
- The only electronic device allowed is the computer used to access the exam. (No other devices, including smart phones, calculators, etc. are allowed.)
- Only two applications may be open on the computer during the exam:
 1. The examination website via the Google Chrome browser.
 2. The computer's internal calculator application. (Worksheet applications such as Microsoft Excel may not be open.)
- No reference material shall be present.
- For the VMASM and CVS[®] exam, 8.5" x 11" blank scratch paper and pencil are allowed.
- For the CVS[®] exam only, one (1) pad of small (1.5"x2") blank Post-It notes is allowed.

Penalty for Rule Infraction

Indications of infraction will be recorded and reviewed. If proof is found of rule infraction, the examination will be null and void—whether or not the examinee passed. Further, the examinee will be required to pay the examination fee again to retake the exam.

If proof is found of rule infraction on an examination retake by an examinee for whom proof was found of previous rule infraction, the examinee will be barred from SAVE International[®] examinations.

Examination Scheduling

Upon SAVE approval to sit for the VMASM or CVS[®] examination, the SAVE business office will provide examinees a link to the website with a single-use approval code, where individuals will submit their application fee payment. The examinee may then sit for the exam at any time or date that is convenient for the examinee—the exam may be taken immediately after submitting payment or can be taken later. The online exams do not need to be scheduled with a proctor.

Time Allowed to Sit for Exams

Be sure to allow time to sign-in for the exam and **thoroughly read the directions and rules**. This takes about 15-20 minutes and is **not** part of the time allowed to answer the questions.

- The time to answer VMASM exam questions is 90 minutes.
- The time to answer CVS[®] exam questions is 3 hours.

Examination Scores

A score of 70% or above must be achieved to pass the VMASM and CVS[®] examinations (for the CVS[®] exam, a score of 70% for each of the two parts is required). If the applicant fails, they may retake the exam up to three times in a one-year period. After the third failure, the applicant must reapply.

What is Covered on the VMASM and CVS[®] Examinations?

Please see The Value Methodology Core Competencies in Section 1—Certification Program Information for an overview and review [Core Competency Education and Testing](#) on the SAVE website for specific details of what is covered on each of the exams.

Exam Preparation

It is recommended that you review the VMF 1 for the VMA exam and VMF 2 course materials for the CVS exam. Please see Section 1—Certification Program Information, Educational Resources, Other Educational Resources within this manual for a list of other educational resources for study. The Certification Board strongly recommends a thorough understanding of the concepts within the definitions provided in the [SAVE International[®] Certification Board Value Methodology Dictionary](#). One's advisor should help the candidate prepare for the exam and recommend books.

Section 4—Maintenance and Audit Requirements

Termination of Recertification

SAVE International® has transitioned the certification program from experienced-based to competence-based with a focus on continuing education. Recertification transitioned to certification maintenance in September 2017. This also has the effect of eliminating the term “initial certification” and using “certification” in its place.

Introduction to Maintenance

Maintenance-related professional development is reflected in continuing education, value society service, and value methodology promotion. Professional development units (PDUs) measure this. Please refer in this manual to Section 1, CPs and PDUs Defined for PDU details.

Tips for Maintenance Success

The best way to be successful in certification maintenance is to:

- Study the maintenance submittal requirements.
- Be prepared for an audit. Set up a certification maintenance audit file folder on your computer and include subfolders for each audit submittal category applicable to your certification. Collect the required audit documentation there, beginning from the time your most recent certification maintenance submittal was approved.
- Regularly review your accumulated documents and verify that you are accumulating enough PDUs. As the maintenance period is nearing its end, your maintenance submittal should be a simple matter to compile the semiannual affidavit and [VMA Maintenance Summary Workbook](#) (*coming soon!*) or [CVS Maintenance Summary Workbook](#) (*coming soon!*), as appropriate. And, if you have been collecting the required audit documentation, and audit will be a minor inconvenience.

VMASM Maintenance Requirements

Total Required Per Two-Year Maintenance Period: **8 PDUs**

- VMASM certification must be maintained to retain active status.
- VMASM maintenance fees must be paid annually to retain active status.

- To maintain VMASM certification, eight (8) PDUs are required within each two-year maintenance period.³

VMASM Continued Education Credit

1 PDU is credited for every hour of continued Value Methodology education accrued through:

- Value society conferences
- Value-methodology-related courses
 - SAVE International® e-learning courses
 - Other value-methodology-related courses: Examples include (but are not limited to) in-person, webinar, or e-learning courses on function analysis, creativity, team building, cost estimating and costing methods, project management training, presentation skills, and courses that directly relate to the [Education Objectives in the SAVE International® Value Methodology Core Competencies](#).

VMASM Maintenance Submittal

Thirty (30) days prior the end of one's certification maintenance period, the VMASM must submit a completed, signed affidavit⁴, [VMA Maintenance Summary Workbook](#) (*coming soon!*) with the Continued Education section completed.

VMASM maintenance submittals shall be submitted in the English language.

