



Engineering Management Certification International

Certification Handbook

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Engineering Management Certification International – EMCI™

EMCI is a professional, multidisciplinary, and globally focused credentialing program that recognizes competence of engineers, scientists, and technologists in engineering management based on their academic and professional qualifications, examination results, and adherence to the *Code of Engineering Management Ethics and Professional Conduct*.

EMCI and the ASME Continuing Education Institute (CEI) have also developed enriching courses to both facilitate and maintain certification through professional development courses and seminars.

The EMCI Certification Center acts in partnership with the American Society of Mechanical Engineers (ASME), the American Society of Civil Engineers (ASCE), the American Institute of Chemical Engineers (AIChE), the American Institute of Mining, Metallurgical and Petroleum Engineers (AIME), the American Society of Engineering Management (ASEM), and the Society of Manufacturing Engineers (SME). EMCI is administered centrally at ASME's headquarters in New York City.

Engineering Management

With the steady and dramatic advances of science and technology, engineering management has emerged and grown in importance as a profession. Encompassing the realms of product/service/process development and manufacturing, systems engineering and development, and project management, engineering management characterizes the art and science of managing activities and the allocation of resources in an engineering- and/or technologically-driven business environment.

Management of technology, operations, and human resources are activities of particular importance in the study and practice of engineering management. Thus, engineering managers distinguish themselves from managers in other functional areas by possessing the ability to apply both engineering principles and skills borne from practical experience while managing engineering- and/or technology-focused projects and personnel.

Why EMCI Certification?

EMCI Certification seeks to:

- Establish global standards for engineering management;
- Grant recognition to those engineers who meet specific levels of management training and experience, and provide them with a globally-accepted credential; and
- Promote and sustain excellence in engineering management.

Benefits of EMCI Certification

To industry and companies, it provides:

- A broad base of knowledge and skills that facilitates communication and builds success in the marketplace;
- Quality control of engineering managers across units within the organization;
- Solutions to managing business, technology, and human resources;
- A competitive edge in the global marketplace that demands consistent, multidisciplinary engineering management standards;
- Public confidence and global acceptance of engineering/technological managers; and
- Clear objectives that serve as a cost-effective, morale-building human resource tool.

To individuals, it provides:

- A globally recognized and certifiable credential;
- A competitive edge in the job market;
- Mastery of best practices in engineering management;
- A new career path – a bridge that facilitates the transition from engineering to management;
- Sustained professional development through maintenance of certification; and
- A consistent standard that aligns you with professionals across industries and countries worldwide.

Levels of EMCI Certification and Eligibility Criteria

Engineering Management Certification Fundamentals (EMCF™)

The EMCF examination emphasizes fundamental aspects and principles of engineering management and is designed for early career engineers and other technical professionals. If you are an early career engineer, scientist, or other technologist intent on entering engineering management on your career path, then the EMCF credential is right for you.

Graduates of Bachelor's/Master's degree programs in Engineering Management are eligible to apply for the EMCF upon graduation.

Graduates of Bachelor's degree/global equivalent in all other engineering, science, and technology disciplines are eligible to apply for the EMCF with one (1) year of practical experience at the time of examination.

Those without a bachelor's degree/global equivalent in an engineering, science, or technology discipline may be eligible upon demonstration of two (2) years of engineering education and five (5) years of practice.

Engineering Management Certification Professional (EMCP™)

If you are an experienced engineering professional with management experience, then you are well suited for the EMCP credential.

To qualify, you must hold a bachelor's degree or global equivalent in engineering, science, or technology. EMCI certification requires at least five consecutive years of engineering practice (i.e., three years of engineering practice and two years of engineering management experience) and passage of the EMCP exam. While the education requirement above can be waived if you have already obtained EMCF Certification, EMCF-holding candidates for the EMCP must still demonstrate four (4) years of experience (i.e., minimum 1 year of practical experience and minimum 2 years in a managerial role) at the time of the EMCP examination to be eligible.

EMCI Examinations

One examination exists for each level of EMCI certification. It is not necessary to hold EMCF Certification before applying for the EMCP Certification.

