

Notes on the **Application** for Admission to the Association's Tiered Accreditation Programme

Accredited by ICEC (the International Cost Engineering Council) in April 2012

Accreditation process guidance and useful information for Applicants and Sponsors

1 Accreditation Process

On completion of the Tiered Accreditation Application Form please send the following by email to Accreditation@acoste.org.uk

- Word version of the form (including Photo)
- PDF version of the form with signatures in the appropriate boxes and,
- PDF copies of your qualification certificates initialed by your Sponsors.

The registration Fee of £50 (can be paid by MasterCard or Visa over the phone to 01270 764 798), or a cheque made payable to the ACostE can be sent with original documentation to the Association Office.

Although electronic submissions are preferred (endorsed by you and your sponsors) if you can only provide a hard copy please provide endorsed copies signed by the Sponsors and yourself and post to the Association Office.

On receipt of the completed application and supporting documents, the Board will review your application and advise you of the level at which you should enter the accreditation process, and the programme to achieve your target level. The board will give you the option to:

- To complete an Entry Level Pack if you wish to use the "Post Nominal" abbreviation relevant to the Entry Level advised,
- Go straight onto assessment at the target level, with no starting Post Nominal.

When an acceptable accreditation pathway has been agreed with you a fee will be determined along with a staged payment plan

- When the first installment has been paid, the Board will assign an Accreditation Board Contact to liaise with you and your Sponsors and email you with a Commencement Notice which provides:
 - Their contact details
 - The documentation to be submitted and units to be assessed (if any)

- Give you access to the controlled side of the accreditation website and if required to the E-quality System (the remote assessment tool), which you will use to submit your unit documentation once it has been verified by you sponsors.
- The Board Contact will setup an induction meeting between you and your Sponsors. This may be face to face, online (Skype) or by telephone.

After the induction, if there are any issues of clarification required during the preparation of the Candidate's documentation, regarding what is expected: the preferred route of communication will be between you or either of your Sponsors and your Accreditation Board Contact.

Where there are issues/uncertainty you or your Sponsors will have access to your Accreditation Board Contact for clarification or answering of questions regarding:

- The requirements for the NUA (National Units of Assessment).
- The requirements for the candidate Practice Paper/Dissertation.
- The Level Pack requirements and all other general matters.

If submitted, on receipt of your completed Units of Assessment or Practice Paper/Dissertation the Board Contact will review the submission and prepare a report for the Board

In the majority of cases you will be required to complete and submit a Level Pack to your Board Contact.

- If your Board Contact feels that there are any minor gaps in your submission, that person will work with you and your Sponsors to resolve them.
- Where it is felt there is a conflict of interest for the Board Contact the assessment will be passed to another member of the Board to review the unit report and the Candidates level pack. This is part of our internal Quality Assurance process.
- It is expected that the Candidate will make a submission of their level pack to the board within 2 years of registration. Where this period exceeds 2 years there may be a nominal annual charge to contribute to additional Board time to support the Candidate through to the submission of their level package.
- Once your Board Contact (Board Reviewer) is happy with the submission he/she will submit your Assessment Report and completed Level Pack to the Accreditation Board for consideration.

After due consideration:

- For Registered and Enrolled status the outcome from this will be either:
 - Award of the Professional Status applied for, with a proposed programme for progression to the next tier

- Deferral of the award until such time that any shortcomings in the evidence provided can be satisfactorily completed, for which a programme of work will be agreed with the candidate to enable them to achieve the target Professional Status sought. (If there is significant work, there may be a fee associated with this additional assessment.)
- Rejection of the application where the documentation submitted is at a significantly lower level than the Professional Status applied for. Your Board Contact will be given an action to discuss with you a remedial programme for progression to the target tier, or a revised level, and to agree the associated fee, (in the interim a lower level Post Nominal may be awarded, if not already previously attained.)
- For the Certified and Incorporated status the outcome from this will be:
 - Arrangement of a Professional Review Interview to discuss your application. The interview would be expected to last between two and three hours.
 - Deferral of the interview until such time that any shortcomings that have been identified in the material submitted, have been addressed satisfactorily under the guidance of your Board Contact /Sponsors
- Following your Professional Review Interview the outcomes will be as follows
 - Award of the Professional Status applied for, with a proposed programme for progression to the next tier (if not already on the top tier)
 - Deferral of the award until such time that any shortcomings in the evidence provided can be satisfactorily completed, for which a programme of work will be agreed with the candidate to enable them to achieve the target Professional Status sought. (If there is significant work, there may be a fee associated with this additional assessment.)
 - Rejection of the application where the documentation submitted is at a significantly lower level than the Professional Status applied for. Your Board Contact will be given an action to discuss with you a remedial programme for progression to the target tier, or a revised level, and to agree the associated fee, (in the interim a lower level Post Nominal may be awarded, if not already previously attained).

