

CEM Recertification Policy, Procedures, and Guidelines

General Policy Statement

Continual professional development activities are essential to enable equipment and fleet managers to cope with a rapidly changing environment. Therefore, to retain the Certified Equipment Manager (CEM) credential a certified equipment manager must accumulate 40 points of continuing education/professional development or 30 points of continuing education and 10 points in other areas, such as leadership, instruction, or writing, every five years and submit a complete *CEM Recertification Report Form*.

General Information and Procedures

Length of Certification: Five (5) years for all CEMs. Certification is valid five years from January 1st of the year following the CEMs original certification. Each recertification is valid for five years and expires on December 31st of the fifth year. There is a thirty (30) day grace period at the end of each certification period.

Number of Required Points: Forty (40) points over a five year period are required, all in continuing education or continuing professional education. Ten (10) points of the required 40 may be acquired in other areas such as leadership, instruction, or writing. The maximum points allowed in any one year of the recertification period are fifteen (15).

One Time Filing Extension: CEMs may request, in writing, a one time filing extension of two years based on extenuating circumstances such as loss of job.

Recertification Fees: \$125 members; \$225 non members

Acceptable Continuing Education Points: Points are awarded for educational sessions attended that are substantially related to equipment and/or fleet management. Points shall be awarded as follows:

- 1 point per hour of classroom instruction
- 1 point for each chapter meeting attended
- 3 points per ½ day of instruction
- 6 points maximum for a full day of instruction
- 15 points for attending each AEMP conference in its entirety (Management/Technical)

Any continuing professional education offered by any professional entity is acceptable as long as it is directly related to equipment or fleet management (documentation is required). Examples of education that is acceptable are:

- AEMP Conferences
- AEMP Chapter Meetings
- Industry related educational conferences
- Locally offered independent courses offered by AEMP member manufactures
- College courses either credit or non credit must be listed individually and must be directly related to equipment and/or fleet management
- On-line courses that are instructor led (self study courses are not accepted)
- General software training courses are not acceptable.

Points for Other Activities:

Service

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| • Member, AEMP | 1 point per year |
| • Officer, AEMP | 2 points per year |
| • Officer, AEMP Chapter | 2 points per year |

- AEMP Board Member 2 points per year
- AEMP Focus Team Chair 2 points per year
- AEMP Focus Team Member 1 point per year
- Industry related organizations, volunteer leader 1 point per year

Instruction

- Presenter, AEMP Education or Webinar Session 2 points per session
- Presenter, AEMP Chapter Meeting 1 point per meeting
- Presenter, CEM Study Session 2 points per session
- Presenter, Other Organizations 1 point per session

Publishing

- Industry – topic articles written and published in trade journals. 3 points per article
- Industry – topic articles written and published in local pub. 2 points per article

Notification and Reporting: AEMP will notify CEMs at least one year prior to the expiration of their certification. This is done as a courtesy to CEMs and does not remove the responsibility of recertifying from the individual. The CEM is required to submit a *CEM Recertification Form* with full payment and all required support documents by December 31 of the year the certificate expires. There is a thirty (30) day grace period.

The five year cycle begins on January 1st of the year after the original certification and January 1st of each successive five year period. (For example: If the original CEM Certification was achieved in April, 2004, the five year certification renewal cycle begins with the established anniversary date of January 1, 2005. The renewal credits would have to be submitted to AEMP Headquarters by December 31, 2009.) Failure to submit a renewal form within the designated time limit and the 30 day grace period will result in suspension of the CEM credential.

The CEM Certifying Board or their designee shall review the information and support documents submitted by the CEM and recommend or deny recertification. If the certificate is not to be renewed, a letter stating the reasons why shall be sent to the CEM. The CEM may be required to provide a certificate of participation in conferences and seminars not sponsored or conducted by AEMP or its chapters.

Procedures for Awarding Points

- 1. Organizational Membership:** An AEMP member shall receive 1 point per year for maintaining active membership in the association.
- 2. AEMP Board/Focus Team Members:** Points are granted if the CEM has attended a majority of the meetings held in a fiscal year.
- 3. AEMP Chapter Officers:** Points are granted for the elected positions as set forth in the AEMP bylaws.
- 4. Industry related Organizations:** Points are granted upon written verification of membership by the stated organizations. Verification includes membership cards and other forms of proof of dues paid.
- 5. Published Trade Articles:** Points are granted with verification such as a copy of the article and magazine or newsletter in which it is published. The articles must be substantially related to equipment and/or fleet management or be related to the mission of AEMP.
- 6. Participation in Training Courses:** Points will be granted based on proof of attendance at non-AEMP education sessions. AEMP and Chapter meeting verification is not required.
- 7. CEMI Study Session Presenter:** Points will be granted for presenting a session of the CEMI Study Session.
- 8. Conference Seminar Trainer or Webinar Presenter:** Points shall be granted for teaching at an AEMP national conference, AEMP Webinar, or an AEMP chapter meeting. Points for teaching at national conferences other than AEMP will also be granted with proof of the session being conducted.