



## **Outline of the AEE Certification Application Process**

The Certification process is designed and managed by the Director of Standards Development and Certification (Director) and the Certification Council (Council) and includes the following steps:

1. The certification process begins with a candidate submitting the CCAT/CTAS application to the Director, who will track the candidate's progress through the certification process. The Director contacts the candidate within seven days of receiving it to inform them that their application is being reviewed.
2. The Director assigns the application to a member of the Council who will review the candidate's application and contact the candidate within seven days of receiving it. The Council member is then responsible for emailing the candidate whether the required items are missing or that the application is complete and will be reviewed at the next Council meeting. A reviewer may contact and update the candidate by phone but must send a follow-up email, and copy the Director, to document the conversation.
3. When the application is complete, the Council member completes the CCAT/CTAS Candidate Assessment Form and sends it to the Director at least seven days before the next Council meeting.
4. Council will meet monthly to review Candidate Assessment Forms (if there are applications to be reviewed). The Council will review and vote on each candidate regarding whether certification will be awarded, tabled because the Council requests additional information about the candidate before a decision can be reached or denied. The Director does not have a vote but may express an opinion. Council decisions are made by a simple majority of those attending a meeting. For a vote to occur, two-thirds of the Council must be present.
5. The Director will notify candidates of the status of their application within seven days of the Council meeting.
6. The Director will:
  - a. Send official notification to the candidate about the candidate's awarded certification; or



- b. Send official notification to the candidate about the candidate's deferral, denial, or certification with clarifying information about the decision; or
  - c. Update the candidate about the status of the application if the application is deferred because the Council requests more details about the candidate.
  
7. If a candidate is not awarded certification, the candidate can reapply after six months to correct and/or address deficiencies in the application. If the candidate disagrees with the Council's decision, they can initiate the appeals process.