

## ASPE CERTIFICATION BOARD ANNOUNCES NEW CPE EXAM SCHEDULE

*The Society Certification Board has agreed to a new exam schedule for those who would like to start working on their CPE. Please note changes to dates, cycles, etc. This is a major change in procedure and should allow more candidates to enter and complete the process in less time. Here is the outline.*

The Certified Professional Estimator exam "cycle" schedule shall be redefined as follows:

### A. Time

1. All "days" referred to are "calendar days". Time extensions for holidays are not allowed.
2. There shall be two (2) cycles during a twelve (12) month period
  - a. Cycle 1 shall start on March 1 and complete on August 31 of the same calendar year.
  - b. Cycle 2 shall start on September 1 of each calendar year and complete on February 28 of the following calendar year.
3. A candidate must submit their application, completely signed by the appropriate Society member, and all fees between forty-five (45) and thirty-five (35) calendar days prior to the start of a cycle.

### B. Candidate Responsibilities

1. The following activities must be completed by the candidate during the six (6) month cycle:
  - a. Submit a fully completed application with all fees as noted in A.2 above.
  - b. Complete the online exam workshop within thirty-five (35) calendar days of approval of application by the CPE Board.
    - i. Once approved for the online workshop the candidate shall have ONLY the thirty (30) continuous calendar days to complete the workshop. The candidate will lose their online time and **MUST** re-apply for the workshop and re-pay the workshop fee if the workshop is not completed within this time frame.

- ii. The thirty-five (35) day completion requirement of the workshop is **mandatory** and **shall** not be extended.
- iii. Off line workshops will not be available after the implementation of this revised cycle program.
- c. Complete the 2,500 word paper on the specified subject. The paper **MUST** be completed within 120 calendar days of approval of subject and before the taking of the GEK and DST exams.
- d. Complete the GEK test in accordance with the CPE guidelines.
- e. Complete the DST test in accordance with the CPE guidelines **OR**
- f. Complete the 100 questions and 2 problems requirements if a DST is not available. The questions and problems must be submitted prior to the last day of the cycle.
- g. Tests **MUST** be complete within the cycle time frame.

#### C. Certification Board (CPE) and Society Business Office (SBO) Responsibilities

1. The SBO will scan applications and transmit complete copies to the CPE within five (5) calendar days of receipt.
2. The CPE will review and communicate with each other via email the approval/disapproval of each candidate and the approved paper topic within ten (10) calendar days of receipt of the application from SBO. The approval/disapproval and paper topic will be sent to SBO.
3. SBO will notify the candidate of the approval/disapproval of the application and paper topic within five (5) calendar days of receipt of the CPE information from CPE.
4. This schedule allows a maximum of twenty (20) calendar days of "error" should the applicant, SBO or CPE have schedule conflicts. The approval process must be complete prior to the start date of the cycle.
5. The SBO must grade tests prior to the completion of the cycle. See D.5 below.
6. Papers must be read and grade in accordance with the guidelines prior to the last thirty (30) calendar days of the cycle. The candidate must be notified of the acceptance or problems with the paper prior to the last twenty-five (25) calendar days of the cycle.
7. SBO must inform (via email) the CPE of test and paper results prior to the last twenty (20) calendar days of the cycle.

#### D. Problems

1. If the candidate's application is not complete (work verification, proper signatures, fees, etc.) and the candidate can correct the problem prior to the start of the cycle they are applying for, they will be allowed to progress in that cycle.
2. If the candidate cannot correct the application errors they will be required to wait until the next cycle. However, the fees will not be forfeited.
3. If there is a delay caused by the CPE and/or the SBO in the approval process of the candidate's application the candidate's cycle time will be extended on a case by case basis.
4. If a candidate fails to complete a portion of the process within the cycle time, they will forfeit all fees and be required to re-apply for certification and re-pay all fees. For example: They don't turn in a paper.
5. If a candidate fails a portion of the process (GEK test, DST exam, or paper) they will be allowed a single re-take of the exam or a single re-write of the paper, even if it correction takes the candidate past the completion date of the cycle without forfeiting the fees.

TIME FRAME	ACTIVITY
Between 45 days prior to start of cycle (March 1 or September 1) and 35 days prior to start of cycle	SBO receives applicant's paperwork and fees APPLICATION MUST INCLUDE A FAX NUMBER OR EMAIL ADDRESS.
Within 5 days of receipt of applicants paperwork	SBO scans in applicant's paperwork and emails to CPE Board
Within 10 days of receipt of applicants paperwork from SBO	CPE Board members reviews paperwork, approves application and votes on topic for paper. Each member sends (via email) recommendation of approval and paper topic to CPE Board Chairperson. If a Board member feels there is a reason to reject application that rejection is sent to the CPE Board Chairperson.
Within 5 days of review approval or rejection from CPE Board members	The CPE Board Chairperson tallies votes and paper topic. Results are sent (via email) to SBO.

Within 5 days of receipt of review results from CPE Board Chairperson	SBO notifies the applicants of the results of the CPE Board review VIA FAX OR EMAIL.
TOTAL DAY ELAPSED IN APPLICATION PROCESS—25 DAYS	This allows between 10 and 20 days for the applicant to make corrections to the paperwork and send them back to SBO so that the applicant may start the cycle on either March 1 or September 1.
CYCLE STARTS	
Day 1 to Day 35	Candidate completes on line workshop. Workshop MUST be complete within 30 days after registering for the process on line.
Within 100 days of completing the workshop. Before Day 135 maximum.	Complete the paper and submit to SBO. Paper MUST be complete prior to taking the GEK and DST exams. Paper will be graded and results sent to candidate within 20 days.
After Day 101 but before Day 140. Should candidate complete the paper in less than 100 days he/she may take the exams earlier.	Arrange for and complete both the GEK and DST exams.
Day 140 - 145	The tests must be returned to SBO by the testing proctors.
Day 146 - 150	SBO grades the tests
Day 151 - 156	Test results are sent to CPE by SBO and results are reviewed by CPE
Day 157 - 159	Candidate is notified of results of test

The above time frame allows for some delay due to illness, business conflicts or emergencies on the part of SBO, CPE or the applicant.

Should the applicant fail a portion of the process it allows for time to re-schedule tests or re-write the paper. However, the “rules” stated above allow the applicant to re-take the tests once past the 180 day schedule without forfeiture of the fees.