Rationale

EMCI examinations aim to determine whether a candidate masters the minimum empirical knowledge and skills needed to successfully practice engineering management. Based on a thorough assessment of factors needed for a successful engineering management career, the *Engineering Management Certification Body of Knowledge* (EMC-BOK) was developed by engineering practitioners from partner societies. The EMC-BOK is organized into 8 major *domains* containing 49 knowledge areas, which are then broken down further into 170 sub-knowledge areas. Each sub-knowledge area, in turn, contains one or more pieces of empirical knowledge, tasks or skills.

Development

The development of the EMCI examinations involves a process comprising job/practice analysis, question writing and validation, cross validation, and psychometric and statistical data analysis. This process aims to guarantee validity and currency of content, linkage between questions and tasks/skill sets categorized in EMC-BOK domains, and fairness among candidates across cultures.

When initiating a job/practice analysis in July 2003, ASME's Continuing Education Institute (CEI) first convened a panel of thirteen engineering experts to develop a series of domains categorizing knowledge, tasks and skills appropriate for engineering managers. It then surveyed about 10,000 engineers both in the USA and abroad on the frequency of usage and importance for certain engineering management tasks and skill sets. It concluded there is a comprehensive, objective "body of knowledge" in engineering management, and that a content-valid, legally defensible assessment examination could be created for certification in the field.

In due course the EMCI Examination Committee, which includes Subject Matter Experts (SMEs) from EMCI partner societies, was established to formulate the exam questions based on the EMC-BOK. Once this was completed, a separate, independent group of SMEs was formed to substantiate all exam questions through confirming their validity, editorial clarity, appropriate of level of difficulty, and proper attribution of reference materials.

EMCF vs. EMCP Examination

Each exam comprises 150 multiple-choice questions that are to be answered within three (3) hours. Although both exams share the same EMC-BOK, the guidelines representing difficulty and knowledge area are different for each type of test.

Knowledge Domain Distribution: EMCI Certification Examinations

Domain #	Domain Name	EMCF Exam	EMCP Exam
1	Market Research, Technology Updates and Environmental Scanning	10%	10%
2	Planning and Adjusting Business Strategies	10%	16%
3	Developing Products, Services and Processes	17%	10%
4	Engineering Operations and Change	18%	10%
5	Financial Resources and Procurement	5%	16%
6	Marketing and Sales	5%	10%
7	Leading Individuals and Engineering Project Teams	18%	18%
8	Professional Responsibility and Legal Issues	17%	10%

EMCI examinations are delivered through a computer-based format online at Prometric test centers worldwide. In certain countries and regions, a paper and pencil format is offered until online testing becomes available.

Passing Score

The passing score for both the EMCF and the EMCP examinations represents 70% correct answers overall, wherein no less than 50% of questions covering any one domain are answered correctly.

Applying for the Examinations

Apply Online

All candidates are encouraged to register and apply online. The EMCI Certification Online Application Form can be found at www.engineeringcertification.org. You will be required to register a user name and password before proceeding.

An unfinished application form can be saved by pressing the “Save – Complete Later” button at the bottom of the page, and can then be retrieved later by using the applicant’s email address and applicant-created password.

Once the applicant has carefully reviewed and verified all information both in and accompanying the form, s/he must press the “Submit” button to send the application electronically. A summary page listing essential application information will be generated upon submission and should be printed or saved in a file for future reference.

Online applicants will receive an auto-generated e-mail within 24 hours. *Please note that such notification only confirms successful transmission of the application and is not be construed as confirmation of eligibility.* Candidates who do not receive a confirmation of receipt message within 24 hours of online

application should contact the EMCI Certification Center immediately at emci@asme.org. Once an application is properly registered, the status of the application can be monitored through www.engineeringcertification.org using the applicant's newly-created user name and password.

