

SAVE International® Certification Maintenance—PDU Accrual

SAVE has transitioned away from the use of certification points (CPs) in its new certification maintenance program. Instead, professional development will be reflected in continuing education and SAVE membership and service. Professional development units (PDUs) will measure this.

During a two-year PDU accrual interval,

- a **minimum of 70%** of total PDUs may be claimed for continuing education and
- a **maximum of 30%** of total PDUs may be claimed for SAVE membership and service.

Qualifying Continuing Education PDUs

Continuing education PDUs are measured in professional development hours (PDHs). One PDH represents one hour in a class, course, or conference session and is equivalent to one PDU. The following qualify for PDHs.

- Value Summit participation (2017 or later), including
 - attending pre-conference classes,
 - attending conference sessions, and
 - acting as a moderator or instructor.
- E-Learning Courses via the SAVE Website
- SAVE Chapter Meeting presentations and other technical courses that directly meet specific learning objectives within the Core Competencies

Continuing Education PDU 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 within any one of the nine 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 learning objectives within a given Core Competency

Qualifying SAVE Membership and Service PDUs

SAVE Membership and Service PDUs are measured based on the benefit contributed to SAVE's support of the value profession, allocated as follows.

- Value society membership: 1 PDU per year
- Chapter officer: 4 PDUs per year
- Chapter president, Miles Value Foundation board member: 8 PDUs per year
- Certification Board member: 8 PDUs per year
- Society board member (elected): 10 PDUs per year
- Society committee member: 4 PDUs per year
- Certification advisor for VMP/CVS®: 2 PDUs per applicant successfully certified.

Maintenance Program Overview

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

The first certification maintenance period will be for one year.

The month in which one's VMA or CVS certification was originally issued is now called one's **anniversary month**. This means that all VMAs and CVSs will start their respective maintenance cycles within the next 12 months.

First Maintenance Period: One Year

Beginning with one's anniversary month, the VMA or CVS will receive an invoice from SAVE for one year of fees. At this time, the VMA or CVS will pay the fee, and now has 12 months to accrue required PDUs.

- For the **first year**, VMAs are required to take one e-learning course posted on the SAVE website.
- For the **first year**, CVSs are required to accrue 20 PDUs.

Note: To aid VMAs and CVSs in transitioning to the new certification maintenance program, the PDU accrual interval for the first one-year maintenance period will actually be two years—retroactive to one year prior to one's anniversary month. (See example on p. 7.)

Second Maintenance Period and Thereafter: Two Years

At the end of the first maintenance period (one year), the VMA 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 VMA or CVS will complete the affidavit and submit it together with the required maintenance fees.

