



Application for CAEM, CPEM Recertification

Overview

The Engineering Management Certifications (CAEM, CPEM) recognize professionals who have demonstrated engineering management knowledge at the specified level. A professional obligation of certification is to maintain currency through continuing education and professional development. The focus of this recertification application is to document the candidate has the required professional development hours (PDHs). Each level of certification requires 15 hours per year or 45 total professional development hours (PDHs).

A complete recertification application package includes these steps:

1. Completed applicant information on the top half of page 2.
2. Check the appropriate box in the bottom half of page 2
3. Completed summary of your professional development hours on page 3 of this application.
4. Once your recertification is processed you will be notified and can access the ASEM store to complete payment.

Instructions for Application Forms

To complete the application package details noted above, complete these steps.

Step 1: Complete the applicant information section at the top of the second page.

Step 2: Check one of the applicant categories on the table on the bottom half of the second page.

Step 3: Please complete the table on page 3 to verify the required number PDHs. Please begin with the most recent position and include contact information for someone who can validate the experience. For recertification, individuals are required to self-report PDHs obtained during the preceding three years. It is the responsibility of the individual to maintain records supporting the PDHs reported, and these may be subject to audit by ASEM.

PDHs represent “a contact hour of instruction or professional development.” While courses and seminars are ideal ways to stay up to date with engineering management best practices, many other activities occurring in daily professional life may count toward PDHs. ASEM generally follows the guidance found from NCEES ([Continuing Professional Competency Guidelines](#)) for questions. The certification handbook contains a list of example opportunities to earn PDHs that are recognized by ASEM. Other activities not listed there may qualify. Individuals may contact ASEM concerning the validity of other activities not listed.



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Step 1: Applicant Information

Name: _____

Address: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____ Country: _____

Email: _____ Phone: _____ ASEM member # _____

CAEM or CPEM Number: _____ Date completed: _____

Step 2: Applicant Category and Cost Information

Recertification Applicant Category	Fee Member/ non member	Check one
Certified Associate in Engineering Management renewal	\$100	
Certified Professional in Engineering Management renewal	\$100/\$150	

Step 3: Document your professional development hours

Complete Page 3 of this application, documenting your professional development hours. See the ASEM certification web site and handbook for questions or contact asem-hq@asem.org.



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Date	PDHs	Description of Activity or content and Source / Instructor contact	Note if documentation is attached	For ASEM Use Only