



International Cost Estimating and Analysis Association

APPLICATION FOR RECERTIFICATION THROUGH ACCUMULATION OF POINTS

This submission is for the period from (DD/MM/YYYY) through (DD/MM/YYYY).

Name of Candidate:

Last Certification: CCEA®/CPP/CCEA-P # Email Address:

Current Title: Daytime Phone

Company:

(Your) Mailing Address

Complete this form to report all points you have earned for the 5-year period from your date of certification. Please email the application and supporting documentation to: iceaa@iceaaonline.org (preferred) and pay your recertification fee online through the ICEAA Member Portal or keep a copy for your records and send the original along with the recertification fee of \$125.00 for members and for military and government nonmembers; and \$250.00 for other non-members to Director of Certification, ICEAA, 4115 Annandale Road, Suite 306, Annandale, VA 22003.

Continued certification as a Certified Cost Estimator/Analyst (CCEA®) or as a Certified Parametric Practitioner (CPP) or CCEA-P by the International Cost Estimating and Analysis Association can be achieved by testing or by a combination of experience, knowledge attainment and/or sharing and participation in the cost community and their associations. This form is to be used by current certification holders who are applying for recertification on the basis of points earned. Unoriginal forms and submissions that are disorganized, lacking proper substantiation, spanning more than a 5-year period, or covering the incorrect 5-year period will be returned to sender for rework and resubmission. Recertification every five years is required to maintain your certification. A minimum of 30 points is required for continued certification without taking the test. The Director of Certification will make final decisions on the points allowed. For those who wish to retain their certification but have retired or are planning to retire from full-time employment in the cost profession, please contact iceaa@iceaaonline.org for information about the CCEA-Retired status.

List only programs and activities that have occurred during the five year period from your date of certification. It is important that all relevant information be completed on this form and evidence provided as requested.

FOR ICEAA USE ONLY. DO NOT WRITE IN THIS SECTION

PROFESSIONAL EVALUATION

TOTAL POINTS CLAIMED

TOTAL POINTS ALLOWED

RETURNED FOR ADDITIONAL INFO (Date)

NAME

DATE

REVIEWED BY:

ACTION COMPLETED Director of Certification (date)

The Recertification Committee has identified a wide variety of professional, participatory, and educational endeavors through which recertification qualification can be identified. These programs and activities are listed by category. The Committee will continuously review these and other programs and activities to identify those which, in its judgment, merit inclusion.

**I. PROFESSIONAL EXPERIENCE POINTS**

**Experience in cost estimating-related employment – 3 points per year (1 point per 4 months of employment)**

Attach resume indicating work experience rated to cost estimating and analysis.

Employer	Job Title	No. of Years	Points Claimed

**II. PARTICIPATION, SERVICE, AND RECOGNITION POINTS**

**A. Membership in cost estimating-related organizations – 1 point per year**

Identify membership in cost estimating-related professional association.

Organization	No. of Years	Points Claimed

**B. Participation in cost estimating-related conferences – 2 points per multi-day conference**

Identify attendance in a cost estimating-related conference, workshop or event that is convened for at least two full days or longer (else report points under Knowledge Attainment section).

Organization	Conference/Workshop Event	Points Claimed

**C. Leadership roles in cost estimating-related organizations – 3 points per year per role**

Identify roles at national, regional or local levels (i.e., officers, board members, committee chairs, conference chairs) in which you actively participated in sanctioned meetings, events, or activities for the furtherance of the organization.

Organization	Leadership Role	No. of Years	Points Claimed

**D. Committee/working group service to cost estimating-related events or publications – .5 - 1 point per committee role per event/publication**

Identify participation in national, regional or local committees/working groups (e.g., conference committees, track chairs, awards committees, paper judges, seminar/webinar event coordinators) in which you actively participated in the conduct of the event. (.5 pts for certification examination proctors).

Organization	Event	Committee/WG Role	Points Claimed

**E. Recognition for contributions to cost estimating-related organizations – 1 points per award**

Identify national or local commendations, awards, or citations received for contributions in furtherance of the organization.

Organization	Award/Commendation	Points Claimed

### III. KNOWLEDGE ATTAINMENT AND SHARING POINTS

**A. Completing university/college course(s) in cost estimating-related topics (with a final grade of C or higher) – 3 points per 3-credit (or full-semester) course**

Identify college-level courses completed in cost estimating-related topics.

Attach copy of transcript or “report card” indicating final grade.

University/College	Course Title	Grade	Points Claimed

**B. Attending association or industry sponsored training in cost estimating-related topics – 0.1 point per classroom hour (10 classroom hours for 1 point)**

Identify training classes (including “brown-bag” workshops, proctored training sessions) attended in cost estimating-related topics.

Sponsoring Organization	Class Title (Date)	Class Hours	Points Claimed

**C. Teaching, lecturing, presenting on cost estimating-related topics – 1 point per 90 mins / 2 pts over 90 mins**

Identify speeches, classes, seminars, lectures presented (lasting at least one) on cost estimating-related topics.

Attach copy of presentation/speech.

Sponsoring Organization	Event (Date)	Class/Presentation Title	Points Claimed

**D. Writing, publishing non-refereed articles on cost estimating-related topics – 3 points per published article**

Identify articles or publication authored or co-authored on cost estimating-related topics. (Articles must be greater than 750 words, e.g., letters to editors are excluded as a publication.)

Attach copy of article/publication.

Publication	Article Title (Date)	Points Claimed

**E. Writing, publishing refereed “technical” articles on cost estimating-related topics – 5 points per refereed article**

Identify articles authored or co-authored on cost estimating-related topics that have been refereed by a peer or editorial committee for publication in a recognized technical journal/publication.

Attach copy of article/publication.

Publication	Article Title (Date)	Points Claimed