CVS[®] Maintenance Requirements

Required Per Two-Year Maintenance Period: **40 PDUs**

- CVS[®] certification must be maintained every two years to retain active status.
- CVS[®] maintenance fees must be paid annually to retain active status.
- All PDUs must be earned during the two-year maintenance period; early maintenance is not allowed.
- Accrued PDUs shall be recorded in the CVS Maintenance Summary Workbook.
- The applicant is required to attest that he or she has attained the minimum PDUs as outlined below with the submission of his or her CVS[®] renewal.

³ During the Maintenance Transition, the first maintenance period is one year, requiring 4 CPs. Please see the Maintenance Transition Schedule section for details.

⁴ Maintenance affidavit to be provided to the certification holder by the SAVE International® business office.

Professional development will be reflected in continuing education, and SAVE membership and service. PDUs will measure this.

During a CVS® two-year PDU accrual interval:

- **Continuing Education.** A **minimum of 70% of total PDUs** claimed must be accrued through continuing education.
- **Value Society Service and Value Methodology Promotion.** A **maximum of 30% of total PDUs** may be claimed for value society service.

A. CVS® Continued Education

CVS® Continued Education Requirements and Limitations

- A **minimum of 1 PDU** is required in **Core Competency #3—Team Facilitation**.
- A **minimum of 1 PDU** is required in **Core Competency #4—Function Analysis**.
- A **maximum of 10 PDUs** may be claimed for courses that directly relate to **any one** of the [SAVE International® Value Methodology Core Competencies](#).
- A **maximum of 2 PDUs** may be claimed for technical courses that **relate** to any of the Core Competencies, but do not directly meet the education objectives within a given Core Competency.
- College degrees do **not** count toward certification maintenance.
- Professional licenses and certifications do **not** count toward certification maintenance.
- Value program management does **not** count toward certification maintenance.

CVS® Continued Education Credit

1 PDU is credited for every hour of continued Value Methodology education accrued through:

- **Value Society Conference Sessions.** Participation in the SAVE Value Summit, SAVE Affiliate conferences, or other Value-Methodology-related conferences, including
 - attending pre-conference classes
 - attending conference sessions
- **Value-Methodology-Related courses.** Examples include (but are not limited to) in-person, webinar, or e-learning courses on function analysis, creativity, team building, cost estimating and costing methods, project management training, presentation skills, and courses that directly relate to the [Education Objectives in the SAVE International® Value Methodology Core Competencies](#).

- **Facilitation Training.** Facilitation training must cover a minimum of one (1) of the [8 Education Objectives within Core Competency #3—Team Facilitation](#).
- **SAVE International® E-Learning Courses.**
- **Attendance at Value Society Chapter Meetings: 1 CP Per 10 Contact Hours.**

B. Value Society Service and Value Methodology Promotion

B.1. CVS® Value Society Service

CVS® Value Society Service—Maintenance Requirements

Service to value societies recognized by SAVE is credited toward maintenance. Please refer in this manual to Section 2—Certification Requirements, CVS® Certification—CP Requirements and Submittal Specifics, D.3. Value Society Service, Credit, which details qualifying value societies.

CVS® Qualifying Value Society Service PDUs

Value Society Service PDUs reflect professional growth and are measured based on the support of the value profession, allocated as follows.

- Value Society Board Member (National) or SAVE Certification Board Member: **10 PDUs Per Year**
- Value Society Chapter President: **8 PDUs Per Year**
- Value Society Committee Member (National), Chapter Officer, or Miles Value Foundation (MVF) Board Member: **4 PDUs Per Year**
- Value Society Membership: **1 PDU Per Year**

B.2. CVS® Value Methodology Promotion

CVS® Value Methodology Promotion—Maintenance Requirements

Promotion of the Value Methodology is credited toward maintenance.

CVS® Qualifying Value Methodology Promotion PDUs

- Value Methodology Presentations, minimum 30 minutes: **1 PDU per presentation maximum**

- VMF 1 and VMF 2 Instruction: **2 PDUs per course** (PDUs prorated by the percentage of the course taught); **maximum of 2 PDUs per year**
- Conference session presenter, instructor, or conference forum moderator: **1 PDU per session or forum; 1 PDU per year**
- Mentorship: **1 PDU per year**
- Certification advisor for VMASM/CVS[®]: 2 CPs per applicant successfully certified: **1 PDU per year**

CVS[®] Maintenance Submittal

Thirty (30) days prior to the end of one's certification maintenance period, the CVS[®] must submit a completed, signed affidavit⁵, [CVS Maintenance Summary Workbook](#) (*coming soon!*) with the sections for Continued Education, Value Society Service, and Value Methodology Promotions completed as applicable to PDUs claimed.

CVS[®] maintenance submittals shall be submitted in the English language.

VMASM and CVS[®] Maintenance Audits

On an annual basis, SAVE International[®] will randomly audit the holders of VMASM and CVS[®] certifications—requesting documentation of maintenance during the holder's previous two-year maintenance period.

