

How to Renew/Maintain Your AEE Certification



Association of Energy Engineers (AEE) Certified Professionals are required to demonstrate a development of Continuing Professional Competency (CPC) as a condition for certification renewal. The CPC requirements will be satisfied when course providers conduct courses which will enhance and improve a licensee's professional skills in the area certified.

Each certified professional is required to obtain Continuing Education Units (CEU) or Professional Development Hours (PDH) each renewal period. **A total of 10 renewal credits are required.** AEE and the Energy Training Foundation (EnTF) does not maintain a record of your continuing education in the interim. You must maintain record of continuing education and complete a recertification form at the time of your renewal. You will reach your recertification date on the fourth January 1st following the date of certification. Professional credits for recertification should be accumulated during the three-year renewal period for each renewal cycle. **The seminar taken to acquire your certification does not apply towards your renewal credits.**

AEE Energy Seminars offers a variety of live, self-paced in-house training and real-time online seminars that offer CEUs. For additional details, [click here](#)

In Southern Africa the Energy Training Foundation (EnTF) together with the Southern African Association of Energy Efficiency (SAEE) review training courses, seminars, workshops and conferences for applicable CEUs. All SAEE conferences, workshops and seminars qualify for CEUs. Enquiry from the EnTF should you be unsure, or should you become aware of an opportunity to obtain CEUs at an event.

Certification Renewals

**Please allow 16 weeks for international renewal processing.*

Renewal forms can be obtained from certification@entf.co.za, however should you maintain your contact details with us you will receive notification when your certification renewal should be applied for.

Please bear in mind for Southern African renewals applications are reviewed by a local Board, and thereafter recommendation is made to the international Board who holds the right to the final decision.

Activities Applicable as Credits for Certification Renewal – must be applicable to your certification type:

- Internal training
- Workshops
- Seminars
- Training courses
- Presenting papers at conferences
- Active service on committees of associations
- Writing papers for technical publications

The above table serves as a guideline for the 10 credits to be accumulated during each three-year renewal period. Please keep a file of your credits to assist with completing this form.

*****Only college courses that are related to your certification will be accepted as credits towards your certification renewal (including MBA's and PhD's)*****



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Quick Renewal Reference Guide

Activities for Renewal Credits	Training Hours Required
3 years of employment only	35 hours
3 years of employment and 3 years of membership (e.g. AEE)	20 hours
3 years of employment, 3 years of membership, and an office held for 3 years	5 hours
3 years of employment, 3 years of membership, and 1 paper presented/published	10 hours
3 years of employment, 3 years of membership, and 1 award won	10 hours
3 years of employment, 3 years of membership, office held for 3 years, and 1 paper presented/published	0 hours
0 years of employment and no credits from other categories	50 hours

Equivalencies

The table below shows how CEUs, college credits, non-credit hours, contact hours, or professional development hours are converted into AEE credits for certification purposes:

Hours of Training	Contact Hours	PDHs	CEUs Awarded	Credits Awarded
1 hour	1 Contact Hour	1 PDH	0.1 CEUs	0.2 credits
2 hours	2 Contact Hours	2 PDHs	0.2 CEUs	0.4 credits
3 hours	3 Contact Hours	3 PDHs	0.3 CEUs	0.6 credits
4 hours	4 Contact Hours	4 PDHs	0.4 CEUs	0.8 credits
5 hours	5 Contact Hours	5 PDHs	0.5 CEUs	1.0 credit
6 hours	6 Contact Hours	6 PDHs	0.6 CEUs	1.2 credits
7 hours	7 Contact Hours	7 PDHs	0.7 CEUs	1.4 credits
8 hours	8 Contact Hours	8 PDHs	0.8 CEUs	1.6 credits
9 hours	9 Contact Hours	9 PDHs	0.9 CEUs	1.8 credits
10 hours	10 Contact Hours	10 PDHs	1.0 CEU	2.0 credits

Renewal Reminders

- Credits may only be used for the 3-year renewal cycle. If this is your first renewal, you can only submit credits earned after you received the certification and the preparatory course used prior to the exam is not eligible for credit.
- The maximum credit available for membership is 3 credits. Local chapter memberships and PE/Pr.Eng/Pr.Tech etc licenses are not acceptable forms of membership – only AEE membership.
- AEE does not pre-approve training providers nor do we have the ability to keep track of credits you have earned during a renewal period. Please only submit your training credits at the time of renewal and ensure that you submit an attendance register confirming your attendance as well as the attendance certificate.
- If your training certificate does not specially state CEU or PDH it will be considered a "contact hour." Any contact hours must be educational training directly related to your certification and you must be able to verify your attendance. Sales meetings and non-educational meetings do



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not qualify. Please use the chart above (under "Equivalencies") to calculate your training credits.

