



Dear Applicant,

Did you know that certification from the A/E/C Project Management Association (AECPPMA) is the ONLY industry-specific designation for project management professionals in the architecture, engineering, and construction industry? When you become an AECPPMA-Certified Project Manager, you add powerful credibility to advance your career and put you ahead of the competition. To be sure, certification is a rigorous process—and that is by design. Only the best and brightest earn the AECPPM designation.

Here's how you get started on this exciting journey:

1. Join the AECPPMA by visiting [www.aecppma.org](http://www.aecppma.org). Only members of the AECPPMA can apply for certification.
2. Complete and return this AECPPMA Application for Certification with your \$395 application fee payment.
3. The AECPPMA will then send you the *AECPPMA Manual: A Guide for A/E/C Project Management* and online certification exam instructions.

After you successfully complete the Certification Exam, you will receive your AECPPM Certificate and welcome that includes help for getting the most value out of your certification, earning continuing education credits, and more.

Good luck!

Sincerely,

David Burstein, P.E., ACEPPM  
Executive Director  
A/E/C Project Management Association

## A/E/C Project Management Association Certification Requirements

Requirements	A/E/C Certified Project Manager (AECPM)	Specialty Certification for Managing Significant Public Works Projects (AECPM-PW)
<b>Education</b>	<ul style="list-style-type: none"> <li>• Bachelor degree or global equivalent<sup>A</sup>, plus</li> <li>• 35 hours of approved A/E/C project management training<sup>B</sup></li> </ul>	<ul style="list-style-type: none"> <li>• AECPM requirement, plus</li> <li>• 12 additional hours of approved training in managing significant (&gt;\$10 million in constructed value) public works projects<sup>B</sup></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 3 full years of direct project experience in architecture, engineering or a related field (survey, interior design, planning, environmental, etc.), plus</li> <li>• 4,500 hours of hands-on A/E/C project management experience (e.g., as a PM on small projects, Assistant/Deputy PM on large projects, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• AECPM requirement, plus</li> <li>• 800 hours experience in managing significant public works projects</li> </ul>
<b>Written Exam</b>	<ul style="list-style-type: none"> <li>• Pass (75%) online exam on basic A/E/C project management principles and project management principles required for managing complex A/E/C projects</li> </ul>	<ul style="list-style-type: none"> <li>• Successful completion of AECPM exam, plus</li> <li>• Pass (75%) exam on project management principles required for specialty field</li> </ul>
<b>Endorsements</b>	<ul style="list-style-type: none"> <li>• Written recommendation by at least 2 senior leaders or senior Project Managers in an A/E/C organization who have had direct supervisory experience with the candidate, plus</li> <li>• Written recommendations or references from at least 2 clients whom the candidate has served as a Project Manager, plus</li> <li>• Supervisor reference that the candidate is proficient in their organization's project management systems</li> </ul>	<ul style="list-style-type: none"> <li>• Written recommendation by at least 2 senior leaders or senior project managers in an A/E/C organization who have had direct supervisory experience with the candidate, plus</li> <li>• Written recommendations or references from at least 2 public works clients whom the candidate has served (if the references for PM certification were from public works clients, these will be adequate)</li> </ul>
<b>Application Fee</b>	<ul style="list-style-type: none"> <li>• Active A/E/C PMA membership at time of sitting for exam, plus</li> <li>• Application fee of \$395 includes (includes online exam fee with up to two retakes of exam and a hard copy of the A/E/C PMA Body of Knowledge Manual)</li> </ul>	<ul style="list-style-type: none"> <li>• Active A/E/C PMA membership at time of sitting for exam, plus</li> <li>• Supplemental application fee of \$195 (includes online exam fee with up to two retakes of exam and a hard copy of the A/E/C PMA Public Works Body of Knowledge Manual)</li> </ul>
<b>Continuing Education</b>	<ul style="list-style-type: none"> <li>• Continuing education of 8 hours (annually) on project management topics every year<sup>B</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Continuing education of 4 hours (annually) on project management topics applicable to public works projects</li> </ul>

**A:** Candidate may substitute an Associate degree (or global equivalent) plus a minimum of 5 additional years of direct project management experience in architecture, engineering or a related field.

**B:** A list of pre-approved A/E/C PMA training can be found at [www.aecpma.org](http://www.aecpma.org). Non-approved courses and/or training may also be submitted for credits provided the content is substantially similar to the nature of the content in pre-approved training AND the training courses are approved for continuing education credit by a professional licensing board, professional association, or other similar independent organization.