SAVE International[®] recommends that VMASM and CVS[®] certification holders use the [VMA Maintenance Summary Workbook](#) (*coming soon!*) or [CVS Maintenance Summary Workbook](#) (*coming soon!*), as appropriate, to track their maintenance progress during each maintenance period and **collect the required audit submittal documentation as PDU accrual activities are completed.**

Audit Submittal Requirements are detailed within each maintenance category below.

VMASM Maintenance—Audit Submittal

Should a VMASM receive a notification of Audit, he or she must submit a completed, signed [VMA Maintenance Summary Workbook](#) (*coming soon!*) and documentation of compliance with maintenance requirements.

VMASM maintenance audit submittals shall be submitted in the English language.

Documentation of compliance includes the following, as applicable to PDUs claimed:

⁵ Maintenance affidavit to be provided to the certification holder by the SAVE International[®] business office.

1) Value Society Conferences

- a) **Evidence of Attendance.** Certificate of attendance, including the date(s), conference subject/title, and sponsoring organization, or a letter on the conference organization's letterhead from a conference official indicating the same information.
- b) **Conference Applicability.** A one-paragraph description of the conference content and its applicability to the Value Methodology and/or the SAVE International® [Value Methodology Core Competencies](#) and Education Objectives.

2) Value-Methodology-Related Courses

- a) **Evidence of Attendance.** Certificate of completion, including the date(s), course subject/title, course duration (in hours), and educational organization, or a letter on organization letterhead from the instructor indicating the same.
- b) **Course Applicability.** A one-paragraph description of the content and its applicability to the Value Methodology and/or the SAVE International® [Value Methodology Core Competencies](#) and Education Objectives.

CVS® Maintenance—Audit Submittal

Should a CVS® receive a notification of Audit, he or she must submit a [CVS Maintenance Summary Workbook](#) (*coming soon!*) and documentation of compliance with maintenance requirements.

CVS® maintenance audit submittals shall be submitted in the English language.

Required documentation of compliance includes the following, as applicable to PDUs claimed:

A. CVS® Continued Education—Audit Submittal

1) Value Society Conferences

- a) **Evidence of Attendance.** Certificate of attendance, including the date(s), conference subject/title, and sponsoring organization, or a letter on the conference organization's letterhead from a conference official indicating the same information.
- b) **Conference Session Applicability.** A PDF of the conference schedule, indicating conference session subjects.

2) Value-Methodology-Related Courses

- a) **Evidence of Attendance.** Certificate of completion, including the date(s), course subject/title, and educational organization, or a letter on organization letterhead from the instructor indicating the same.

- b) **Course Applicability.** A one-paragraph description of the content and its applicability to the Value Methodology and/or the SAVE International® [Value Methodology Core Competencies](#) and Education Objectives.
- 3) Facilitation Training. Facilitation training must cover a minimum of one (1) of the 8 Education Objectives within Core Competency #3—Team Facilitation.**
 - a) **Evidence of Attendance.** Certificate of completion, including the date(s), course subject/title, and educational organization, or a letter on organization letterhead from the instructor indicating the same.
 - b) **Course Applicability.** A one-paragraph description of the content and its applicability to one or more of the [8 Education Objectives within Core Competency #3—Team Facilitation](#).
- 4) SAVE International® E-Learning Courses.**
 - a) **Evidence of Attendance.** Certificate of completion, including the date(s), course subject/title, and presenter name.
- 5) Attendance of Value Society Chapter Meetings.**
 - a) **Evidence of Attendance.** Registration receipt from the value society chapter, including the dates for all chapter meetings held during the calendar year, and the date(s) and meeting subject/title(s) for the chapter meetings attended, or a letter from a value society chapter officer indicating the same, or the chapter board meeting minutes indicating attendance of each meeting.

B.1. CVS® Value Society Service—Audit Submittal

- A. **Value Society Board Member (National).** A letter from the national value society president or a board member on value society letterhead attesting to service, the board position held, the date range of service, and achievements and/or initiatives completed.
- B. **Certification Board Member, Chapter President, or Miles Value Foundation (MVF) Board Member.** A Letter from the SAVE Certification Board chairperson, value society president, or MVF chairperson, as applicable, on value society/organization letterhead attesting to service, role, the date range of service, and achievements and/or initiatives completed.
- C. **Value Society Committee Member (National).** A letter from the national value society president or a board member on value society letterhead attesting to service, which committee served, the date range of service, and achievements and/or initiatives completed.

- D. **Chapter Officer.** A letter from Chapter President attesting to service, the office in which served, the date range of service, and achievements and/or initiatives completed.
- E. **Member.** A receipt for each year of membership, a printout of membership status from the value society website, or a letter from the value society indicating each year claimed.

B.2. CVS® Value Methodology Promotion—Audit Submittal

A) Value Methodology Presentations.

- i) **Presentation Information.** For each presentation or speech, submit the following.
 - (a) Description. A description of topic discussed.
 - (b) Duration. The duration of presentation.
 - (c) Audience. The audience type(s) (e.g., executives, project managers, value program managers, etc.) and number of attendees.
- ii) **Attestation Letter.** A signed letter from the sponsor on sponsoring organization letterhead attesting that the applicant presented, including the date, location, presentation topic, and presentation duration.

