



# CERTIFICATION EXAMINATION APPLICATION

Please type your answers in the field boxes provided

### GENERAL INFORMATION

AACE ID #:	
NAME:	
PRIMARY EMAIL ADDRESS:	
PRIMARY PHONE:	
PRIMARY MAILING ADDRESS:	

### AACE INTERNATIONAL MEMBERSHIP INFORMATION

ARE YOU A MEMBER OF AACE INTERNATIONAL?	Yes	No	Currently Applying
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### SELECT CERTIFICATION EXAMINATION TYPE & ASSOCIATED FEE (you may only select ONE)

Exam Type & Fee (open attachment for entire list of exam fees)	Total Amount Due

**NOTE THE FOLLOWING CONDITIONS:**

- The CFCC & DRMP application fee is for first time candidates only. If you are retesting, you must contact the Certification Department at [certification@acei.org](mailto:certification@acei.org) for retesting registration details.
- You must qualify for a resit fee; if unsure please contact the Certification Department before completing and submitting the application.
- All exams are delivered through computer based testing (CBT) at a Kryterion testing center. You will receive scheduling information *after* receiving clearance to sit for the exam (may take up to 45-days).

### PAYMENT INFORMATION:

**ALL FEES ARE NON-REFUNDABLE. TRANSACTIONS CANNOT BE PROCESSED WITHOUT THE REQUIRED INFORMATION.**

NOTE: Applicants who cancel exactly 72 hours or less before a scheduled exam will be subject to additional fees.

<u>Check or Money Order</u> Mail to: AACE International ATTN: Certification 1265 Suncrest Towne Centre Drive Morgantown, WV 26505
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<u>Wire Transfer</u>
When selected a \$45 processing fee is added to your total. Open the attachment for payment remittance instructions.

<u>Credit Card</u>	
Name on card:	
Billing address:	
Type of card:	
Card Number:	
Exp Date:	Security Code:



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## EXAMINATION ELIGIBILITY & CANDIDATE ACKNOWLEDGEMENT AGREEMENT

It is the responsibility of the candidate to ensure they have met the experience requirements prior to submission. AACE reserves the right to deny any candidate if it has been determined, after review of documentation, they are not eligible to sit for the exam. By registering and submitting payment you are claiming you have met the minimum requirements to take the exam and agree to submit all required eligibility verification documentation as instructed on the AACE website. All fees are non-refundable.

ACKNOWLEDGEMENT: Having read the criteria for certification and believing myself to be fully qualified, I hereby apply for certification by examination. I declare that all of the submitted information is correct to the best of my knowledge and belief. In making this application, I fully understand it is for enrollment purposes only. To complete the certification process, I will execute the necessary documents, submit to written examinations as required, be present for oral interviews if necessary, and supply further information as determined by the AACE International Certification Board. Further, it is agreed that:

1. The applicant subscribes to the AACE International Canons of Ethics
2. The applicant acknowledges that any false statement or misrepresentation that I may make in the course of these certification proceedings may result in the revocation of this application and the issuance of a complaint of violation.
3. All information and data submitted with this application will be used by AACE International only to verify the expertise of the applicant, and such information will not be divulged to any other person.
4. The applicant hereby authorizes AACE International to investigate and verify all information, references, and other data and attachments to this application.
5. The applicant agrees to hold all information, interview contents, tests, and other certification matters in the strictest of confidence. Such information shall not be copied or divulged in any way.
6. The AACE International, Inc. certification program is administered by AACE International, Inc. for the benefit of applicants. As an applicant, I agree to hold AACE International harmless from any consequences of acceptance or rejection of this application and to hold AACE International, Inc. harmless from statutory violations or conflicts of this program.

SIGNATURE OF APPLICANT

DATE

**NOTE: This original application is good for 6-months from the date it is received. After 6 months, you must submit a new application with appropriate fees to begin a new registration cycle.**

### RETURN COMPLETED APPLICATION BY:

- EMAIL: by using the SUBMIT button below
- FAX: 304-291-5728 (attn: Certification)
- POSTAL MAIL: Certification Office AACE International  
1265 Suncrest Towne Centre Drive  
Morgantown, WV 26505-1876

### QUESTIONS?

Contact Certification Personnel by:

PHONE: 1-800-858-2678 or 304-296-8444, ext. 110

EMAIL: [certification@acei.org](mailto:certification@acei.org)

### Non-Discrimination Policy:

The AACE International Certification Program is committed to a policy of equal examination opportunity, as specified in each examination eligibility requirements policy, and does not discriminate any examination application or certification on the basis of race, age, color, sex, national origin, physical or mental disability, or religion.

For candidates requiring special access, or with a medical condition requiring alternative accommodations other than the standard testing accommodations, a written request must be made after making application and payment for a certification examination. For more information, please review our [Request for Reasonable Accommodations policy](#).

Any examination application who believes they have been discriminated against is strongly encouraged to report this concern promptly to the [Executive Director](#).