Questions? certification@aeecenter.org

How To Renew AEE Certifications
www.aeecenter.org

Log into your AEE account
Go to www.aeecenter.org and enter your AEE credentials. You do not need to create another account. If you do not remember your login or password please contact AEE.

Verify Your Contact Information
Click on "View Your Certification Status" option on the main welcome menu, and update your information if needed.

Begin Renewal
Choose the AEE certification and click “Renew” to start your certification renewal process. Remember that you need to provide 10 credits for your renewal.

Renewal Information
You can claim credits on any of the 7 categories. Go through each category and add credits as needed.

- Employment: Up to 3 credits max.
- Memberships: Up to 3 credits max.
- Offices Held: Up to 3 credits max.
- Continuing Education / Conferences: 1 Hour = 0.2 credits
- Professional Awards: 2 Credits (individual or team award)
- Peer-Reviewed Papers/Articles: 2 Credits per energy topic.
- Presentations: 1 credit per energy topic.

Remember to save your progress frequently.
Upload supporting documents to expedite processing.

Review and Pay
Review carefully your renewal information before submitting payment. You can pay using only credit or debit cards.

Confirmation of Submittal
The system will automatically send you an email (to the email set as your primary in your AEE profile) that has your renewal transaction. This is NOT the certification renewal confirmation. Allow 30 days for processing.

Problem and Approved Renewals
If there is an action required from your end, you will receive an email with instructions from AEE Certification Department. If your certification renewal is approved, you will receive an email with the renewal confirmation letter, and a link to retrieve your digital certificate. Your digital certificate will be ALWAYS available on your AEE certification account. If you choose to pay for a printed certificate you will receive the printed copy at the address posted as your primary on your contact information.

www.aeecenter.org