Online Application Checklist

1. Complete the online application form at www.engineeringcertification.org.
2. Include credit card information for payment. *If you are unable to remit payment by credit card, you **must** apply by mail and enclose payment via another payment method. (Please see Payment Methods beginning on page 9.)*
3. Carefully review and verify the information entered.
4. Submit the EMCI Certification Examination Application Form.
5. Print the summary page for your future reference.
6. Receive e-mail confirmation, which will include your unique EMCI ID number.
7. Mail in the proof of graduation documentation, which includes experience verification form appropriate for your exam level, an official transcript, a copy of the diploma, and a letter from the registrar's office of the degree-granting institution. *(Please see "Supporting Documentation" on page 8 and "EMCI Certification Experience Verification Forms" on page 9 for important information.)*
8. Application reviewed for eligibility by the EMCI Admission and Review Committee (ARC).
9. Either an **Authorization Letter to Test (ALT)** or notice of ineligibility letter issued (includes your unique EMCI ID number) within 10 to 14 business days of the ARC's decision.
10. Schedule your examination online at www.2test.com or call 1-866-496-9743 (USA and Canada only).

Apply by Mail

Candidates may also apply for the EMCI certification examinations by mail. The EMCI Certification Examination Application form, the Engineering Practices Verification Form, and the Engineering Management Experience Verification Form can be downloaded from www.engineeringcertification.org.

Candidates who have supplied an email address in the application will receive an acknowledgement of receipt via email from the EMCI Certification Center in New York City. Those candidates who have not provided an e-mail address in their application form will be acknowledged by mail. *Please note that such notification only confirms physical receipt of the application and is not be construed as confirmation of eligibility.*

All applications will be processed within 10 to 14 business days of receipt by EMCI in New York City. Once your application has been acknowledged, you may register online at www.engineeringcertification.org to monitor the status of your application.

Application By Mail Steps

1. Complete the EMCI Certification Examination Application Form, Engineering Practice and/or Engineering Management Experience Verification Forms.
2. Include payment (*See "Payment Methods" on page 9*);
3. Include the experience verification form appropriate for your exam level, a copy of diploma, official transcript, and a letter from the registrar office of school. (*Please see "Supporting Documentation" on page 8 and "EMCI Certification Experience Verification Forms" on page 9 for important information.*)
4. Mail or fax the application and all supporting documentation to the EMCI Certification Center in New York City.
5. Receive e-mail or mail confirmation (includes unique EMCI ID number);
6. Application reviewed by EMCI Admission and Review Committee for eligibility.
7. Either an **Authorization Letter to Test (ALT)** or notice of ineligibility letter issued (includes your unique EMCI ID number) within 10 to 14 business days of the ARC's decision.
8. Schedule your examination online at <http://www.prometric.com/asme> or call 1-866-496-9743 (USA and Canada only).

Application by Mail Checklist

Before mailing your application, please be sure to:

1. Check the application carefully to ensure all required information (e-mail address, fees, contact information) is accurate and complete;
2. *Sign and date* the application;
3. Include all applicable forms (i.e., supporting documentation, special accommodation form, if necessary);
4. Include proper payment in US Dollars and make payable to **EMCI**, ensure names and home telephone numbers (including area codes) appear on checks or money orders or all credit card information is complete and accurate (*Please see "Payment Methods" on page 9*);
5. If not faxing the application materials, please send all completed application materials, supporting documentation, and fee payment by **registered or international express mail** (e.g., DHL, FedEx, UPS International) to EMCI in New York City. This will ensure that your package is traceable.

Supporting Documentation

An applicant who successfully registered online needs only to send in, by fax mail or e-mail (i.e., as scanned JPG or PDF document) proof of graduation documents (an official transcript, a copy of the diploma, and a letter from the registrar office of the degree-granting institution) ***within 5 business days of application.***

Those who apply by mail must include in their package:

- A *complete and signed* EMCI Certification Examination Application Form;
- An EMCF™ or EMCP™ Experience Verification Form(s);
- Proof of graduation documentation as described above.

Required Proof of Graduation Documents

- **Official Transcript**

EMCI requires submission of an **official** transcript of record confirming courses taken and degree(s) granted. An official transcript is issued and sealed by the degree-granting institution and should be sent to EMCI *unopened and/or under separate cover* with the application form (if not applying online), all other required forms and supporting documentation.

