



## **2024 Approved Education Provider (AEP) Program Criteria and Agreement**

In order to register and maintain active status in the Approved Education Provider (AEP) program, each AEP must adhere to the following criteria.

### **Criterion 1: Organizational Responsibilities**

- 1.1 AEP status is granted exclusively to proven project controls education providers who are aligned with AACCE [core values](#), with mature business practices and courses aligned with AACCE's [Body of Knowledge](#). AACCE retains the right to deny any application that does not comply with program rules and criteria.
- 1.2 AEP must adhere to the AACCE International [Canons of Ethics](#) in the conduct of their courses.
- 1.3 AEP may offer AACCE certification preparatory courses only upon the review and approval of the syllabus and slide presentation by AACCE's Education Board.
- 1.4 AEPs are prohibited from delivering AACCE examinations through computer-based testing, or any other delivery mode. Therefore, if a company applying to become a testing center that delivers AACCE certification exams or is in the process of becoming a testing center or plans to become a testing center in the future, the details of such must be disclosed to AACCE International. Failure to comply shall disqualify the company from the AEP program and may be subject to ethics violations.
- 1.5 Attendance records for each course must be maintained for at least two years.

### **Criterion 2: Course Development and Content**

- 2.1 Registered courses offered must be relevant to the field of project and cost management and controls and mapped to the current editions of the Total Cost Management (TCM) Framework and Recommended Practices (RP).
- 2.2 Registered courses should be designed around clearly identified, measurable learning outcomes. All course materials should have and follow the outline/syllabus in a clear and logical manner.
- 2.3 AEPs must abide by applicable intellectual property law as well as the terms and restrictions for use of AACCE trademarks and copyrighted material.

### **Criterion 3: Course Delivery and Instructor Evaluation**

- 3.1 AEP may offer AACE certification preparatory courses **only** upon the review and approval of course presentation, syllabus, and any other course materials by AACE's Education Board.
- 3.2 AEP's instructors must possess at least one of the following qualifications: AACE certification, formal education, experience, or other recognized credential appropriate for the subject matter.
- 3.3 AEP must ensure that all AACE certification preparatory courses are taught by instructors currently holding the requisite credential (i.e., only a current CCP holder can teach a CCP preparatory course).

### **Criterion 4: Awarding of Continuing Education Units (CEU)**

- 4.1. AEPs must calculate the CEU value of each course or educational product delivered via classroom or distance learning instructional methodologies using current industry methods of contact hour equivalencies listed below.
  - 4.1.1. Courses shall be assigned 0.1 CEU for each contact hour of instructional interaction. One full CEU (1.0) is issued for every 10 hours of a planned, structured learning activity.
  - 4.1.2. No course pre-work or homework assignments may be eligible for CEUs.
  - 4.1.3. Meal times must be deducted in the calculation of total instructional interaction time.
  - 4.1.4. Courses must be eligible for at least 0.1 CEU.
- 4.2. AEP must present each attendee with a certificate of completion or a letter supporting the attendee's participation. The certificate or letter must include the course title, course number if applicable, date of completion, and the number of continuing education units (CEU) earned during the course.

### **Criterion 5: Course Evaluation, Improvement, and Maintenance**

- 5.1. Substantive participant comments included in post-course evaluations must be considered when making necessary improvements to the course. AEP will provide completed post-course evaluations to AACE upon request to ensure attendees' satisfaction.
- 5.2. AEP must have a process in place for continuously improving their courses based on student evaluations, external audits, course changes, or other monitoring methods.

### **Criterion 6: Marketing**

- 6.1. The AEP logo can **only** be used in conjunction with those courses that have been registered and approved by the AACE International Education Board.

6.2. AEP must abide by the U.S. CAN-SPAM Act and equivalent laws of the international community when marketing to AACE members and certification holders. AEP must provide the option to opt out of future mailings and honor recipients' opt-out requests in a timely manner.

### **Criterion 7: AACE Intellectual Property (IP) Usage**

- 7.1. AACE reserves all rights to publish and use, and to license others to publish and use, AACE IP and any portion thereof, in any manner whatsoever and in any location without restriction. AEP hereby acknowledges and agrees that AACE is the sole and exclusive owner of AACE IP and the title to and ownership of AACE IP shall remain with AACE International.
- 7.2. AEP shall be granted a license to use designated AACE IP by participating in the program. AEPs are required to use up to 10 pre-selected figures from the TCM Framework or RPs in their approved course material.
- 7.3. Permission is granted for the term of this Agreement, and shall cease upon expiration or termination of this Agreement unless renewed by the parties in writing. The AACE licensed material may only be used in AEP courses approved by AACE's Education Board. No right to sublicense AEP course materials to third parties is granted as part of the AEP application and agreement.
- 7.4. AEP may not share or distribute courseware containing AACE IP to any third parties, without prior written consent from AACE. Permitted use does not include the right to grant others permission to photocopy or otherwise reproduce the material except for versions of the work created by non-profit organizations for use by visually or physically handicapped persons.
- 7.5. To the extent that the AACE IP is incorporated into courses made available to students via the internet, AEP agrees that AACE licensed material will not be displayed on a website accessible to the general public; all such AEP online courses containing AACE licensed material must be posted to password protected areas of the AEP's website.
- 7.6. Appropriate credit to AACE's copyrighted material must be provided, either on the first page of the quoted text or in the figure legend.
- 7.7. Fee Schedule - 3 levels of AACE Intellectual Property for AEPs

Affiliate Education Provider - unlimited number of courses offered in AEP directory, and a nontransferable license to unlimited use of AACE IP = fee based on desired IP usage

Approved Education Provider – unlimited number of courses offered in AEP directory and a nontransferable license to reproduce 10 of 15 preselected figures and five excerpts from the most current editions of AACE IP = \$3,500

Academic Education Provider - this tier is only for colleges, universities, and government agencies = \$1,500

## **Agreement to Sign**

- 8.1. This form serves as the contract between your organization and AACE International. Acceptance of terms means your organization will comply with the program's criteria, IP compliance, and quality assurance.
- 8.2. AACE has sole discretion of an organization's participation in the program. AACE reserves the right to terminate any organization from the program indefinitely based on its inability to maintain program compliance or if its operations or offerings denigrate the AEP/AACE brand.
- 8.3. AACE reserves the right to change any terms of the program or terminate this agreement at any time.
- 8.4. Organization agrees to immediately discontinue use of all AACE AEP logos, marks, materials, statements or affiliation with the program if the organization is no longer an AEP.
- 8.5. Organization understands that contingent upon AEP's acceptance of the terms and conditions set forth herein and payment of applicable fees, AACE hereby grants AEP a limited use, nonexclusive, nontransferable license to reproduce certain AACE copyrighted material.

For questions or concerns, please contact Manager, Education via email at [education@acei.org](mailto:education@acei.org) or by phone at (304) 296-8444 ext. 1120.