

Certification Reinstatement Policy

The Certification Board for the American Society of Professional Estimators (ASPE) hereby adopts the following policies for allowing those estimators who have been granted the title “Certified Professional Estimators” (CPE) to have the title reinstated should the estimator have the title revoked. **This policy applies to lapses not greater than six (6) months past the CPEs expiration date.**

The members of the Society who have allowed their Certification to lapse for the following reasons may be granted reinstatement provided they meet the requirements for reinstatement.

The CPE fails to apply for Certification Renewal in accordance with the Certification requirements.

Each CPE who was certified after 1988 or who agreed to be included in the Certification Renewal Program if they were certified prior to 1988 is required to accumulate a total of thirty (30) points every three (3) years. The methods by which these points are accumulated are stated in the Certification Renewal Application. The Society Business Office (SBO) sends out to each CPE a reminder when the proper forms and Certification Renewal fee are due. Should the CPE fail to submit the forms and payment and have the documents approved, the title of CPE will be removed from the member’s files and use of the term “Certified Professional Estimator” by the member is not allowed by the Society.

The member may be reinstated into the Certification program provided he/she submits the following documents within six (6) months following their certification expiration date:

1. A formal written request asking for reinstatement. The request must explain in detail the reason for the missed deadline for the submittal of the Renewal Application and fees. The request is to be sent to the SBO.
2. Accompanying the request the member must also submit a current period Certification Renewal Application and re-instatement fee.
3. The SBO shall forward to the Certification Board a copy of the request and forms for review.
4. The request will be voted on by the Certification Board. The request must be approved by a simple majority of the Board.
 - A. If the Board approves the request the member will be notified by the SBO of the reinstatement and the member will be restored his/her full rights and privileges as a CPE.
 - B. The CPE will be required to meet the point accumulation and payment of fees in accordance with the previous schedule prior to loss of the CPE status.

Should the CPE fail to request reinstatement within six (6) month time frame following their expiration date, the person shall be dropped from the CPE program and forfeit all rights and privileges associated with the title Certified Professional Estimator.

If reinstatement can not be administered, the CPE may apply for **a one time Amnesty** (see Amnesty policy for details).

The CPE fails to maintain membership in ASPE.

An estimator may be certified without membership in ASPE. Therefore, if the estimator continues to meet the requirements of the Certification Renewal Program, he/she will be allowed to retain all rights and privileges associated with the title CPE.

The CPE does not maintain a career in the estimating profession or in construction.

The CPE may continue to accumulate points required for the Certification Renewal without being a professional estimator. Should the estimator fulfill the requirements in the time frame allowed, he/she may retain all rights and privileges associated with the title CPE.