B) **VMF 1 and VMF 2 Instruction.** Certificate of completion for one student of the course, including their name, course dates, course license number and signature of CVS® instructor holding course license. If the course license holder is not the same as the CVS® claiming PDUs, a letter from the course license holder is also required, which shall attest to the number of hours taught by the PDU claimant and the number of hours taught by the license holder for the course.

C.) **Conference Session Instructor or Conference Forum Moderator.** Email from conference committee chair or conference management firm, indicating conference session instructor or conference forum moderator.

D.) **Mentorship.** A letter from the mentee describing the areas in which they have been mentored, mentor name, and date range of mentorship. Certification Advisor for VMASM/CSV®. A PDF of the CVS® Advisor Letter the CVS® applicant submitted with their application package and a PDF of the CVS® certificate issued by SAVE.

CSV® Audit Submittal Organization

The audit submittal package shall be organized as shown below, including the numbering and lettering of the sections and subsections, and include the requested submittal documentation within each subsection, as described in the CVS® Maintenance—Audit Submittal section.

To submit,

Upload Audit Submittal Package. The audit submittal package shall be submitted in a single PDF file (100 MB or less) via the [SAVE CVS® Application webpage](#) and be organized as follows. (Note: printed application packages will not be accepted.)

1. Signed [CVS® Certification Maintenance Summary Workbook](#) (*coming soon!*)
2. Audit Submittal Documentation
 - A. CVS® Continued Education
 - i. Value Society Conferences
 - ii. Value-Methodology-Related Courses
 - iii. Facilitation Training
 - iv. SAVE International® e-learning courses
 - v. Attendance of Value Society Chapter Meetings
 - B.1. CVS® Value Society Service
 - a. Value Society Board Member (National)
 - b. Certification Board Member, Chapter President, or Miles Value Foundation (VMF) Board Member
 - c. Value Society Committee Member (National)
 - d. Chapter Officer
 - e. Member
 - B.2. CVS® Value Methodology Promotion
 - a. Value Methodology Presentations
 - b. VMF 1 and VMF 2 Instruction
 - c. Conference Session Instructor or Conference Forum Moderator.
 - d. Mentorship

***If credits are not claimed for any of the categories, state, “No PDUs claimed” for that category.**

CVS and VMA Audit Approval Process

Audit Documentation Deadlines

- If audited, SAVE will request the VMASM to submit required audit documentation within one (1) month of the notice date.
- If audited, SAVE will request the CVS[®] to submit required audit documentation within three (3) months of the notice date.

Providing that all audit documentation has been submitted as required, the average time from submission to approval is approximately two months. This is required to afford the Audit Committee time to objectively and thoroughly review an audit response package. During the review period, the individual's certification status will remain active.

After an audit response package is approved, the SAVE Certification Board will notify the auditee.

Notification of Non-Compliant Audit Submittal

If, during the review process, problems such as missing information, incorrect application of PDUs, etc. are discovered, the auditee will be notified by the SAVE business office. The Audit Committee will provide specific feedback on the application deficiencies.

Applicants are strongly encouraged to contact the Audit Committee via certification@value-eng.org if they have questions about how to be responsive to the request.

The applicant will have thirty (30) days from the date of Notification of Non-Compliant Audit Submittal to correct the audit submittal and submit the requested information or corrected portions. Applicants who fail to respond within 30 days will be notified by the SAVE business office.

Failure to respond will result in certification expiration thirty (30) days from the date of Notification of Non-Compliant Audit Submittal. Please refer in this manual to the Expired Certifications—Usage of Credential section for details.

Rejection of Audit Submittal—Certification Expiration

Failure to provide any of the requested information or corrected portions in response to the feedback received and information requested in the notification of non-compliant audit submittal will result in certification expiration.

Those with expired certifications will be subject to the requirements of Certification Reinstatement.

If one's certification expired as a result of an audit, they may contact the SAVE Certification Board via email at certification@value-eng.org to request an appeal hearing.

Section 5—Certification Maintenance Schedule

Maintenance Periods

All persons holding either a VMASM or CVS[®] certification must pay annual maintenance fees and accrue the required number of PDUs for their level of certification.

Each certification maintenance period is two years. The month in which one's VMASM or CVS[®] certification was originally issued is now called one's certification **anniversary month**.

This means that all VMASMs and CVS[®]s began their first two-year maintenance cycles on their anniversary month, between September 2018 and August 2019.

SAVE International will not be conducting audits for the period between September 2017 and August 2018 and is not requiring submittal of Certification Maintenance Workbooks for that period.

Maintenance Notification

At the end of each maintenance period, the VMASM or CVS[®] will receive an invoice for two years of maintenance fees from SAVE, together with an affidavit form to attest that he or she has completed the required PDUs during the previous maintenance period. The VMASM or CVS[®] will complete the affidavit and submit it together with the required maintenance fees.

