

Certification Renewal Guidelines

General Information

The period of valid certification is three years from the date of approval by the AFE Certification Board. At the end of each three-year period, the Certified Professional Supervisor (CPS) must establish eligibility to become certified by achieving five (5) credits as defined below. The CPS must complete an AFE Renewal Application and remit the appropriate fee. A renewal application will be mailed to all CPS's prior to the end of the respective renewal year. A copy of the application is available on-line (www.afe.org) or by contacting the AFE Certification Department at (571-395-8770).

Credit Types

Renewal credit may be obtained through one or more of the following avenues but not limited to:

Employment Credits

CPSs will receive one (1) credit for each year of employment in the plant/facilities engineering or maintenance fields. The employment year must be after the original certification or last recertification date, whichever came last. The CPS will furnish employment verification as requested on the recertification application.

Academic Credits

One (1) renewal academic credit is granted for each ten (10) contact hours of subject material from within the CPS body of knowledge offered in a class, conference, seminar, or research format. The CPS body of knowledge covers the ten topics of study for the credential as defined by the CPS Review Pack. A one-day course that includes at least four, but less than eight, contact hours (the time spent in actual instruction) in either a class, conference, seminar, or research, will receive one-half (1/2) or 0.5 credit.

CPSs can receive academic credit for the following activities:

- Completion of a course on a plant/facilities engineering subject, either as a teacher or student
- College level courses taken for degree, and/or advanced credits
- College level continuing education courses (non-degreed work)
- Professional engineering association/society courses
- Plant/facilities engineering educational conferences and seminars (national, regional, and/or local)
- Government-sponsored conferences, seminars, or courses
- Engineering correspondence courses, provided a test and passing grade are required for completion achieved
- Company-sponsored courses, taught by a technically competent instructor

Professional Activities

CPSs can earn one (1) credit each for the following professional activities:

- Presentation of a paper or talk on a plant/facilities engineering or maintenance subject before a national or regional engineering meeting or conference.
- A paper or talk is an oral presentation on an engineering subject related to plant engineering. The presentation should be at least 20 minutes in length. The presentation must be scheduled as an official part of a planned program.
- A paper converted to electronic media and uploaded to the AFE.org web site.

Other Approved Activities

If a CPS feels participation in a maintenance or engineering activity has increased their proficiency as a CPS and/or has kept him/her current in the profession, application may be made to the Certification Board for special renewal credit. Sufficient details of the activity must be forwarded for the Certification Board to make a valid judgment. From time to time, the Certification Board may also recognize special activities related to the maintenance profession for CPS renewal credit.

Verification of Credit Types:

The following outlines the materials required for successful validation of approved credit types.

Verification of Academic Credits:

CPSs will furnish verification of successful completion of courses in one of the following ways:

- Copy of certificate of completion indicating the subject, length and date of course
- Signed statement (by the course instructor or sponsoring institute) attesting to completion and indicating the length and date of the course
- Written proof of registration and attendance at an engineering conference, seminar, or course, showing subject matter and length and date of attendance
- Copy of certificate of completion of transcript showing completion and grade from correspondence school, professional or education institute, or engineering association
- Copy of certificate of completion or signed statement showing successful completion of a company sponsored course. (This must include subjects covered, length and date of course, and credentials of the instructor.)
- Continuing Education Units (CEUs) earned will be accepted. A copy of the CEU award indicating the subject content and successful completion must be provided. Individuals should complete and submit the AFE Individual CEU Form available on the AFE web site.

Verification of Professional Activities:

The CPS will furnish verification of the presentation in one of the following ways:

- Written copy of the presentation with copy of the program in which it was given and date of delivery
- Press review of the program stating that the presentation was given by the CPS
- A statement from the program chairman or letter of appreciation stating that the presentation was a scheduled part of the program and was delivered by the CPS

Verification of Published Articles:

- Publication of a technical article. The article must be technical in content and pertain to a plant/facilities engineering or maintenance subject. The article must carry the by-line of the CPS. The article must be published in a recognized technical publication.
- Copy of the article
- Name of the publication
- Date of the publication
- Statement by the CPS that he/she is the author of the article and that it is original material
- The article must be written since the CPS was certified or last renewal, whichever occurred last.

Verification of Officer Participation:

- Officer of AFE at the local, regional, or national level. One (1) credit will be given for two years of active participation as an officer at any level.
- Confirmed through national AFE

Verification of Awards:

- Maintenance Achievement Awards. The award must be for outstanding accomplishments and for individual recognition.
- Copy of award

Verification of Chapter Participation:

- Attendance at local AFE chapter meetings (one credit maximum) where technical topics are presented.
- One-tenth (0.1) credit will be given for each hour of presentation.
- Indicate dates of meeting
- Indicate topic presented and presenter