



# Certified Equipment Manager Certification Renewal

- REPORT FORM
- CRITERIA
- PROCEDURES



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### 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 completed *CEM Recertification Report Form*.

### MAINTAINING CERTIFICATION

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 in the areas of continuing education/professional development leadership, instruction or writing, every five years and submit a completed *CEM Recertification Report Form*.

**A CEM MUST RENEW AT FIVE-YEAR INTERVALS**  
Certification is valid for five years from the date indicated on CEM original certificate. Continued education points for renewal can be earned from the date appearing on the CEM certificate for the first renewal, or from the date of the last renewal, whichever is applicable.

### PROCEDURES

AEMP will mail notices to all CEMs reminding them of maintenance requirements. A report on maintenance points for the personal file of each CEM can be submitted at any time the CEM has earned the total 40 points of continuing education/professional development. You may reproduce this report form on your word processor or include additional pages as necessary. Renewal forms are retained for five (5) years.

### FILING EXTENSION

A CEM may apply to the AEMP CEM Certifying Board for a filing extension of the professional renewal requirements under the following conditions:  
1. The CEM is not currently employed.

The request for the filing extension must be submitted in writing to the CEM Certifying Board prior to December 1 of the year immediately preceding the renewal date. Extensions are not granted for a period of more than two years, subject to the review of the CEM Certifying Board. You must accumulate a total equal to 10 points in continuing education each year for every year your filing date is extended.

### FEES

For each five-year period, there is a renewal fee of \$125 for a member or \$225 for a non-member. It must be paid when the *Recertification Report Form* is submitted.

### NOTIFICATION AND REPORTING

AEMP will notify you one year prior to the expiration of your certification. This expiration date is based on your anniversary date, which is established as the first January 1 following your initial certification. Your certification will expire five years after this established anniversary date.

You are required to submit a CEM Recertification Report Form with full payment and all required

supporting documents by February 1<sup>st</sup> of that year. For example:

*Pass date:* March 2005  
*Anniversary Date Established:* January 1, 2006  
*Official Recertification Date:* January 1, 2011  
*Recertification Report Form Due:* February 1, 2011

Failure to submit a renewal form within the designated time limit or to meet the required criteria will result in a suspension of your CEM credential.

*Special Circumstances:* All CEM's who received certification prior to the date of implementation of this recertification standard shall have an effective start date for earning recertification of May 2004. Therefore, their recertification application must be submitted by December 31, 2008. However, early applications will be accepted based on actual date that would have been required to recertify on a voluntary basis.

The CEM Certifying Board shall review the information and support documents the CEM has submitted and either recommend or deny recertification of the CEM. The CEM will be notified no later than 60 days after the date of their application for Recertification. If the certificate is not to be renewed a letter stating the reasons why shall be sent to the CEM at that time.

The CEM may be required to provide a certificate of participation in conferences and seminars not sponsored or conducted by AEMP or its chapters.

### LENGTH OF CERTIFICATION

Certification is valid five years from the date indicated on the CEM's original certificate or recertification (whichever is most recent) and as maintained in the AEMP certification database.

### POINT REQUIREMENTS

CEMS are required to accumulate a total of 40 points over a five year period All points must be attained in continuing education or continuing professional education development as noted on this application.

**IMPORTANT:** The maximum points allowed in any single calendar year of the recertification period are 15.

### ACCEPTABLE POINTS FOR CEM MAINTENANCE

The CEM Certifying Board has identified several areas of educational endeavor through which certification may be maintained. They are listed below by categories. The Certifying Board will continuously review other options to identify those activities, which in its judgment merit inclusion.

*Points for Educational Programs Include:*

### POINT RATING

Chapter Meeting where management education presented	01
1 hour of classroom instruction	01
3 hours or ½ day of classroom instruction	03
6 hours or one full day of classroom instruction	06
Full AEMP Management Conference (2.5 days)	15
Full AEMP Technology Conference (2.5 days)	10
College or University Degree (Points awarded the year degree issued)	10

*Acceptable Educational Programs Include:*

- Participation in AEMP or other educational programs, such as the Management Conference and Technology Conferences,
- The programs of AEMP Chapters, including chapter meetings and chapter expositions,
- Programs of degree granting institutions of higher education, constitutes continuing education, when the subject relates directly to equipment and or fleet management. On-line educational programs earn the same number of hours as face-to-face educational programs. Proof of program participation required (transcript, program outline, etc.)
- Industry related educational conferences, such as those offered by but not limited to APWA, RMFM, and NAFA. Proof of participation required.

*Acceptable Points for Other Activities Include:*

For Industry Service

- Member, AEMP: 1 Point per year
- Officer, AEMP: 2 points per year
- Officer, AEMP Chapter 2 points per year
- AEMP Board Member: 2 point per year
- AEMP Focus Team Chair 2 points per year
- AEMP Focus Team Member: 1 point per year
- Industry related organizations, volunteer leader (requires proof): 1 point per year

For Instruction

- Presenter, AEMP Education Session 2 points per session
- Presenter, AEMP Chapter Meeting 1 point per meeting
- Presenter, CEM Study Session 1 point per session
- Presenter, Other Organizations (requires proof) 1 point per session

For Publishing

- Industry –topic Articles written and published in trade journals: 3 points per article
- Industry-topic Articles written and published in local publications: 2 points per article

**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 focus team meetings held in a fiscal year.

**3. AEMP Chapter Officers:** Points are granted for the elected positions as set forth in the AEMP by laws. Chapter officers must be elected to a full one year term and shall be present at least 90% of the chapters meetings.