Determining One's Certification Expiration Date

With a few exceptions, one's certification anniversary month and certification expiration date can be ascertained from one's VMASM or CVS[®] certificate or simply by the certification number. For example, say a person's certification number is 201403519. The first four characters (2014) represent the year of initial certification. The next two characters indicate the month (03). The last three characters indicate the level and sequence of certification. The expiration date is the last day of the month indicated. In this case, for the first two-year maintenance cycle, the expiration date is March 31, 2021 and every two years thereafter.

Remember, it is the certification holder's responsibility to keep his or her certification current. Continuing to use certification designation once it has expired is a breach of ethical conduct. See the Expired Certifications—Usage of Credential section of this manual for details.

Two-Year Maintenance Cycle and PDU Accrual Interval

The two-year maintenance period and PDU accrual interval will repeat and continue for all VMAs and CVSs for as long as they are good standing with SAVE or one's Affiliate organization is maintained.

- Within **each two-year maintenance period**, VMAs are required to accrue 8 PDUs.
- Within **each two-year maintenance period**, CVSs are required to accrue 40 PDUs.

The schedule below shows these milestone dates.

Certification Maintenance Fees

Certification Maintenance Fee Example

The following is an example for how the certification maintenance program works for someone with an anniversary month of March:

- In March 2019, March 2021, March 2023, and so on, the holder of a VMASM or CVS[®] will receive an invoice from the SAVE business office for two years of maintenance fees.

Section 6—Collaboration With National Value Associations of Europe

Requirements for PVM Recognition as CVS®

A collaborative agreement exists between SAVE International® and the National Value Associations of Europe, represented by the European Governing Board (EGB) to protect basic value concepts developed from the principles established by L. D. Miles, and to build on these by sharing knowledge and experience. The following describes the requirements of a qualified Professional in Value Management (PVM) submitting an application to become recognized as a Certified Value Specialist® (CVS®).

1. **A valid PVM Certificate:** The duration of CVS® certification shall be four years from the date of approval. Once certification is achieved, the candidate shall apply for recertification through the SAVE Certification Board and follow the requirements for recertification.
2. **Endorsement:** A member of the EGB or, by delegation, the chairperson of the National Certification Organization (NCO) of the country of the applicant shall submit an endorsement of the applicant. To overcome the question of validating the applicant's information, we must trust in the professional discretion of the candidate and the endorser for that candidate. However, this does not preclude the right of the SAVE Certification Board to spot audit any information presented in the application.
3. **CVS® Advisor:** This is optional, but recommended. The CVS® advisor will review the full application for completeness and represent the candidate to the SAVE Certification Board regarding any questions that may arise during processing.
4. **A completed and SAVE Certification Board-approved professional experience log:** All assignments logged must be those that follow the basic VM job plan phases that include information, function analysis, creative, evaluation, development and presentation. The outcome of the VM events has no weight as a substitute for not using accepted Value Methodology principles and practices.
 - a. **Date:** This is the beginning date of each value study assignment. Earliest assignment date shall be four years (or less) from the date of the application.
 - b. **Client Company:** This is the name of the client for whom the applicant performed the value study assignment.
 - c. **VE Project Description:** State the nature, title or a short description of the value study assignment.

- d. **Total Event Hours:** State the total elapsed time of the value study assignment.
 - e. **Total Contact Hours:** State the number of hours that the full value study team was engaged in performing the value study assignment. This excludes any planning activities or pre-event meetings that do not include the full value study team.
 - f. **Total number of hours required:** 48 CPs – 480 Hours – Minimum 12 studies.
 - g. **Total Facilitator Hours:** State the total number of hours that the applicant served as lead or co-facilitator for that project.
 - h. **Notes:** Add any notes that would assist the CVS® evaluators in understanding compliance with application requirements.
 - i. **FAST Models:** The FAST diagrams can reflect the classic, technical or customer FAST techniques. A minimum of two FAST diagrams created for the above assignments in which the applicant was the lead or co-facilitator.
 - j. **Note:** Function tree may be accepted as a variation of the customer FAST if it clearly shows a function hierarchy and is consistent with the SAVE International® Value Methodology Standard.
5. **Biography or Résumé:** Include a short (1 to 1½ pages) description of the applicant’s professional history. This should include academic accreditation, other certifications, publications, honors and awards.
 6. **Additional Requirements:** Include a statement by the applicant that he or she has read the SAVE International® Value Methodology Standard and understands the differences between that standard and the European standard.
 7. **Application Fee:** The fee shall be as prescribed in the current fee structure for “CVS®” applicant.”

Frequently Asked Questions

What level of certification applies to me?

Please see the Certification Designations section of this manual.

The VMASM certification recognizes individuals who are new to the field of the Value Methodology and have received basic Value Methodology training. It is an entry-level certificate and is encouraged for those desiring to have on-going involvement in Value Management, particularly as team members. If desired, after gaining some experience, a VMASM may advance to CVS[®] certification.

VMASM certification recognizes individuals with basic value training and minimal experience in the application of the Value Methodology. A VMASM is not exposed to facilitation in the Value VMF 1 course and, therefore, is not, by training, qualified to lead value studies. A VMASM is encouraged to progress to CVS[®] certification and will have opportunity to gain valuable facilitation experience.

