



ASSOCIATION OF ENERGY ENGINEERS

CODE OF ETHICS FOR CERTIFIED PROFESSIONALS

The Certified Professional, to uphold and advance the honor and dignity of the profession and in keeping with high standards of ethical conduct:

PRINCIPLES

- *Will be honest and impartial, and will serve the public, employers, and clients, with professionalism and devotion;*
- *Will strive to increase the competence and prestige of the profession;*
- *Will use his or her knowledge and skill for the advancement of human welfare.*

CODES OF PRACTICE

1. The Certified Professional will be guided in all professional relations by the highest standards of integrity, and will act in professional matters for each client or employer as a faithful agent or trustee.
2. The Certified Professional will have proper regard for the safety, health, and welfare of the public in the performance of professional duties.
3. The Certified Professional will avoid all conduct or practice likely to discredit the profession or deceive the public.
4. The Certified Professional will endeavor to extend public knowledge, appreciation of engineering and its achievements in order to protect the profession from misrepresentation and misunderstanding.

5. The Certified Professional will express an opinion on an engineering subject only when founded on adequate knowledge and honest conviction.
6. The Certified Professional will not disclose confidential information concerning the business affairs or technical processes of any present or former client or employer without consent.
7. The Certified Professional will endeavor to avoid conflicts of interest with his employer or client, but when unavoidable, he or she shall fully disclose the circumstances to employer or client.
8. The Certified Professional will uphold the principle of appropriate and adequate compensation for those engaged in engineering work.
9. The Certified Professional will cooperate in extending the effectiveness of the profession by exchanging information and experience with other engineers and students, and will endeavor to provide opportunity for the professional development and advancement of engineers under his or her supervision.
10. The Certified Professional will notify AEE immediately should he or she become fully or partially disabled and unable to carry out the full responsibilities of a certified professional. Subsequently, he or she will advertise and contract to undertake only those capabilities as a certified professional which he or she is able to completely fulfill.

MAINTAINING CERTIFICATION

The continuing education of certified professionals is essential to cope with the rapidly changing field of energy management. A certified professional must accumulate ten professional credits every three years and submit a completed Renewal Form to the Certification Renewal Director to remain certified. Renewal notices are mailed in the 3rd year of recertification six months prior to the expiration date, which falls on December 31st of that year.

Professional credits for recertification can be accumulated at any time, within the three year period. *For example, Certified Energy Managers receiving a CEM certification in 2020, must file a record of ten professional credits with the Certification Renewal Director by December 31, 2023 to receive a CEM certificate for another 3-year period.*

If a certified professional is for any reason rendered unable to perform the duties required of them as a certified professional, they will notify the Certification Director immediately.

Credits are not maintained by AEE during the three year period. It is the responsibility of the individual to maintain a record and submit this information at the time of renewal.

Activities for Certification Renewal Credits

Continued employment in energy management/energy engineering activities:

1 credit per year

Membership in a professional engineering society:

1 credit per year (3 max)

Continuing education (CEU's) / professional activities (seminars or conferences):

2 credits per CEU, college credit hour or 10 contact hours for seminar

Awards presented and/or papers published involving energy engineering/management:

2 credits each

Offices held in a professional engineering society:

1 credit per year

SUSPENSION OR REVOCATION OF CERTIFICATION

Continuing Education Requirements. If a certified professional does not accumulate the required professional credits, certification shall terminate, unless in the judgment of the certification board, extenuating circumstances exist and the deficiency can be readily overcome. Suspension or revocation may also be invoked for failure to pay certification exam/application, renewal, or training fees.

The Complaint Process. Any certified professional who violates the Code of Ethics for Certified Professionals will have his/her certification revoked. Any AEE member or company or individual who witnesses a breach in the Code of Ethics for Certified Professionals is encouraged to file a complaint with the certification board. The certification board is responsible for having the witness substantiate the violation and conducting a hearing to determine said breach.

The certification board has the responsibility to investigate any and all alleged violations of the certified professional code of conduct. In addition, the certification board shall have the responsibility and authority to review the work product of the certified professional, when deficiencies in quality and potential error(s) in analysis and calculations are alleged.

Once an alleged violation of either ethics or competence is filed with the certification, the board shall first acquire all possible information of the occurrence for internal review. Should the board determine that the potential of a violation exists, the board will interview both the witness as well as the certified professional that is responsible.

The certified professional in question will have the opportunity to refute the claim and provide evidence to the contrary. The certified professional shall have ample

opportunity to provide appropriate evidence, additional information, the opinions of other AEE certified professionals, as well as further data to attempt to refute the allegations.

The certification board shall conduct an independent and impartial hearing. Any board member having a personal relationship with the certified professional being investigated shall be excluded from participation.

The initial objective of such a hearing shall be to provide a venue for the accusing party and the accused certified professional to explain and gain mutual understanding of the issues involved in the dispute and resolve them in an amicable manner. Should such mutual understanding not be reached then the board may move forward with further procedures up to and including suspension or revocation of the certified professional's certification.

Suspension and Revocation. The certification board, upon finding a violation of either the Ethical Standards or the Competence of a certified professional, shall, by means of a vote having a 2/3 majority, decide to suspend or revoke the certification.

Suspension may be issued for violations deemed less serious, and where the certified professional in question has demonstrated the ability and desire to take the corrective actions required to remedy the violation(s).

Suspension for Competence violations will be continued until the certified professional in question receives additional remedial training as may be indicated by the board and until such time as the board reviews the mandatory re-testing of the certified professional involved. A certified professional who has his or her certification suspended shall not be reinstated until such time as the additional training and testing has been completed and approved by the certification board.

Revocation of the certification of a certified professional is a very serious matter and is usually permanent. If the certification board revokes the certification of a certified professional for cause, as has been determined by a finding of all the facts in the hearing, then the individual shall be barred from holding certification. Notice of revocation of this certification shall also be furnished to the chair of each certification board within the AEE for possible revocation of other AEE certifications.

Reinstatement. A certified professional who has had his or her certification suspended or revoked may apply for reinstatement conditioned upon a sufficient change in circumstances that would warrant the certification board's consideration.

A certified professional may be reinstated after demonstrating such remedial training and testing as may be determined by the certification board. A certified professional who is applying for reinstatement will usually be required to work under the supervision of a certified professional for a period of six months to demonstrate competence and compliance with standards.