**4. Industry related Organizations:** Points are granted upon written verification of verification of membership by the stated organizations. Verification includes membership cards, and other forms of proof of dues paid to the organization.

**5. Published Trade Articles:** Points are granted with verification (a copy of the article and the magazine or newsletter in which it is published). The articles must be substantially related to equipment and/or fleet management or be relevant to the mission of AEMP.

**6. Attendance of Training Courses,** Points will be granted based on proof of attendance at non-AEMP educational sessions. AEMP and Chapter meeting verification are not required.

**7. CEM Study Session Presenter:** Points will be granted for presenting a session of the CEM Study Session.

**8. Conference Seminar Trainer:** Points shall be granted for teaching at an AEMP national conference 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.





# CEM RECERTIFICATION REPORT FORM

Association of Equipment Management Professionals



Name: \_\_\_\_\_ Date of Original Certification: \_\_\_\_\_

Date of Last Renewal (if applicable): \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Please indicate AEMP Member Number (if applicable): \_\_\_\_\_

If your affiliation is different from that at the time of certification or the last renewal, please indicate your address at the time of your last report.

Company: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

This form must be postmarked no later than December 31st. CEMs must renew every five years. All renewals are effective January 1st. To renew:

- ✓ A minimum of 40 points over a five year period are required, all in continuing education or continuing professional education. The maximum points allowed in any one year of the recertification period are 15.
- ✓ All professional development and/or other activities listed must only be activities performed since the original date of certification or last renewal, whichever is more recent.
- ✓ It is important that all relevant information is provided on the form, and appropriate attachments included as requested. Incomplete applications may be returned for additional information.
- ✓ You may reproduce this form on your word processor. If needed, you may add supplemental pages to this form.
- ✓ You must review and sign a statement agreeing that you will continue to adhere to the AEMP Standards of Conduct.
- ✓ Please enclose your renewal fee when you submit your Renewal Form. The fee is \$125 for AEMP members and \$225 for non-members. **(All fees must accompany the renewal form)**

Check enclosed in the amount of \$ \_\_\_\_\_

**For credit card use:**     Visa     MasterCard     American Express

Account #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Zip Code of Billing Address: \_\_\_\_\_

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 renewal 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 may materially affect my renewal 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Instruction or Writing:**

Provide copies of publications. All non-AEMP Instruction must include proof of participation. 1-2 points per session for instruction, 2-3 points for publishing. Attach descriptions, program outline, and book/article or course description. Additional pages may be added if needed.

	Points
Title of program or publication: _____	_____
Number of hours:___ Location: _____ Date: _____	
Title of program or publication: _____	_____
Number of hours:___ Location: _____ Date: _____	
Title of program or publication: _____	_____
Number of hours:___ Location: _____ Date: _____	
Title of program or publication: _____	_____
Number of hours:___ Location: _____ Date: _____	
Title of program or publication: _____	_____
Number of hours:___ Location: _____ Date: _____	

**STANDARDS OF CONDUCT**

This code of Standards of Conduct for members of the Association of Equipment Management Professionals has been adopted 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, and serves to assure public confidence in the integrity and service 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.

- Actively promote and encourage the highest level of ethics within the industry or profession Maintain loyalty to the company that employs me, and pursue its objectives in ways that are consistent with the public interest.
- Recognize and discharge my responsibility and that of my company to uphold all laws and regulations relating to my company's policies and activities.
- Strive for excellence in all aspects of equipment and fleet management of my company.
- Use only legal and ethical means in all company activities.
- Refuse to engage in, or countenance, activities for personal gain at the expense of my company or the equipment and fleet management profession.
- Refuse to engage in, or countenance, discrimination on the basis of race, sex, age, religion, national origin, sexual orientation, or disability.
- Cooperate in every reasonable and proper way with other equipment and fleet management professionals, and work with them in the advancement of the profession
- Use every opportunity to improve public understanding of the role of professional equipment and fleet managers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The CEM Certifying Board has set the following policy to address the loss of certification due to failure to meet renewal requirements:

Managers who have not acquired sufficient CEM maintenance points for renewal on the scheduled renewal date will be notified in writing that their certification is suspended and they are prohibited from using the CEM designation and will no longer be listed as a CEM in any AEMP publication until the applicant:

1. Resubmits to the certification process and successfully meets the criteria for certification by application and examination; or;
2. Accumulates a total equal to 10 points in continuing education each year for every year since the original date of certification or the last renewal date, whichever is applicable.

**Final Instructions:** Complete, sign and return all pages of this application, even those that are blank. You may copy any page for additional information you supply. Provide copies of all proofs and verifications as noted.

When this application is completed please copy this complete package and any support documents that you are submitting to AEMP National for consideration for renewal of your CEM certificate. These copies maybe helpful to you should you be contacted by AEMP National with questions about your recertification application.

**Deadline for Submission:** December 31 of the year noted by AEMP for your recertification.