

# ASPE Certification



CESB  
Accredited  
Program



**American Society of Professional Estimators**

# Top 10 Reasons to Become ASPE Certified

Everybody knows that MD following an individual's name means Medical Doctor. And most people know that CPA signifies Certified Public Accountant. Associations and professions use certification to recognize qualified and competent individuals. The certification process is one of the single most important steps in career development. Here are the top ten reasons an estimating professional should consider becoming ASPE-Certified.

- 1. Certification grants you professional credentials.**
- 2. Certification demonstrates your commitment to the industry and estimating profession.**
- 3. Certification enhances the profession's image.**
- 4. Certification reflects personal achievement.**
- 5. Certification builds self-esteem.**
- 6. Certification can improve career opportunities and advancement.**
- 7. Certification may provide for greater earning potential.**
- 8. Certification improves skills and knowledge.**
- 9. Certification prepares you for greater on-the-job responsibilities.**
- 10. Certification offers greater recognition from peers.**



# ASPE Certification

The Certification of Professional Estimators is an acknowledgment that you have met, and continue to meet, the criteria established for this designation as determined by the American Society of Professional Estimators (ASPE). Attaining this recognition requires continuing commitments to ethics, education, and employment. It is a commitment by the individual to the construction industry and to ASPE.

ASPE certification is the highest form of professional recognition an estimator can receive. Through its certification program, ASPE recognizes the estimating proficiency and ethical awareness of the Certified Professional Estimator (CPE).

CPE recognition is being sought and attained by an ever growing number of construction estimators each year. It is the only program of its kind to attest that a construction estimator has met the necessary educational and experience requirements and has the capabilities required of our profession.

With such diversity of backgrounds among estimators, the development of programs for both education and certification of professional construction estimators has been a demanding and rewarding process. For all the varied disciplines and levels of detail, the fundamental principles of construction cost estimating remain universally applicable. Beyond these fundamentals, however, the realms of varied disciplines make construction estimating one of the most unique challenging, and fulfilling professions an individual may pursue.

ASPE recognizes the fundamental estimating principles inherent to all types of construction estimating. Whether for general, mechanical, electrical, or specialty disciplines, or for an owner, designer or contracting firm, the estimator requires knowledge that is applicable in virtually all circumstances.

Each candidate seeking certification must meet five basic requirements.

- Experience—Minimum of Five Years
- Completion of Orientation Workshop
- Technical Writing Abilities
- Communication Skills
- Successful completion of Certification Examinations.

The Certification Committee then evaluates each of the criteria for conformance to the program.

ASPE has established that a CPE candidate must possess a minimum of five years of estimating experience in a specific discipline to be accepted into the certification program.

All candidates seeking certification must complete an orientation workshop. This workshop provides the candidate with an overview of the requirements and guidelines of the certification process.

Communication Skills and knowledge of estimating must be demonstrated to the Certification Board. This is done through the writing of a technical paper on a subject approved by the Board.

The certification exam is designed to evaluate the CPE candidate's overall knowledge of estimating. It includes quantities, contract terms and conditions, cost reporting, ethics, and other fundamentals of estimating. The exams consist of a General Estimating Knowledge Exam (GEK) and a Discipline Specific Test (DST). The DST concentrates on specific practices such as General Contracting, Mechanical, Electrical, Excavation, and Concrete estimating. Preparation for the exam is recommended. A candidate will not be notified of CPE status until all requirements of the certification process have been passed.

Once recognized as a CPE, the estimator will be expected to keep abreast of current trends and improved practices in the construction industry. Conformance is measured under the provisions of the Certification Renewal Program. This program requires renewal of certification every three years. See the Renewal Program Guidelines for further details.

Professional evaluation through certification is one of many ways the American Society of Professional Estimators endeavors to promote the profession and benefit the construction industry.

# ASPE Certification

## **Five Steps to Certification** \*\*\* Refer to the Cycle Matrix for due dates of each cycle.

1. **Submit Applications and Fees** - Candidate's professional evaluation application is to be submitted to the Society Business Office prior to the submittal deadline. Late applications will be accepted for the next scheduled cycle. Candidate will be notified of acceptance to the program.
2. **Complete Workshop** - Candidates must complete an orientation workshop. The workshop is available online. (Optional chapter workshops may be available; please verify with local chapter chair prior to submitting your professional application.)
3. **Write 2500+ Word Technical Paper** - The paper is to be completed and submitted to the Society Business Office by the matrix due date in order for the candidate to be eligible for testing. The candidate will be given an opportunity to re-submit the paper if a failing review is received.
4. **Take GEK Exam** - Candidates should schedule this four hour exam with his/her proctor. The Society Business Office has to be notified of the scheduled test date so that test may be prepared. One re-take of the exam will be allowed.
5. **Take DST Exam** - Candidates should schedule up to an eight hour exam with his/her proctor. The Society Business Office has to be notified of the scheduled test date so that test may be prepared. One retake of the exam will be allowed.

**Questions & Problems:** If a test in your specific discipline is not available, you are required to write 100 discipline specific questions and 2 problems following specific guidelines. The candidate must submit their questions and problems according to the cycle matrix for their preferred cycle. Questions and Problems must be reviewed and accepted by the Certification Committee to satisfy the examination portion of the program.

**Candidates that fail to complete any portion of the process within the time allowances, will forfeit all fees and be required to re-apply to the next cycle.**

# ASPE Certification

## Maintaining Your Certification

The construction industry changes continually and the Professional Estimator must be aware of these changes and be able to evaluate their impact upon his/her trade. We, as a Society, must show the industry and the public that the CPE is a highly educated and motivated person who maintains his/her level of knowledge through continued education and interaction with others in the industry.