Proration of Fees

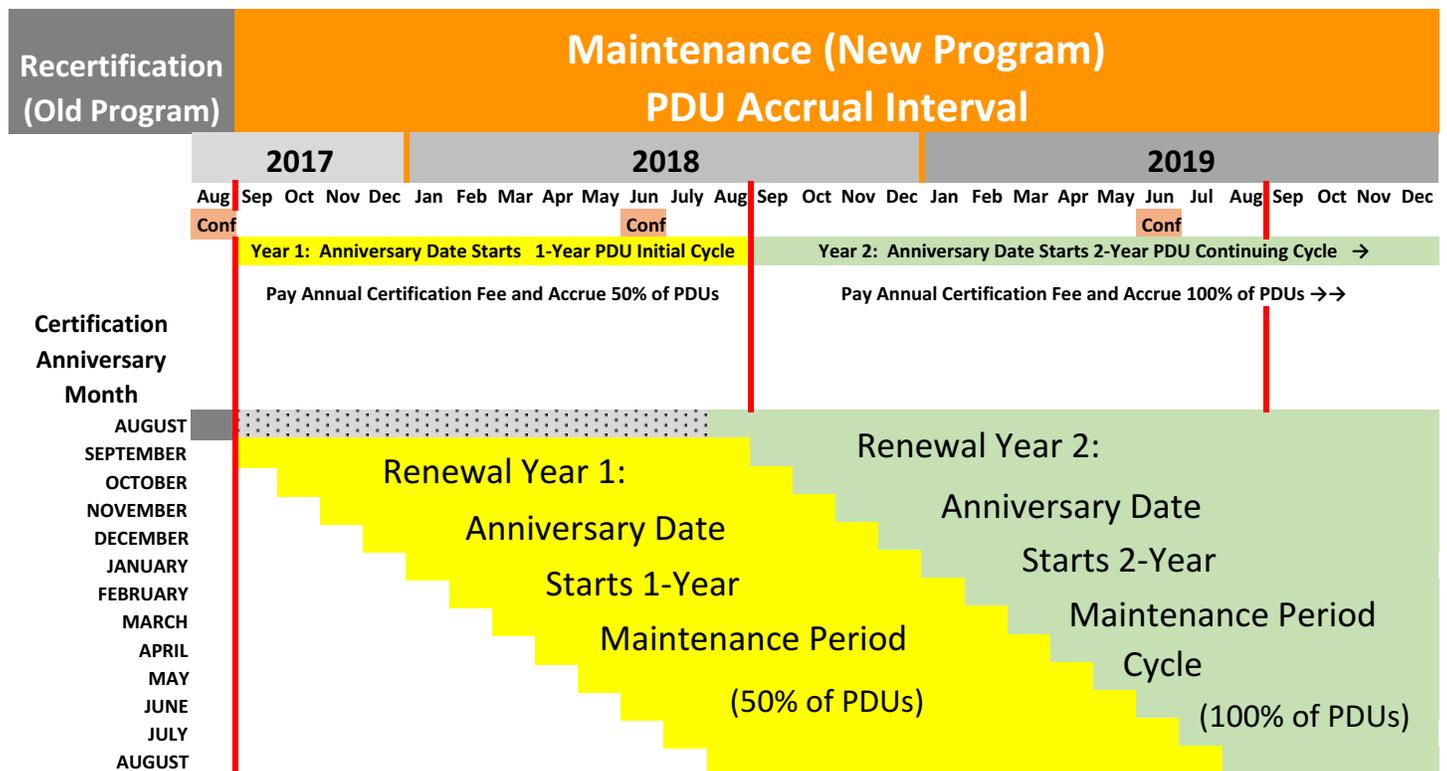
For those who have previously paid fees for the old four-year certification cycle, their fees will be prorated to the new renewal cycle. For example, if a VMA or CVS was certified or recertified in January 2016, their first anniversary under the new program would be January 2018. At that time, they would still have two years' worth of previously paid fees that would apply to the new maintenance period.

Two-Year Renewal 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 take two E-learning courses posted on the SAVE website.
- Within **each two-year maintenance period**, CVSs are required to accrue 40 PDUs.

The schedule below shows these milestone dates.



PDU Accrual Documentation

It is imperative that VMAs and CVSs keep documentation of all accrued PDUs (e.g., course content summaries and certificates, letters validating SAVE service, etc.) that meets the requirements of the forthcoming Certification Manual revision, as SAVE will conduct random audits requiring submittal of the documentation along with the affidavit and fees.

Certification Maintenance Example

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

In March 2018, the holder of a VMA or CVS will receive his or her first invoice from the SAVE business office for one year of maintenance fees. At that time, the certification holder's first PDU accrual interval (one year) begins.

At the end of the first maintenance period, in March 2019, the VMA or CVS will receive an invoice for the next two-year maintenance period and an affidavit form from the SAVE business office. With the retroactive anniversary accrual, the certification holder can claim PDUs accrued from March 2017 to February 2019. The VMA or CVS will send payment to SAVE along with their completed affidavit to attest that he or she has completed the required PDUs.

The VMA or CVS would now have two years, from March 2019 to February 2021, to accrue required PDUs.

Important Note Regarding Certification Program Documentation

The forthcoming SAVE Certification Manual revision and its future revisions may update the information contained in this document and shall be the authoritative document over all matters concerning SAVE Certification, superseding this and any other previous documentation.