The CVS[®] certification is the highest level of certification available through the SAVE Certification Program. One must be a VMASM before applying to become a CVS[®]. Please see in this manual the CVS[®] Certification Requirements section. This status is reserved for individuals who possess basic and advanced Value Methodology training and significant value study experience. CVS[®]s are experts in the Value Methodology and may be value team members, value team leaders, facilitators, instructors, or value program managers (VPMs).

How do I find out where Value Methodology Fundamentals 1 (VMF 1) and Value Methodology Fundamentals 2 (VMF 2) courses are offered?

VMF 1 and VMF 2 courses are offered throughout the year. For a listing of dates, consult the calendar of events on the SAVE website at <http://www.value-eng.org>. You may also refer to the list of approved instructors to find a qualified instructor to perform this activity at your organization.

How does the new CVS[®] Exam test for an individual's ability to do FAST diagramming?

Somewhat similar to the old AVS/VMASM exam, examinees must answer questions about the FAST diagram they create. The difference is that examinees must be able to select from a list of functions provided for an object which of the functions are truly applicable. They need to distinguish between functions and activities, successfully test the "how-why" logic, etc. They must arrange the functions they have selected into a FAST diagram (using Post-Its), then answer

questions such as “Which are the Higher-Order Function and Basic Function?” They need to have a good handle on what is within the scope of the object’s functions and which functions belong to which classifications.

When should I use my CVS® seal?

CVS® are encouraged to use their seal on formal documents and reports. It is hoped the use of the seal will heighten the professional image of all value practitioners. CAUTION: some states define Value Engineering as the practice of engineering. The CVS® seal is not a substitute for a professional engineering seal. The individual CVS® is solely responsible for compliance to any and all laws and regulations governing the use of a professional seal.

How may I pay my fees for either certification or for an exam?

The online application and payment are available on the SAVE website at www.value-eng.org/Certification. Just click on either CVS® or VMASM certification, then scroll down to the Application section. Please fill out the requested information, the payment information and submit the form. The SAVE business office will receive the information to begin the certification process.

I still have questions. Whom should I contact?

Contact the SAVE business office at certification@value-eng.org or visit the SAVE website at www.value-eng.org for more information about joining SAVE, view and/or download this manual, or search the current listing of certified individuals.

SAVE International
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Mount Royal, NJ 08061 USA
+1 (856) 423-3215
info@value-eng.org
www.value-eng.org

Appendixes

Appendix A—Sample CVS® Application “Practice the Value Methodology” CPs Submittal

(for Each Value Workshop Submitted for CPs)

Value Workshop A: Highway 101 Guiderail

1. Attestation Letter

The Practice Attestation Letter shall be submitted on organization letterhead and shall include the following content:

Date

Attention: SAVE International® Certification Board CVS® Applications Review Committee

Subject: Attestation to CVS® Applicant Participation in a Value Workshop

As the team leader/facilitator for the _____ *(project/product/process title)* value workshop, I hereby attest that _____ *(CVS® applicant name)* participated for _____ percent of the duration of the value workshop, which was held _____ *(dates, e.g., 7–10 January 2022)*, consisting of a total of ____ hours of workshop time in which the entire value team was physically present and that I was a CVS® in good standing at the time I facilitated the workshop.

I also attest that a minimum of 6.25% of the workshop time was devoted to the function analysis phase of the VM Job Plan, as demonstrated by the actual workshop agenda I have provided to the applicant for use in ____ *(his/her)* CVS® Application and that the value team members were present throughout function analysis.

(If letter is for a “facilitation” study, also include the following statement.)

In my presence and under my guidance, _____ *(CVS® applicant name)* facilitated the entire _____ *(function analysis, creativity, or evaluation)* phase of the Value Methodology Job Plan during the aforementioned workshop.

X _____

Value Team Leader/Facilitator’s Signature

Value Team Leader/Facilitator’s Name

Value Team Leader/Facilitator’s Email Address and Telephone Number

Value Team Leader/Facilitator’s CVS® Number

2. Value Workshop Specifics

Brief Description: The guide rail will be installed along the highway to prevent accidents. The goal of the value study was to improve the value of this system by seeking to find the optimum balance between the cost of the system and the performance of its required functions. Requirements included preventing vehicles from re-entering the roadway and any proposed changes resulting in a system that will resist the same forces and limit vehicle damage similar to the baseline design.