If you are unable to supply EMCI with an original and unopened transcript of record, you may have a photocopy of the transcript notarized for authenticity and accuracy by a recognized academic credential evaluation organization (e.g., World Education Service, The British Council) or by the education/cultural affairs attaché at your country's embassy, consulate, or mission if you are residing outside the country where you obtained your degree.

- **Photocopy of Diploma**

You are asked to supply a photocopy of your diploma for review. *Please do not send your original copy under any circumstances.* This may be submitted by mail, fax, or e-mail (as a JPG or PDF file).

- **Certification of Graduation from Institution Official**

EMCI asks that you also supply a letter from your university's records office or registrar on institution letterhead certifying that you were issued a diploma. This can be submitted by mail, fax or e-mail (as a JPG or PDF file).

EMCI Certification Experience Verification Forms

There is one experience verification form required for each level of EMCI examination. The Verification Form is used to properly document and report on an applicant's engineering practice and/or engineering management experience. For mail in applicants, it can be downloaded at www.engineeringcertification.org, or found in the back of the EMCI Certification Handbook. All applicants must complete, sign, and mail it with the EMCF or EMCP Certification Examination Application to the Certification Center of ASME. (If applying online, this form must be sent under separate cover with other supporting documentation within 5 business days of application.)

Application Fees

Taking the EMCI certification examination requires payment of two categories of fees: the application fee and examination fee. The **member fee** applies to members of ASME, ASCE, AIChE, AIME, ASEM, and SME only. Applicants who are not member of the aforementioned societies pay the **non-member fee**. *For all applicants, the application fee is non-refundable.* For candidates who retake the same exam, the application fee is waived and examination fee is slightly reduced. The examination fee can be refunded if a candidate is either found ineligible for the certification or if s/he decides to withdraw from the examination within the validity period stated in the applicant's ALT.

EMCI CERTIFICATION EXAMINATION FEE SCHEDULE

		Application Fee	Examination Fee	Total
EMCF	Member Fee	USD100,-	USD400,-	USD500,-
	Non-Member Fee	USD100,-	USD600,-	USD700,-
	Re-Examination Fee	None	USD250,-	USD250,-
EMCP	Member Fee	USD100,-	USD550,-	USD650,-
	Non-member Fee	USD100,-	USD750,-	USD850,-
	Re-Examination	None	USD400,-	USD400,-

Payment Methods

Total payment of both the application and examination fees in US Dollars is due at the time of application. Applications filed without payment will not be reviewed.

- **Credit Card**

You may indicate your credit card number either within the online application or directly on the application to remit payment of total fees.

EMCI accepts Visa, MasterCard, American Express, and Diner's Club.
This is the only way to pay total fees when applying online.

- **Money Orders, Certified/Cashier's/Company Checks and Bank Drafts**

Candidates who apply by mail may also pay by money order, certified/cashier's check, personal check, company check, or bank draft made payable to EMCI. *Please do not send cash.* The candidate's name and telephone number (including country, city, and area code where applicable) must appear on all payments made by money order, certified/cashier's check, company check, or bank draft. Checks and money orders received without proper candidate identification may be returned to the sender unprocessed.

If an organization is paying total fees on behalf of more than one candidate in a single company check, a list of all candidates' names and telephone numbers (including country, city, and area codes where applicable) must be included with the check and application materials.

- **Wire Transfer**

Only those applicants applying by mail have the option to pay total fees via wire transfer. Should you choose this option, you would be responsible for any transaction and/or currency conversion fees exclusive of total fees due. The following information is needed for presentation to your bank to request a wire transfer for total fees due:

JP Morgan Chase N.A.
ABA: 021000021 SWIFT: CHASUS33
ASME Account #6101631700
EMCI Reference #102-30-0000-3906

All of the above information must be provided at the time of wire transfer in order to ensure proper routing and receipt by EMCI.

Eligibility

Eligibility for EMCI certification examinations is determined by thorough review of the candidate's complete application information.

All applications are processed within 10-14 business days of receipt at EMCI. Decisions are made on each application based on academic and professional qualification criteria and supporting documentation as appropriate for each examination level.