### Certification Renewal Procedure

The CPE will submit a certification renewal application, log form, and/or professional development plan with the appropriate fees to the Society Business Office as explained in the renewal packet which is available on the ASPE website, [www.aspenational.org](http://www.aspenational.org).

Each current participating CPE must apply for their certification renewal every three years and prior to their expiration date. Any CPE subject to this program will have three years, from the first 'August 1' after issuance of their Certificate, to accumulate PDU (Professional Development Units) credits required for continuing certification. The applicant is responsible for documenting and accumulating all supporting documentation for the PDU credit total. It is recommended that the CPE accumulate verifications annually to avoid problems resulting from changing administrations. It is the responsibility of the CPE to obtain a guarantee of delivery of his/her application for renewal. CPEs must retain a copy of all documentation for their files and for proof of activity in case they are selected for audit.

Requirements for renewing certification may be modified from time to time. These modifications may include additional categories and requirements. The Renewing Certification applicant, however, will be granted PDU credits based upon the Professional Development schedule in effect at the beginning of their current cycle and per the implementation schedule published. Please check the web site, [www.aspenational.org](http://www.aspenational.org), for the most recent forms.

### Steps for ASPE Certification Renewal: Professional Development Units

1. Throughout your renewal period, perform the professional development activities that are for PDU credits.
2. Record your PDUs in the log form.
3. Complete the certification renewal form.
4. Pay the renewal fee.
5. Email (or mail) the signed renewal form and PDU log form.
6. ASPE will mail your renewed credentials if the above steps are successfully completed. If you are selected for quality audit, you will be required to provide supporting evidence of the professional development units claimed.
7. Leverage your certification for the benefit of yourself, your organization, and the estimating community. Begin your professional development for your next renewal cycle.

### Renewal Requirements:

The ASPE Certification Renewal Requirements Program supports the ongoing professional development of ASPE Certified Construction Estimating Professionals and the maintenance of ASPE Certification. CPEs must accrue a minimum **thirty (30) professional development units (PDU) per each year of the renewal cycle in at least two different categories**. This equates to a minimum of 90 PDUs during each full renewal cycle.

Your chapter Certification Chairman or your Regional Certification Committee Representative can answer questions regarding your Certification Renewal.

# ASPE Certification

## Important Dates:

- ◆ ASPE Fiscal Year August 1—July 31
- ◆ Testing Offered Months of March, July, November (Per Schedule for Cycle Selected)
- ◆ Enrollment to the Program **Winter Cycle:** January 10 - Application Must be Received at the SBO  
**Summer Cycle:** July 10 - Application Must be Received at the SBO

## Important Addresses:

- ◆ ASPE Website [www.aspenational.org](http://www.aspenational.org)
- ◆ ASPE Society Business Office and Remit To address: **ASPE**  
**2525 Perimeter Place Drive, Ste. 103**  
**Nashville, TN 37214**

## ASPE Certification Fees:

### ASPE Member Candidate Fees:

<b>Certification Application Fee:</b>	<b>\$75.00</b>
<b>Orientation Workshop Fee:</b>	<b>\$100.00</b>
<b>GEK and DST Testing Fees:</b>	<b>\$270.00</b>
GEK Study Guide (Optional):	\$64.00
Standard Estimating Manual (Optional):	\$89.00
Additional DST (Optional):	\$75.00

### Non-Member Candidate Fees:

<b>Certification Application Fee</b>	<b>\$100.00</b>
<b>Orientation Workshop Fee:</b>	<b>\$100.00</b>
<b>GEK and DST Testing Fees:</b>	<b>\$375.00</b>
GEK Study Guide (Optional):	\$64.00
Standard Estimating Practices (Optional):	\$89.00
Additional DST (Optional):	\$75.00

### Renewal Certification Fees:

On-Time Renewal	\$150.00
Re-Instatement Request	\$225.00
Amnesty Request	\$550.00
Lifetime Status Request	\$500.00

## Contact at Society Headquarters:

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All publications may be purchased through the online bookstore at [www.aspenational.org](http://www.aspenational.org)

# Certification Schedule Matrix

Certification Process		Cycle 1 (Winter)		Cycle 2 (Summer)
Submittal of Professional Evaluation Application and fees.	Last Day to submit these applications for consideration	January 10		July 10
Review of Applications by Certification Committee.	Completed By	February 15		August 15
Notification to Candidates of Acceptance to the program	Completed By Candidates to receive GEK Study Guide/Paper Topic Acceptance Letter	March 1		September 1
Workshop for Candidates (online or chapter level)	Completed By  If Chapter Workshop—Return Workshop Verification	March 30		September 30
		March 31		October 1
Technical Paper Due Date	Papers are to be submitted before the candidate is eligible to test	June 15		December 15
Test Dates for GEK and DST *Requires Proctor (see below) and/or DST Questions and Problems Due Date	GEK and DST Test and/or Questions and Problems <u>must</u> be completed during the month of...	July		March (of following year)
Test Results to Candidates	Written Notification	September 1		May 1 (of following year)
Technical Paper Review Results and/or Questions and Problems Review Results to Candidates	These will be issued to candidates as the reviews are turned in to the Society Business Office by the Reviewers.			
Re-submittal of Deficient Paper and/or DST Questions and Problems	Completed By	October 15		June 15 (of following year)
Re-Take of GEK and/or DST	Re-take GEK and DST must be completed during the month of...as indicated for cycle.	November		July (of following year)



## **American Society of Professional Estimators**

### **Mission Statement**

**The American Society of Professional Estimators serves construction estimators, by providing education, fellowship and opportunity of professional development.**

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