



Association of Energy Engineers



# How To Renew AEE Certifications

[www.aeecenter.org](http://www.aeecenter.org)



STEP 1

## Log into your AEE account

Go to [www.aeecenter.org](http://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.



STEP 2

## Verify Your Contact Information

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



STEP 3

## 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.



STEP 4

## Renewal Information

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

### Categories For Credits:

**Employment:** Up to **3** credits max.

**Memberships:** Up to **3** credits max (excludes CEA).

**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.



STEP 5

## Review and Pay

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



STEP 6

## 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 **ALWAYS** be 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.



## Questions?

[certification@aeecenter.org](mailto:certification@aeecenter.org)