



Recertification Requirements

To qualify for recertification, CPCEs must achieve 30 educational contact hours from the past 5 years. Documentation must be included to receive points. Applications must be submitted by the recertification deadline. CPCEs that do not recertify by the deadline will be required to reapply and retake the CPCE exam.

Application Procedures

Complete the application form in its entirety.

- Submit a typed application form. Handwritten applications will not be accepted.
- Make a copy of the completed application for your records.
- Email the completed application with documentation to cpce@nace.net.
- NACE will coordinate payment of the \$245 recertification fee.

Applications that do not meet the minimum requirements below may be subject to a \$50.00 processing fee.

Documentation Guidelines

- Documentation must be submitted to receive contact hours for application approval.
- Documentation must include dates, educational hours, session descriptions, and proof of attendance.
- Education provider must be recognized by organization letterhead or similar representation.

Continuing Education (1 hour of continuing education = 1 contact hour)

To be eligible for recertification, candidates must have a minimum of 30 contact hours. These hours are accumulated from attending education programs aligned with one or more of the CPCE core competencies. Attendance must have occurred within the past 5 years. Types of accepted education include, but are not limited to:

- Company/organization sponsored continuing education or training
- Local professional development, including certificate programs and seminars
- NACE education programs including Experience, Evolve, chapter educational programs and webinars.
- Allied association education programs (based on acceptance by NACE)