Study Dates; Total Hours Claimed: 32

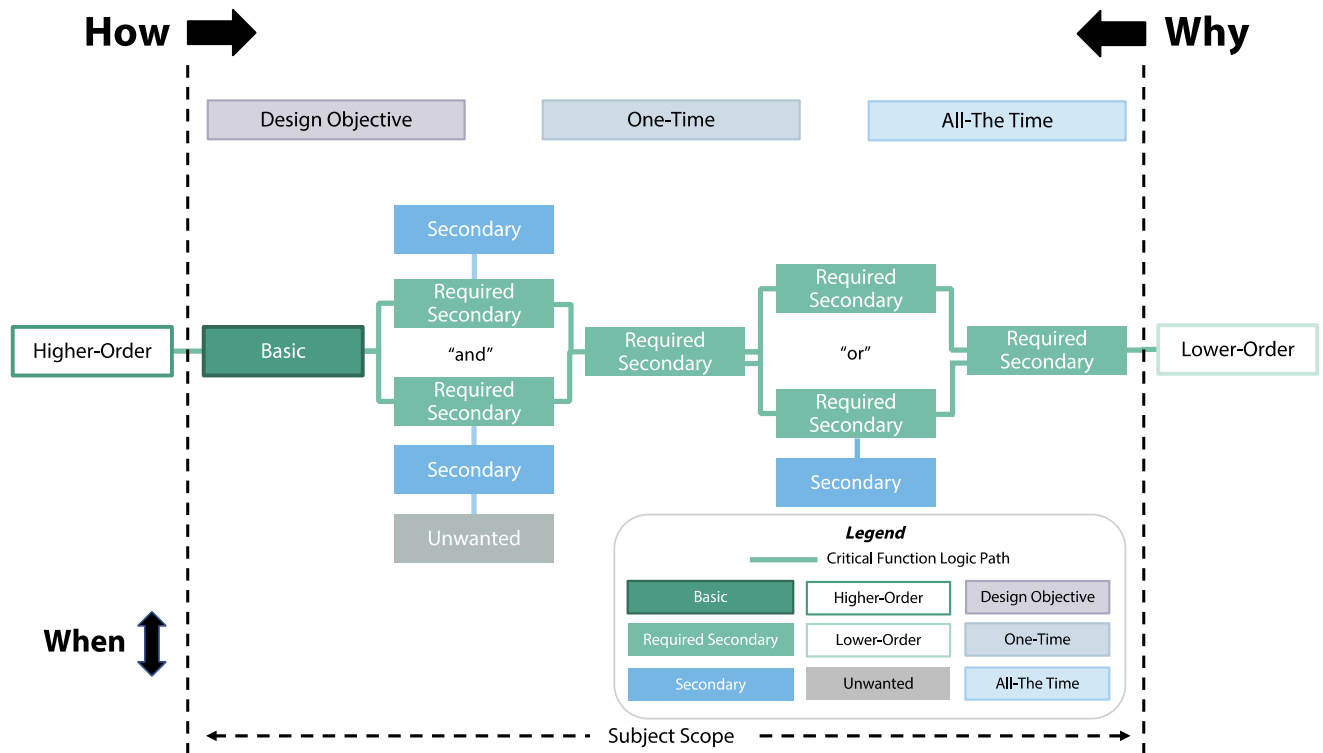
Pre-Workshop Value Team Orientation Meeting With Beginning of Information Phase Facilitated (Entire Value Team Present)	2 February 20__	4 Hours
Value Workshop (Entire Value Team Present)	7-9 February 20__	24 Hours
Post-Workshop Presentation (Entire Value Team Present)	12 February 20__	4 Hours

Workshop Participants

Given Name and Surname	Role in Value Study
(Applicant Name)	Co-Facilitator
Linda Brown	Value Team Leader
Minato Saitō	Value Team—Structural Engineer
Aadya Singh	Value Team—Cost Estimator
John Williams	Value Team—Civil Engineer
Ji-yŏng Kim	Design Team—Project Manager
Omar Khan	Stakeholder
José Garcia	Value Study Sponsor/Project Owner

3. Function Analysis Documentation

Highway Guiderail FAST Diagram. (Although the generic FAST Diagram Below is provided for visual reference only, it is based on the standard FAST model in the Function Analysis Guide, which established a single format based on the Technical FAST, rather than using multiple formats, such as Technical and Classical FAST, which added confusion to learning FAST diagramming. This standard format/layout of a FAST diagram is encouraged, but not required, for use in value workshops used in the Practice the Value Methodology” CPs Submittal.)



4. VM Job Plan: Value Workshop Agenda

Submit a scanned/PDF image of the actual agenda from the workshop. The following is provided as an example of what is included in a typical value workshop agenda for a 32-hour study.

Tuesday	
8:00–8:10	Introductions
8:10–8:15	Value Workshop Process Overview
8:15–9:45	Information Phase: Project Presentation
9:45–10:15	Identify and Prioritize Project Performance Attributes
10:15–10:30	Break
10:30–12:00	Site Visit
12:00–1:00	Working Lunch
1:00–2:00	Review Cost Model; Analyze Risk
2:00–4:00	Function Analysis
4:00–5:00	Creativity: Brainstorm Alternative Ways to Perform Functions
Wednesday	
8:00–10:15	Continue Brainstorming Alternative Ways to Perform Functions
10:15–10:30	Break
10:30–12:00	Evaluate Ideas
12:00–1:00	Lunch
1:00–5:00	Value Proposal Development
Thursday	
8:00–12:00	Value Proposal Development, Review, Revisions
12:00–1:00	Lunch
1:00–5:00	Value Proposal Development, Review, Revisions
Friday	
8:00–9:00	Finalize Value Proposals
9:00–10:00	Prepare Presentation
10:00–12:00	Present to Owner