- CEH, CEU, LEU, LS, LU, SD, CE, CPE, PDH = measurements for hours of training. Each hour of training = 0.2 credits.
 - For example: 10 hours of training (0.2 credits x 10 hours) = 1 CEU = 2 credits

Certified Professionals

Required information for renewal documentation:

- Sponsoring Organization
- Course name and brief course content description and/or skills to be addressed
- Location
- Date of Activity, Duration
- Instructor/Speaker/Facilitator's name
- Number of Continuing Education Units (CEUs) or Professional Development Hours (PDHs) earned

For Course Providers

The course provider shall be an accredited college or university, non-profit organization or continuing education department of an organization which meets the following:

- Awards Continuing Education Units (CEUs) or Professional Development Hours (PDHs) to students who have completed a Learning Event. A Learning Event shall have clear objectives, include evaluation at the conclusion and incorporate review into learning activity improvements
- Provider must maintain a list of all instructors, including qualifications
- Provider must keep a permanent record of attendees, including course name, brief content, location, date of activity, duration, and number of CEUs or PDHs awarded
- Each attendee shall be provided with a Certificate of Participation indicating Learning Event attended, date, location, and CEUs or PDHs awarded

The AEE Certification board will not pre-approve courses or course providers. It is requested that course providers present certified professionals with the above information needed for documentation as proof of continuing education. The decision of what course or activity is to be submitted AEE for credit is up to the judgment of the certified professional. Continuing education which enhances the professional attribute of the certified professional and is beneficial in an area of practice will be considered by the Board for those who are audited. If chosen for audit in a random selection, the certified professional will be expected to provide proof of documentation for the CEUs claimed. Relevant courses presented by an accredited university or college or nonprofit organization are generally accepted for credit.

Retired Certification Status

A certified professional, upon retiring and reaching the age of sixty-five, will be designated as "(name of certification held)-Retired," will no longer be required to pay renewal fees, and will no longer be listed in our directory of actively practicing certified professionals. No further reporting is necessary except to notify the Certification Director of meeting the age requirement by sending a copy of the retired certified professional's Driver's License.

Calculating Your Continuing Education Credits

If you wish to use AEE Energy Seminars training as a part of meeting the 10-credit requirement to maintain certification, note that you will earn 0.8 CEU for each full day of participation in any AEE Energy Seminars training. For example, a 2-day seminar will earn you 1.6 CEU, or the equivalent of 3.2 credits toward certification renewal. The period allotted for certification examinations is not included when calculating the number of contact hours for a seminar.



Certification Renewal Fee

The fee for certification renewal varies based on certification type. The fee will be billed to you for each 3-year renewal cycle of your certification. If AEE does not receive your paid renewal by the renewal deadline, a reinstatement fee of \$50 will be assessed in addition to the renewal fee. In some cases, it may be necessary to retake the certification exam. The onus is on you to inform the EnTF and AEE if your address changes, as failure to do so may delay your receipt of your renewal notice.

Suspension or Revocation of Certification

Certification will be terminated for professionals who do not accumulate the required professional credits, unless, in the judgement of the certification board, extenuating circumstances exist and the deficiency can be readily overcome. The certification board reserves the right to revoke certification due to violation of AEE's ethical standards.

Reinstatement of Certification

Professionals who do not complete requirements for recertification by the certification expiration date will be notified in writing of their suspension from using the certification designation and will no longer be listed as a holder of that certification in any AEE publication until the professional:

- Retakes the certification exam OR,
- Acquires make-up points at a cumulative total, equal to 3.5 credits per year for every year since the most recent activation date of certification (This is only an option if fewer than three renewal cycles have lapsed since the certification's expiration date)
*****If an individual allows their certification to lapse more than once, then they are required to retake the exam*****

Use of Certification Designation

A holder of an AEE certification may use the designation with name on organization letterhead, business cards, and all forms of address. Certification is for individuals only. The certification designation may not be used to imply that an organization or firm is certified.

2017.02.06 ENTF-SERV-CERT