## A/E/C Project Management Association Certification Exam Details

The AECPM and AECPM-PW exams are in “open book” format. However, applicants must complete each portion of the exam within the allotted time period; “stopping the clock” is not permitted. An overall score of at least 75 percent of the available points is required to pass each exam. Applicants must complete the exam within six months of being notified of their application approval and applicants receive two opportunities to pass the exam. If an applicant does not pass the exam in the allotted two sessions, a fee of \$195 will apply to re-take the exam.

The AECPM exam is based on the AECPMA Manual and the AECPM-PW exam is based on the AECPMA-PW Manual. These are both manuals that applicants receive with their application fee.

The exams break out as follows:

Exam Portion	Time Allowed	Number of Questions	Points Available	Exam Required for...	
				AECPMA	AECPMA-PW
Project Management Fundamentals	60 minutes	90	90	✓	✓
Project Scheduling and Financial Management	60 minutes	56	79	✓	✓
Advanced Project Management Concepts	60 minutes	88	89	✓	✓
Managing Public Works Projects	30 minutes	20	20		✓

**Application for  
AECPM and AECPM-PW Certification**

## **AECPM Certification**

PM Certification is intended to recognize those Project Managers who have demonstrated the ability to successfully manage large, complex projects. Please do the following when applying for PM Certification:

- Complete and sign Section 1.
- Complete Section 2, providing evidence that you have received a Bachelor's Degree or higher.
- Complete Section 3, providing evidence that you have completed at least 35 hours of approved PM training.
- Complete Section 4, providing evidence that you have had at least three full years of direct project experience in architecture, engineering or a related field (survey, interior design, environmental, etc.) plus at least 4,500 hours of hands-on A/E/C project management experience (e.g., as a PM on small projects, Assistant/Deputy PM on large projects, etc.).
- Complete and sign Section 5A for two senior leaders or senior PMs who have had direct supervisory experience with you. Also complete and sign Section 5A for two clients whom you have served as a project manager.
- Send a copy of Section 5B to each supervisor you listed in Section 5A. Ask them to complete, sign the endorsement, and return it to you, or to the address shown.
- Send a copy of Section 5C to each client you listed in Section 5A. Ask them to complete, sign the endorsement, and return it to you, or to the address shown.
- Include your application fee payment of \$395 payable to PSMJ Resources, Inc.

## **AECPM-PW Certification**

AECPM-PW Certification is available only to those who have already earned the AECPM Certification. Both certifications can be done simultaneously. If you are not already an AECPM, complete all the documents and requirements described above to earn the AECPM designation. Also, please do the following when applying for AECPM-PW certification:

- Complete and sign Section 1.
- Complete Section 3, providing evidence that you have completed at least 12 hours of approved training specifically related to the management of public works projects.
- Complete Section 4, providing evidence that you have had at least 800 hours of hands-on experience in managing significant public works projects.
- Complete and sign Section 5A for two senior leaders or senior project managers who have had direct supervisory experience with you on significant public works projects. Also, complete and sign Section 5A for two clients whom you have served as a project manager on significant public works projects.
- Send a copy of Section 5B to each supervisor you listed in Section 5A. Ask them to complete, sign the endorsement, and return it to you, or to the address shown.
- Send a copy of Section 5C to each client you listed in Section 5A. Ask them to complete, sign the endorsement, and return it to you, or to the address shown.
- Include your application fee payment of \$195 payable to PSMJ Resources, Inc.

Submit this application, all supporting information, and the application fee to:

**A/E/C Project Management Association, c/o PSMJ Resources, Inc., 10 Midland Avenue, Newton, MA 02458**

If you aren't notified within 10 business days that your application has been received, contact [info@aecpma.org](mailto:info@aecpma.org).

## SECTION 1: GENERAL INFORMATION

Date: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Name of Present Employer: \_\_\_\_\_

Address of Present Employer: \_\_\_\_\_

Designate which type of certification you desire:

- ☐ PM Certification  
☐ Specialty PM Certification for managing significant public works projects

I certify that all information provided is correct and complete, to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 2: EDUCATION

List All Schools in which an Associate or Bachelor's Degree was Earned	Date of Graduation	Degree Earned (Including Major)

### SECTION 3: PM TRAINING

List All Project Management Training Courses*	Provider	Completion Date	Number of PDHs or CEUs*																
			PM Roles & Responsibilities	Marketing & Proposals	Contracts	Project Planning	Project Scheduling	Project Budgeting	Leading Project Teams	Managing Client Relations	Communications	Project Start-up	Managing Studies & Reports	Managing Design & Const.	Project Financial Management	Project Monitoring & Control	Managing Design Technology	Project Close-out	Alternative Project Delivery

