

*Application and Personal Data Form
for the Association of Equipment
Management Professionals*

CERTIFIED EQUIPMENT MANAGER PROGRAM

*June, 2011 – Replaces All
Previous Versions*



Congratulations on your decision to become a CERTIFIED EQUIPMENT MANAGER

The CEM designation is the only recognized standard for judging the qualifications of managers of heavy off-road equipment and municipal and government fleets. Attaining the CEM designation takes personal motivation, dedication to professionalism and a willingness to accept the challenge of being recognized as one of the best in your field.

What is the purpose of the CEM program?

- To establish a standard level of professionalism for fleet and equipment managers;
- To acknowledge those who possess a mastery of fleet management skills and have demonstrated the ability to interact on a professional level in all fleet-related disciplines.

For the purpose of evaluating a knowledge base, an exam has been designed to test applicants in the following core competencies: benchmarking; employee training; environmental requirements as they apply to fleet management; financial management or governmental financial management; human resources; life cycle analysis; negotiations; outsourcing; parts management; preventative maintenance; risk management; safety; shop/facilities management; specifications; technology; and warranty and performance guarantees and customer service.

What steps do I take to apply for Certified Equipment Manager status?

Complete, sign and return all pages of this application. You may copy any page to supply additional information. Provide copies of all necessary proofs and verifications.

When the application is completed, please copy this complete package and any support documents you are submitting to the AEMP Certifying Board for consideration of your qualifications to apply. These copies might be helpful if AEMP contacts you with questions about your application.



**P.O. Box 1368 • Glenwood Springs, CO 81602 • 817 Colorado Ave. Suite 103 • Glenwood Springs, CO 81601
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Application and Personal Data Form Certified Equipment Manager

(June, 2011 - Replaces all previous versions of this application.)

Name _____ Date of application _____
 Title _____ Company _____
 Address _____
 City/state/zip _____
 Work phone _____ Work fax _____ E-mail _____

Personal Data Information

Instructions: Complete the personal data form below. Space is provided to allow you to determine your anticipated points.
Note: All points are subject to review and approval by the Certification Commission. The points you list are estimates of what will be allowed.

SECTION A: Mandatory Experience Requirements: To qualify for the exam, you must have a minimum of five years in equipment management and an accumulation of 25 points for the entire application. (The Equipment Manager Specialist (EMS) program is available to help those within the first five years.)

Instructions: This section lists all areas where minimum points are required to qualify you to sit for the exam. They include work experience, supervision of employees, fleet asset management and education.

1a. - Work Experience: List all equipment or fleet management experience, beginning with the most recent experience.
Points awarded: one point for each year – minimum of five points required in **1a** of this section (must be fleet or equipment management) – maximum of 10 points allowed for combined work experience and military service.

<u>Employer</u>	<u>Dates Employed</u>	<u>Job Title</u>	<u>Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1b. Military experience (not mandatory): Points awarded: a maximum of five points, as determined by the Certifying Board.
 Check applicable rate/rank.

		<u>Points</u>
_____ E1-E6	1 Point	_____
_____ E-7-9/01-3/W1	2 points	_____
_____ 04/W2-4	3 Points	_____
_____ 05	4 Points	_____
_____ 06 & Above	5 Points	_____

2. Supervision of Employees: minimum requirements - five years supervising others – one point for each year – maximum of five points allowed.

<u>Employer</u>	<u>Dates Employed</u>	<u>Number of Employees Supervised</u>	<u>Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Fleet/Equipment Asset Management: (Minimum requirements; 5 years of asset management) a maximum of 10 points allowed.

<u>Assets</u>	<u>Number of Years</u>	<u>Points Allowed Per Year</u>	<u>Points</u>
Fleet value up to \$1 million	_____	1	_____
Fleet value between \$1 million and \$100 million	_____	2	_____
Fleet value above \$100 million	_____	3	_____

4. Education: a maximum of six points allowed.

	<u>Points Allowed</u>	<u>Points</u>
Associates Degree	2	_____
Bachelor's Degree	4	_____
Post Graduate	6	_____

SECTION B: Required Support Documentation: All applications must provide the following information with this Personal Data Form:

- A current resume' including a position description and summary of the fleet you currently manage;
- A letter of recommendation from a current or former employer, a dealer, an OEM rep or a CEM or AEMP Board member;

SECTION C: Personal Statement

- On a separate sheet of paper, please address the following questions in no more that 200 words: Why do you want to be a CEM? What do you feel qualifies you to be a Certified Equipment Manager? – a maximum of 10 points allowed.

