



SUPPLEMENTAL GUIDELINES OF SPECIALITY CERTIFICATION AND CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMS

To achieve ICEC recognition, certification and continuing professional development programs will be measured against the following guidelines:

- The certifying body must have developed a detailed document specifying the "body of knowledge" or "minimum level of skills and knowledge" required by a practitioner in the specialty area. Evidence must be presented that the body of knowledge document has been developed and subjected to critique by practicing professionals in the field. The document must be reviewed and updated as necessary to maintain currency with the state-of-the-art no less frequently than once every five years.
- Candidates for certification must meet one of the following two sets of requirements:
 - Hold an accredited baccalaureate (four-year) engineering or related degree (or equivalent training and experience) and possess a minimum of two years of practical experience in responsible charge of work in the specialty area; or
 - Be a corporate member of a nationally accredited institution in the field of cost engineering or construction cost management and have at least three years' experience in that field following corporate membership in the accredited institution.
- Certification shall be granted upon successful completion of a comprehensive examination covering the topics enumerated in the "body of knowledge" or "minimum level of skills and knowledge" document(s) for the specialty.

Note: For a period not to exceed twelve months after the date of recognition of the program, newly recognized certification or continuing professional development programs may grant certification to individuals on the basis of eminence or extensive education and/or experience without examination (ie, by grandfathering). After that time, no individual shall be certified other than by examination.

- Because certification is to recognize continuing professional qualifications in current technology, the period of certification shall not exceed five years without recertification. It is further recommended that the period of certification be limited to three years if feasible in the opinion of the cognizant certifying body.
- Recertification may be achieved either by examination or by presenting satisfactory evidence of some combination of continuing professional experience, continuing professional development, and professional society activity in the specialty area. In the latter case, while continuing professional experience should receive primary weighting in granting recertification, the requirements must include an average of at least twenty hours of continuing professional development in the specialty area per year. Continuing professional development activities may include formal courses, technical meeting attendance, and related activities. Professional society volunteer activity, related professional community volunteer service, authoring of technical papers, and similar activities may be considered by the certifying body in lieu of a portion of the continuing professional development or professional experience requirements. All activities for which recertification credit is granted must have been conducted during the immediately



preceding period of certification. No credit may be granted for activities occurring at any prior time.

- Certification may not be granted for a period exceeding five years.* If recertification requirements are not met on or before the expiration date of current certification, recertification may be achieved by examination. When extenuating circumstances prevent an individual from recertifying within the prescribed time interval, the certifying body may grant a limited extension. The certifying body, however, may grant the title of "emeritus" or "retired" to fully retired persons who were currently certified at the time of retirement and who no longer engage in professional practice in the specialty area. Retirees who subsequently re-enter the profession as consultants or through re-employment must renew their certification in the manner specified in Item 5 above.

**Certification programs which are based upon the attainment of an academic degree in cost engineering or which are equivalent to the United Kingdom Chartered Engineer status need not abide by this five-year limitation provided that, in order to obtain ICEC recognition, the certified person produces evidence no less often than every three years that they have met the requirements of paragraph 5 above in a manner acceptable to ICEC.*