\* Training courses must be approved for continuing education credit by a professional licensing board, professional association, or other similar independent organization

## SECTION 4: PROJECT MANAGEMENT EXPERIENCE

[illegible]



**SECTION 5: ENDORSEMENT FORM**

**Section 5A – To Be Completed By Applicant**

Applicant Name: \_\_\_\_\_

Endorser for this Engagement: \_\_\_\_\_

This requested endorser is a:

- ☐ Past or current direct supervisor of applicant  
☐ Past or current client served by applicant

Experience described on this form was obtained while employed by: \_\_\_\_\_

Name of Employer

From: \_\_\_\_\_ To: \_\_\_\_\_ Month/YearMonth/Year

Describe nature of assignment:

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Describe relationship with

endorser: \_\_\_\_\_

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If you need additional space, please attach additional sheets.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 5: ENDORSEMENT FORM**

**Section 5A – To Be Completed By Applicant**

ApplicantName: \_\_\_\_\_

Endorser for this Engagement: \_\_\_\_\_

This requested endorser is a:

- ☐ Past or current direct supervisor of applicant
- ☐ Past or current client served by applicant

Experience described on this form was obtained while employed by: \_\_\_\_\_

Name of Employer

From: \_\_\_\_\_ To: \_\_\_\_\_

Month/YearMonth/Year

Describe nature of assignment:

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Describe relationship with

endorser: \_\_\_\_\_

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If you need additional space, please attach additional sheets.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 5: ENDORSEMENT FORM**

**Section 5A – To Be Completed By Applicant**

ApplicantName: \_\_\_\_\_

Endorser for thisEngagement: \_\_\_\_\_

This requested endorser is a:

- ☐ Past or current direct supervisor of applicant  
☐ Past or current client served by applicant

Experience described on this form was obtained while employedby: \_\_\_\_\_

Name of Employer

From: \_\_\_\_\_ To: \_\_\_\_\_

Month/YearMonth/Year

Describe nature of assignment:

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Describe relationship with

endorser: \_\_\_\_\_

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If you need additional space, please attach additional sheets.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 5: ENDORSEMENT FORM**

**Section 5A – To Be Completed By Applicant**

Applicant Name: \_\_\_\_\_

Endorser for this Engagement: \_\_\_\_\_

This requested endorser is a:

- ☐ Past or current direct supervisor of applicant  
☐ Past or current client served by applicant

Experience described on this form was obtained while employed by: \_\_\_\_\_

Name of Employer

From: \_\_\_\_\_ To: \_\_\_\_\_

Month/YearMonth/Year

Describe nature of assignment:

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Describe relationship with

endorser: \_\_\_\_\_

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If you need additional space, please attach additional sheets.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 5: ENDORSEMENT FORM**

**Section 5B – To Be Completed by Applicant's Current or Previous Supervisor**

Endorser's Name, Company Name, E-mail Address, and Phone Number:

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Endorser's Experience as a senior leader or senior project manager in an A/E/C organization: \_\_\_\_\_ years

Were you the applicant's direct supervisor for this engagement?

☐ Yes

☐ No

Endorser Applicant's description in Section 5A above is:

☐ Accurate

☐ Inaccurate (Please explain):

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Do you consider the applicant to be highly qualified as a Project Manager?

☐ Yes

☐ No

Do you consider the applicant to be proficient in your organization's project management systems?

☐ Yes

☐ No(Please explain):

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Has the applicant demonstrated that he/she consistently meets the code of ethics of the A/E/C Project Management Association (PMA), as described below?

*PMA members are committed to managing their projects and comporting themselves under the highest professional and ethical standards. This includes the following:*

1. *Accepting only those assignments that are consistent with their qualifications.*
2. *Making decisions and taking actions based on the best interests of their firms, clients and other project stakeholders.*
3. *Proactively and fully disclosing any real or potential conflicts of interest to the appropriate stakeholders.*
4. *Fulfilling the commitments that they undertake – A/E/CPMA members do what we say they will do.*
5. *Upholding this Code and holding each other accountable to it.*

☐ Yes

☐ No(Please explain):

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the signed form via mail, fax or email to:

A/E/C Project Management Association

10 Midland Avenue

Newton, MA 02458

info@aecpma.org

Fax: 617.965.5152

Phone: 617.965.0055

**SECTION 5: ENDORSEMENT FORM**

**Section 5B – To Be Completed by Applicant's Current or Previous Supervisor**

Endorser's Name, Company Name, E-mail Address, and Phone Number:

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Endorser's Experience as a senior leader or senior project manager in an A/E/C organization: \_\_\_\_\_ years

Were you the applicant's direct supervisor for this engagement?