When the Accreditation Board panel has advised you of the Accreditation Status attained, the Association office will post your certificate to your preferred address along with your plan for the next stage (if applicable).

When an award has been made you will be expected to maintain annual CPD records for inspection on request by the Accreditation Board. Failure to do this may result in your professional status being withdrawn (This is a condition of Professional status.)

2 Notification of Results

Applicants will be notified by post of the result of their application within 30 days of the date of the Accreditation Board or Interview Panels decision.

Applicants who are unsuccessful will be informed of the reasons why they were unsuccessful, together with guidance on how the gaps may be closed. The Accreditation Board will specify the form that the re-submission will need to take and possibly the time period before re-submission.

3 Appeals Process

Unsuccessful applicants may appeal against the decision of the Accreditation Board provided they can furnish evidence of:

- a. Failure in the administration of the Accreditation process, or
- b. Additional information that would materially affect the decision of the Accreditation Board.

Appeals must be made in writing within 60 days of receipt of the above formal notification of the Board's decision and must be accompanied by the appropriate Appeal Fee. (Note: Appeal Fees will be refunded where the process of appeal is successful.)

In the case of Appeals relating to a failure in the Accreditation Process, these will be evaluated by a team from the ACostE Board of Directors whose recommendation will be forwarded to the Accreditation Board for adoption. Appellants will be notified as soon as possible following the ACostE Board of Director's consideration.

In the case of Appeals relating to additional information, these will be carried out by the Accreditation Board. Where the Candidate provides additional evidence in support of their appeal, this will lead to one of the following outcomes:

- The appeal is upheld and the target Professional Level is awarded
- The Candidate is asked to amend their submissions in order for some level of reassessment to be performed, in which case a Re-assessment Fee will be agreed (based on the additional work that the Assessors and Board Contact will have to do.)

4 Validity

ACostE Post-Nominal titles can be used as long as it is supported by Continuous Professional Development. The CPD record, which is a formal diary process contained in the CPD section of the ACostE website, must be maintained from the date of award on an ongoing basis and ACostE reserves the right to request sight of your Records on a random basis. Failure to provide adequate CPD records on request may result in the accreditation being suspended until records are submitted that demonstrate effective CPD.

If no acceptable CPD return is received following the opportunity to modify and submit appropriate records within 3 months, your Professional accreditation status will be deemed to have lapsed.

A condition of the use of ACostE Post-Nominal titles is that you remain a Member of ACostE and be of Professional “good standing” within the Association, or another affiliated member of ICEC, and to comply with the Association’s Rules and Bye-laws.

To save Candidates having to maintain more than one CPD format: other organizations CPD formats may be accepted if agreed by the ACostE Accreditation Board.

5 Suspension or Revocation of Certification

The ACostE Tiered Accreditation Certificates remain the property of the Association of Cost Engineers and may be revoked, if in the judgment of the Accreditation Board, the individual has violated the Rules or Bye-laws of the Association, falsified information relating to their application, or been found guilty of subsequent malpractice or unethical behaviour.

6 Use of the ACostE Post-Nominal Designation

The ACost E post nominal titles:

Enrolled:	ECostE
Registered:	RCostE
Incorporated:	ICostE
Certified Professional:	CPCostE

Individuals may at their discretion use the additional discipline tags in parentheses after the primary Post-Nominal Abbreviations above to signify their discipline as follows

- (Est) for Cost Estimating
- (Cst) for Cost Engineering
- (Pln) for Planning
- (ProjC) for Project Controls
- (CommS) for Commercial Support

For example **ECostE (Pln)** would signify Enrolled Professional Status in the discipline of Planning

The use of the above ACostE post nominal titles after the name, may only be used by applicants successful at that level and can be used on their business cards, letterheads, etc

provided such use is not in conflict with any laws or restrictions regulating the use of such designations where the individual may reside or work.