SECTION D: Optional Experiences

Points are allowed for the following optional experiences, awarded subject to the review and approval of the Certification Commission.

- AEMP Education Courses: attendance at AEMP national conferences: a maximum of five points allowed.

<u>Session Title</u>	<u>Date of Session</u>	<u>Length</u>	<u>Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Other Fleet Management Certifications: List other certifications. Please provide proof.

<u>Certification Type</u>	<u>Date Received</u>
_____	_____
_____	_____
_____	_____

- Do you have any special learning or testing requirements? Yes No

Affidavit of Understanding

I certify that the attached information is complete and accurate to the best of my knowledge.

I understand that AEMP reserves the right to revise or update the exam requirements, Standards of Conduct and other material and that it is my responsibility to be aware of AEMP's current requirements. I further understand that I am obligated to inform AEMP of changed circumstances that might affect my application. I understand and agree AEMP certification does not constitute AEMP's warranty or guarantee of my fitness or competency to practice as an equipment and/or fleet manager. I authorize AEMP to include my name in a list of certified

individuals and agree to use the CEM designation and related AEMP trade names, trademarks and logos only as permitted by AEMP policies. I further understand and agree that AEMP may also use anonymous and aggregate application and examination data for statistical and research purposes.

Certifications will be revoked for the following: a) falsification of application information; b) divulging the contents of the exam; c) conviction of a felony. I hereby swear that the contents of this application are true and correct. I further agree that upon taking the exam, I will not discuss any information on the exam with any other person.

Signature: _____ Date: _____

Standards of Conduct

The Association of Equipment Management Professionals has adopted its Standards of Conduct to promote and maintain the highest standards of equipment and fleet management and personal conduct among its members. Adherence to these standards is expected from members of the Association. AEMP's Standards of Conduct serve to assure public confidence in the integrity of equipment and fleet managers.

As a member of the Association of Equipment Management Professionals, I pledge myself to maintain the highest standard of personal conduct by:

- ☛ Actively promoting and encouraging the highest level of ethics within the industry or profession.
- ☛ Maintaining loyalty to the company that employs me and pursuing its objectives in ways that are consistent with the public interest.
- ☛ Recognizing and discharging my responsibility and that of my company to uphold all laws and regulations relating to my company's policies and activities.
- ☛ Striving for excellence in all aspects of equipment and fleet management of my company.
- ☛ Using only legal and ethical means in all company activities.
- ☛ Refusing to engage in or countenance activities for personal gain at the expense of my company or the equipment and fleet management profession.
- ☛ Refusing to engage in or countenance discrimination based on race, sex, age, religion, national origin, sexual orientation or disability.
- ☛ Cooperating in every reasonable and proper way with other equipment and fleet management professionals and working with them in the advancement of the profession.
- ☛ Using every opportunity to improve public understanding of the role of professional equipment and fleet managers.

Signature: _____ Date: _____

SECTION E: Payment Processing – Payment must be received to process your application and can be paid online at aemp.org or by one of the methods below. Rates subject to change.

<u>Fees</u>	<u>Price</u>	<u>Amount Enclosed</u>
Application fee (non-refundable)	\$40	_____
Exam fee	\$340 (AEMP Members) - \$495 (Non-members)	_____
The Career Equipment Fleet Manager study guide	\$225 (AEMP Members) - \$275 (Non-members)	_____

Total Amount Enclosed

Payment enclosed Purchase order # _____ MasterCard Visa American Express
Card number _____ Expiration date _____ Security # _____
Name as it appears on card _____ Signature _____

Important Final Instructions

Review your application and support materials carefully. Please note that all materials provided to AEMP become the property of the Association. Have you:

- ☛ Completed the application?
- ☛ Provided the following (please keep a copy of all documentation in case you are contacted)?
 - ✓ A current resume' including a current position description and a summary of the fleet you currently manage;
 - ✓ A letter of recommendation from a current or former employer, a dealer, an OEM rep or a CEM;
 - ✓ Section C – Personal Statement.
- ☛ Signed the Standard of Conduct?
- ☛ Signed the Affidavit of Understanding?
- ☛ Included all appropriate fees?

Please remit your application, support documents, and all fees to:



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