☐ Yes

☐ No

Endorser Applicant's description in Section 5A above is:

☐ Accurate

☐ Inaccurate (Please explain):

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Do you consider the applicant to be highly qualified as a Project Manager?

☐ Yes

☐ No

Do you consider the applicant to be proficient in your organization's project management systems?

☐ Yes

☐ No (Please explain):

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Has the applicant demonstrated that he/she consistently meets the code of ethics of the A/E/C Project Management Association (A/E/C PMA), as described below?

*A/E/CPMA members are committed to managing their projects and comporting themselves under the highest professional and ethical standards. This includes the following:*

- 6. Accepting only those assignments that are consistent with their qualifications.*
- 7. Making decisions and taking actions based on the best interests of their firms, clients and other project stakeholders.*
- 8. Proactively and fully disclosing any real or potential conflicts of interest to the appropriate stakeholders.*
- 9. Fulfilling the commitments that they undertake – A/E/CPMA members do what we say they will do.*
- 10. Upholding this Code and holding each other accountable to it.*

☐ Yes

☐ No (Please explain):

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the signed form via mail, fax or email to:

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10 Midland Avenue

Newton, MA 02458

info@aecpma.org

Fax: 617.965.5152

Phone: 617.965.005

**SECTION 5: ENDORSEMENT FORM**

**Section 5C – To Be Completed by a Client Served by Applicant**

Endorser's Name, Company Name, E-mail Address, and Phone Number:

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Endorser's Experience as a senior leader or senior project manager in an A/E/C organization: \_\_\_\_\_ years

Were you the applicant's client for this engagement?

☐ Yes

☐ No

Endorser Applicant's description in Section 5A above is:

☐ Accurate

☐ Inaccurate (Please

explain): \_\_\_\_\_  
\_\_\_\_\_

Do you consider the applicant to be highly qualified as a Project Manager for the kinds of projects he/she managed for you?

☐ Yes

☐ No

Has the applicant demonstrated that he/she consistently meets the code of ethics of the A/E/C Project Management Association (A/E/C PMA), as described below?

*A/E/CPMA members are committed to managing their projects and comporting themselves under the highest professional and ethical standards. This includes the following:*

- 1. Accepting only those assignments that are consistent with their qualifications.*
- 2. Making decisions and taking actions based on the best interests of their firms, clients and other project stakeholders.*
- 3. Proactively and fully disclosing any real or potential conflicts of interest to the appropriate stakeholders.*
- 4. Fulfilling the commitments that they undertake – A/E/CPMA members do what we say they will do.*
- 5. Upholding this Code and holding each other accountable to it.*

☐ Yes

☐ No (Please explain):

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the signed form via mail, fax or email to:

A/E/C Project Management Association

10 Midland Avenue

Newton, MA 02458

info@aecpma.org

Fax: 617.965.5152

Phone: 617.965.0055

**SECTION 5: ENDORSEMENT FORM**

**Section 5C – To Be Completed by a Client Served by Applicant**

Endorser's Name, Company Name, E-mail Address, and Phone Number:

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Endorser's Experience as a senior leader or senior project manager in an A/E/C organization: \_\_\_\_\_ years

Were you the applicant's client for this engagement?

☐ Yes

☐ No

Endorser Applicant's description in Section 5A above is:

☐ Accurate

☐ Inaccurate (Please

explain): \_\_\_\_\_

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Do you consider the applicant to be highly qualified as a Project Manager for the kinds of projects he/she managed for you?

☐ Yes

☐ No

Has the applicant demonstrated that he/she consistently meets the code of ethics of the A/E/C Project Management Association (A/E/C PMA), as described below?

*A/E/CPMA members are committed to managing their projects and comporting themselves under the highest professional and ethical standards. This includes the following:*

6. *Accepting only those assignments that are consistent with their qualifications.*
7. *Making decisions and taking actions based on the best interests of their firms, clients and other project stakeholders.*
8. *Proactively and fully disclosing any real or potential conflicts of interest to the appropriate stakeholders.*
9. *Fulfilling the commitments that they undertake – A/E/CPMA members do what we say they will do.*
10. *Upholding this Code and holding each other accountable to it.*

☐ Yes

☐ No (Please explain):

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the signed form via mail, fax or email to:

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Newton, MA 02458

info@aecpma.org

Fax: 617.965.5152

Phone: 617.965.0055