

THE CERTIFICATION PROGRAM

Train, Attain, Sustain... Certification Matters!

Certified cost estimators and analysts have never been more important in business. With programs and budgets soaring into the millions and billions of dollars a small error can be costly. Consequently, government, commercial, and academic employers need a means to identify quickly those experienced professionals who can decipher what matters most and generate more accurate cost estimates and analyses.

The International Cost Estimating and Analysis Association (ICEAA) has drawn on commercial, government and academic senior leadership knowledge to institute a Certified Cost Estimator/ Analyst (CCEA®) program that promotes competency recognition based on preparation, assessment, and sustainment.

ICEAA's certification program means more than just demonstrating that one is able to get or keep a job; it provides a professional credential that sets the standard for the entire costing estimating and analysis community. It provides the foundation for professional cost careers and offers employers and individuals a means of distinguishing and achieving excellence. Ultimately, certification offers a stamp of approval of an individual's mastery of the basic and intermediate cost knowledge and consequently strengthens the individual's and their organization's ability to produce quality cost estimates and analyses.

The Certification program comprises three main elements: **train**, **attain**, and **sustain**. A comprehensive and common training program is essential for any profession, especially one that aims to certify its members. Training can be obtained through on-the-job experiences as well as the ICEAA-approved training program, the Cost Estimating Body of Knowledge (CEBoK®). Attaining the designation of Certified Cost Estimator/Analyst (CCEA®) requires preparation and focus. While the CCEA® is the foundation of the certification program, ICEAA wants to encourage the cost community to seek further and advanced specialty certifications, which will show the breadth and depth of the cost community. Once certification is obtained, it is equally important for the individual to be an active cost professional, participate in ICEAA activities, and both seek and share knowledge.

Train...

CEBoK® is the ICEAA sponsored training program that prepares individuals with appropriate knowledge coverage and training material.

Download our testable topics list, exam preparation handbook, and sample questions online at www.iceaaonline.com/certification#docs

Classroom Training Using CEBoK® Materials

If you are looking for a cost-effective method for providing instruction to larger groups of people within your organization, ICEAA can provide on-site training, using pre-qualified, ICEAA-approved instructors who have the requisite depth and breadth of knowledge and are also expert teachers in the field. This option allows the material to be customized to the specific needs and interests of the organization and touches a large portion of the workforce at once, thereby promoting standardization of skills and knowledge base across the organization.

ICEAA will provide the required instructors at the organization's facility and a USB flash drive for each student. Prices are negotiable, based on the number of people to be trained, the location(s), and the amount of tailoring required. For further information on in-house training options, contact the ICEAA International Office, at 703-642-3090 (email: iceaa@iceaaonline.org).

Many ICEAA Chapters also maintain a schedule of training seminars based on CEBoK® materials. Contact your local ICEAA Chapter President or visit the chapter section of the ICEAA web site for further information on seminar offerings in your area.

Any organization or individual planning to use CEBoK® material for revenue-based training is required to acquire an "instructional license" available from the ICEAA International Office. The trainer will be required to pay ICEAA an instructional license fee of \$20 per student per day of training for use of ICEAA's proprietary material, and must comply with the requirement that all attendees at CEBoK® training sessions be covered by an individual or enterprise CEBoK® license.

If you are planning on conducting classroom training (and you have already purchased a site license permitting your students to have access to the material), contact the ICEAA International Business Office at iceaa@iceaaonline.org if you plan on printing hard copies of any CEBoK® material. ICEAA will grant print permission on a case-by-case basis.

System Requirements:

- ~ Microsoft Excel 2000 or later.
- ~ CEBoK® is not an application and therefore requires no installation.
- ~ CEBoK® is a Microsoft Excel macro based tool

Shipping Information:

CEBoK® shipping via USPS is included in your order. Your order will ship within 3 business days.

To use a tracked service such as UPS or FedEx, contact ICEAA for rates.

Attain...

Certification Examination Application

The section below provides information on eligibility criteria. Eligible exam candidates should complete the [Certification Examination Application](#) and review the [CCEA® Exam Preparation Handbook](#), which provides important information on the testing procedures and how to prepare for the examination. The [Exam Schedule](#) gives upcoming exam dates.

To qualify for one of the designations/credentials below, an individual must meet the educational and experience requirements. Applicants will be required to provide supporting documentation for their eligibility consistent with current validation requirements.

Designation/ Credential	Educational Requirement	Experience Requirement	Educational Exception
PCEA®	Bachelor's Degree in any field from an accredited college	Minimum 2 years of cost experience.	5 years of cost experience in lieu of a Bachelor's Degree
CCEA®	Bachelor's Degree in any field from an accredited college	5 years of cost experience	8 years of cost experience in lieu of a Bachelor's Degree

Figure 1. Eligibility Requirements

It is important to note that those applying for the PCEA® because they do not meet CCEA® eligibility requirements have the opportunity to take the entire CCEA® examination (Part I and Part II) If they successfully pass both parts, they will be awarded the PCEA® immediately, and, upon reaching five years of cost experience, will automatically receive their CCEA®. If they fail Part I, they are only eligible to re-take Part I, regardless of Part II results. If they pass Part I but fail Part II, they receive the PCEA® designation but must wait until they have reached five years of experience before attempting Part II again. Furthermore, those who pass only Part I of the examination, and have five years of experience will earn the PCEA and need only to take Part II of the examination to attain the CCEA®.

Applicants must provide a copy of diploma or transcripts to support their claims of education accomplishments – formal or informal transcripts will serve to document course completion; diploma photocopies will serve to document degree attainments. Those claiming non-accredited course accomplishments must provide copies of certificates of completion that include the source, subject, and hours of instruction. Each course submitted must meet the general criteria of 20 or more hours of classroom instruction. Send a resume detailing your position titles, responsibilities, and dates in the positions to document your experience. Include sufficient information (e.g., points of contact) to verify your claimed work experience.

Acceptable Exam Supplies

This is a closed-book, no notes, no computer exam. Examinees may bring writing instruments, erasers, and acceptable calculators to the exam.

Acceptable calculators may feature:

- Basic arithmetic keys
- Branding as a “scientific” calculator
- Logarithm, exponent, universal power, memory, and parentheses keys

Calculators may **NOT**:

- Have preprogrammed statistical functions
- Have graphing capability
- Be the **TI-83/84 series**
The TI-83/84 series calculators are NOT permitted and may not be used during the exam.
- Be on a cell phone or other device with data or internet connectivity

An example of an acceptable calculator can be found here: <https://www.amazon.com/Casio-Scientific-Calculator-FX-260-SOLARII-S-IH/dp/B071R3H9WB/>

It is the sole responsibility of the examinee to bring an appropriate calculator. Calculators will not be provided at the exam site.

Sustain...

[Application for CCEA® Recertification](#)

ICEAA CCEA® sustainment can be achieved by testing or by a combination of experience, knowledge attainment and/or sharing and participation in the cost community and its associations. Recertification every five years is required to maintain your certification, where a minimum of 30 points is required for continued certification without taking the test.