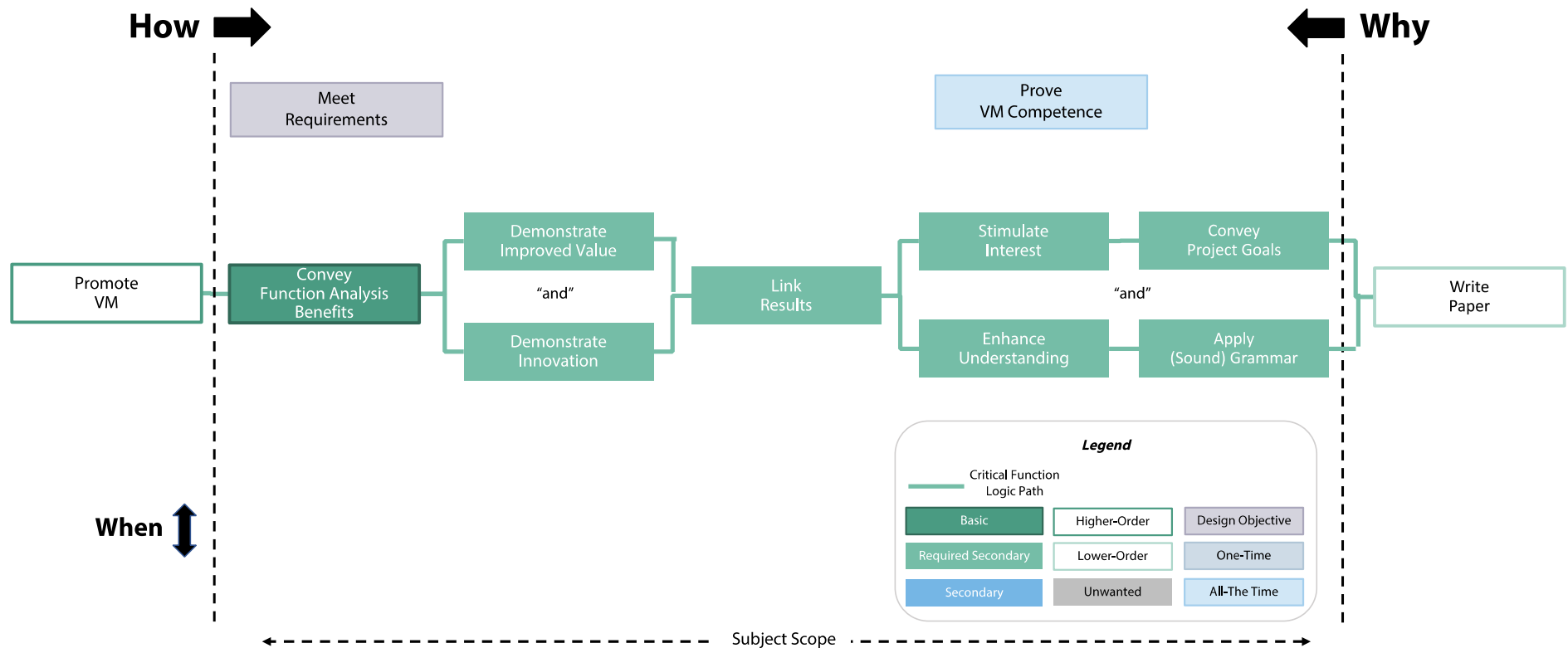
5. Creativity

Number of Ideas Generated: 85

Number of Ideas Selected for Further Development: 22

Appendix B—CVS® Paper Evaluation Criteria FAST Diagram

The FAST Diagram below indicates the functions that the CVS® applicant’s paper is intended to perform. This function analysis was used to develop the evaluation criteria for the CVS® paper.



Appendix C—CVS® Advisor Letter Template

The CVS® Advisor letter shall be submitted on organization letterhead and include the following:

Date

Attention: SAVE International® Certification Board CVS® Applications Review Committee

Subject: CVS® Advisor Letter

As CVS® Advisor to _____ (Applicant Name), I have provided a pre-screening review of (*his/her*) entire application and hereby verify the following:

- ✓ The CVS® Application Summary Workbook is completed correctly.
- ✓ The candidate meets the number of CVS® certification points (CPs) required for each category:
 - ✓ Practice the Value Methodology
 - ✓ Learn the Value Methodology
 - ✓ Learn to Facilitate
 - ✓ Share the Value Methodology
- ✓ The candidate has provided all required submittal documentation to support the CPs claimed.
- ✓ The application is organized as required in the CVS® Application Steps and Submittal Organization section of the SAVE International® Certification Manual.
- ✓ I have read, reviewed, and mentored the applicant in writing (*his/her*) CVS® Paper and it meets requirements.

I have offered assistance to the applicant for CVS® Exam preparation (*such as coaching on FAST diagramming*).

X _____

Advisor's Signature

Advisor's Name

Advisor's Email Address and Telephone Number

Advisor's CVS® Number