The professional status is recognition of the individual's Professional standing and may not be used to describe, infer or imply an organisation's standing.

Additionally the letters ICEC may be added to recognise the accreditation of the programme by the International Cost Engineering Council. e.g **CPCostE ICEC**

7 Sponsor's Brief

The Sponsors named have agreed with the candidate to vouch for his/her identity and the validity of his/her submission

The Sponsor's participation in undertaking the role would be very much appreciated since this valuable role is essential to maintaining reasonable cost levels and permit the Candidate to achieve Professional Status Recognition.

The aim of the ACostE Tiered Accreditation Process is to enable the Candidate to demonstrate his/her Professional standing in the areas of cost engineering, estimating, planning, risk or the related commercial support skills. Under the programme there are four basic levels, Enrolled, Registered, Incorporated and Certified Professional, all of which are aligned to the National Occupational Standards for these disciplines and we also use the Engineering Council standards to benchmark to their levels of EngTech, IEng and CEng adapted to suite our disciplines.

The criteria against which the Candidate had to select his/her Sponsors are as follows:

"Applicants are required to nominate two Sponsors to support their submissions for accreditation. The first Sponsor should be the person to whom you are directly responsible for your work, for example your line manager. The second should preferably be a member of the Association of Cost Engineers (or other similar Professional Body), who can attest to your role, responsibilities and professional attributes."

The Accreditation Board Contact assigned to you and your Candidate will be contacting you for the following reasons:

- To arrange and conduct an induction with the Sponsor and Candidate. The purpose of this induction is to give:
 - Details of the packages that are expected to be submitted for independent assessment.
 - During Induction guidance will be given to both Candidate and Sponsors on the process and requirements

- Contact details will be confirmed.
- To verify the identity of the Candidate and the Sponsors.

We ask that you underwrite, in your professional capacity, that the information submitted by the candidate is a true representation of the candidate's Professional profile, and that you are satisfied that the candidate is working at the level which has been described in the responses to the specified Units of Assessment, Practice Paper/Dissertation, level packs or other submitted material.

You must only initial items you can confirm are:

- True copies of an original.
- Documents or statements which are consistent with what you know about the Candidate.

Items which you may be asked to initial and/or sign as part of the process include (where relevant) the following:

- Copies of Qualification certificates or awards (Initialled)
- Current Organisation Charts and Star charts (Initialled)
- The Qualification Review (Initialled)
- Current and Enhanced CVs (Initialled)
- Practice Papers/Dissertations (Initialled)
- Experience statements, or Summaries of experience (Initialled)
- **Level Questionnaire**, there is a separate questionnaire for each professional level, i.e. Enrolled, Registered, Incorporated and Certified Professional (Initialled)
- **E-qual Evidence Portfolio:**
 - Unit summaries (Signed)
 - Supporting evidence (Initialled)

By working together we aim to position your Candidate at the professional level commensurate with his/her ability.

8 Accreditation Register

Successful applicants will be included on the "Register of Accredited Cost Engineering Professionals" held by the ACostE. It is the policy of the ACostE for the names of successful applicants to be published in the Association's Journal and a register of all Accredited Professionals will be maintained on the Association's web site. This will be open for inspection by interested parties, employers and the public.

As part of the application you will be asked to give permission to publish your name and Professional status in ACostE publications and the web site. If you have given permission and in the future you wish to change this please send an email or letter to the Accreditation Board Chairman at the address above.

9 Regrading

If you wish to be considered for a regrade at a higher level please write to the Accrediation Chair giving the following details:

- Current Professional level and number of years at that level
- Additional Professional roles or responsibilities covered in that period
- Additional Professional experience gained in that period
- Additional qualifications and courses gained or attended in that period
- Additional external interests or involvement in Professioanl Institutes in that period

The Accreditation Board will consider the evidence provided and advise:

- A request for additional information or
- A suggested route to proceed to a higher level gaining additional experience to reinforce the areas above
- A route and offer to proceed to a higher level (No re-registraion is necessary but additional fees will be payable)

10 Accreditation Contacts

e-mail: accreditation@acost.org.uk.

Address: Accreditation
Association of Cost Engineers
Lea House
5 Middlewich Road
Sandbach
Cheshire
CW11 1XL

Telephone: 01270 764798