



## **ASSOCIATION OF ENERGY ENGINEERS**

### **CERTIFICATION TRAINING & EXAMS**

#### **U.S. CHAPTERS**

#### **BACKGROUND**

AEE's certifications are highly recognized around the world and are registered trademarks of the Association of Energy Engineers. Workbooks associated with training programs are the intellectual property of AEE. All authorized AEE certification training programs and examinations are scheduled exclusively by AEE.

#### **CHAPTERS IN THE UNITED STATES**

Three types of training opportunities are provided, one at predetermined locations on predetermined dates (Live Training Programs), and two that can be arranged with the sponsoring chapter's choice of dates and locations (In-House and Refresher Courses).

No exams other than the ones described below will be permitted.

#### **LIVE TRAINING PROGRAMS**

##### **Training**

Training programs on a variety of topics are regularly scheduled around the country each year. These training programs are taught by AEE authorized instructors and each attendee receives an AEE copyrighted workbook and a Certification of Participation showing CEUs earned. AEE members are eligible for discounted fees.

The dates and locations of these training programs are shown on the AEE Training web page at [www.aeecenter.org/training](http://www.aeecenter.org/training).

##### **Examination**

Examinations are scheduled to follow the conclusion of each live certification training program and must be proctored by a professional proctor hired by AEE.

#### **IN-HOUSE TRAINING PROGRAMS**

##### **Training**

AEE offers in-house training programs for certification. These in-house courses are taught by AEE authorized instructors, and attendees receive AEE copyrighted workbooks and Certificates of Participation showing CEUs earned.

The cost of an in-house training program varies by program, number of students, location, and certification. For current pricing contact the AEE Training Department at 770-447-5083 or [training@aeecenter.org](mailto:training@aeecenter.org).

## **Examination**

Examinations are scheduled to follow the conclusion of each in-house certification training program and must be proctored by a professional proctor hired by AEE.

## **REFRESHER SELF-STUDY SESSIONS**

### **Training**

If a chapter wishes to sponsor self-study refresher sessions, permission **must first** be obtained from the AEE Executive Director. Such sessions should be led by chapter members who are certified in the program that is being studied and in good standing. The self-study refresher sessions will consist of a group meeting a maximum of two or three hours a week over a period over several weeks (with a minimum of six weeks). These sessions shall not resemble a standard AEE training program and cannot be marketed as a training program.

Leaders of self-study refresher sessions will use their own material. **AEE workbooks, which are protected by copyright, may not be copied or used for self-study refresher sessions. *The use of copyrighted workbooks would violate contracts between AEE and its authorized instructors, and would constitute copyright infringement.*** The infringing party would also be in violation of the certification code of conduct and be subject to certification revocation.

Textbooks may be used.

*If a Chapter wishes to hold a multi-day training program with certification, this must be done through the AEE In-House Training Department (see Section above). Discuss your needs and time frame with the In-House department.*

### **Examination**

If there are 10 or more candidates wanting to take the exam, AEE will provide a proctor at no additional charge. If there are less than 10 candidates, exams must be conducted individually at an approved remote testing center.

No public announcement of the exam should be made until the date has been confirmed by the AEE Certification Director.

## **RE-TAKES OF EXAMINATIONS**

The re-taking of an exam for individuals must be arranged through the Certification Director, with the same requirements as stated above for exams following refresher courses; that is, if there are 10 or more candidates wanting to take the exam, AEE will provide a proctor at no additional charge. If there are less than 10 candidates, exams must be conducted individually at an approved remote testing center.

A chapter in the United States that is interested in conducting a refresher self-study session should complete and submit the application on the next page. Please call AEE at 770-447-5083 with any questions.