

The Certification Program – Standard Cycle

Five Steps to Certification

In response to request from ASPE members, the National Certification Board has revised the schedule of the program to achieve Certified Professional Estimator status.

Five Steps to Certification for the Standard Certification Cycle

***If you are enrolling in the Accelerated or Modified Cycle, please review the Cycle Matrix for due dates of each step.

1. **Submit Applications and Fees** - Candidate's workshop and professional application are to be submitted to the Society Business Office no later than *January 21 of the calendar year*. Candidate will be notified of acceptance to the program by *February 28 of the calendar year*.
2. **Complete Online Workshop** - Candidates must complete the online workshop by *April 30 of the calendar year*. Each candidate must return their Workshop Acknowledgement form to the Society Business Office by *May 1 of the calendar year*. (Optional chapter workshops may be available.)
3. **Write 2500+ Word Technical Paper** - The paper is to be completed and submitted to the Society Business Office no later than *August 1 of the calendar year* 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 grade is received.
4. **Take GEK Exam** - This four hour test is to be taken in *November of the calendar year*. Candidates should schedule test with his/her proctor. The Society Business Office has to be notified of the scheduled test date so that test packets may be prepared and sent to the proctor. One retake of the exam will be allowed.
5. **Take DST Exam** - This eight hour test is to be taken in *November of the calendar year*. Candidates should schedule test with his/her proctor. The Society Business Office has to be notified of the scheduled test date so that test packets may be prepared and sent to the proctor. 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 by *August 1 of the calendar year*. They must be reviewed and accepted by the Certification Board 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.