A letter confirming a candidate's eligibility for the examination, or the **Authorization Letter to Test (ALT)**, will be sent to eligible candidates within 3-5 business days after the EMCI Admission and Review Committee completes its eligibility assessment and application review. If an applicant's submitted materials are found to be incomplete, s/he will also be contacted accordingly by phone, email, and/or mail and will be requested to comply within 10 business days.

Ineligible Candidates

If an applicant is found to be ineligible for EMCI certification, a letter of ineligibility notification will be sent by mail, fax, or e-mail, depending on the preferred contact method identified in the application materials. In addition, the examination fee will be refunded in full. Decisions of ineligibility by the EMCI Qualification and Review Committee are final and cannot be appealed.

Note Your EMCI ID Number!

All eligible candidates will receive a unique EMCI ID number in both the confirmation e-mail/mail and the Authorization Letter to Test. As you will be asked to provide this number in any correspondence or other communication with EMCI, please make note of it for future reference.

Accommodations for Persons with Disabilities

Applicants with disabilities that require special accommodation during the examination are asked to complete the *Special Testing Accommodation Request Form*. This form must also be accompanied by a letter from a licensed physician, occupational therapist, or other qualified medical professional documenting both the nature of the disability and the need for its accommodation in testing. All documentation submitted for this purpose will be kept in strict confidentiality when communicating with Prometric, our worldwide testing partner. Once a suitable test site has been identified that can accommodate an applicant's disabilities, *the applicant will be responsible for making both testing and payment arrangements where required.*

Pre- and Post-Application Audits

During and after application review, EMCI may:

- Contact the supervisors listed on the application to verify employment, engineering practices, or engineering management history; and/or

- Request written documentation of all current and previous positions held and used to determine eligibility at the time of application (e.g., official job description from current/former employer(s)).

Should an audit reveal deficiencies and/or inaccuracies in the application or supporting documentation, applicants may be disqualified to take the examination; for examinees already certified, a problematic audit may result in revocation of certification. In either case, applicants or certified examinees will have the opportunity to appeal. Decisions made on appeal are final.

Updating Contact Information

- **Address Changes**

As both the ALT and examination score report are mailed to candidates' home addresses, EMCI must be notified immediately of any physical or mailing address changes. Candidates may email such notification to emci@asme.org or fax to +1 212.591.7143.

- **Name Corrections**

To correct minor errors in your name (e.g., incorrect middle initial, missing hyphen, misspelling) as printed on your confirmation notice or ALT, please e-mail the correction(s) to emci@asme.org before your scheduled test date. For security reasons, other kinds of name changes cannot be made online after the application has been submitted.

- **Official Name Changes**

To change your name due to a legal name change, candidates must submit appropriate notarized documentation to EMCI. *Please do not send original documentation, as it will not be returned.*

Extensions

The ALT is valid for 6 months from the date on the letter. Candidates who have not taken the EMCI certification examination within the eligibility period may request an extension or a refund of the examination fee. An extension may be obtained by submitting a written extension request prior to the eligibility expiration date. The request must both include the reason for the extension and confirm that all appointments with the examination contractor have been cancelled. If these conditions are met, a **one-time six-month extension** will be granted at no additional cost to the candidate. Candidates who request an extension after their ALT validity period has passed will be charged a

reactivation fee of USD30,-. Extensions will not be granted once the candidate's ALT validity period has lapsed for more than a year. Such candidates would have to pay the application and examination fees again in order to take the certification examination in the future.

Rescheduling, Cancellation, No-Shows

- **Candidates in USA/Canada**

Candidates in the USA or Canada who are canceling or rescheduling an examination appointment must do so *no later than noon Eastern Time two (2) business days prior to the scheduled examination appointment*. When calling to cancel, candidates should call the examination contractor directly, **not** the local sites at which they are scheduled to take the exam. Failure to either contact the examination contractor or meet a scheduled appointment will result in the forfeiture of the full examination fee. Contact telephone numbers for the examination contractor can be found in ALTs sent to all qualifying candidates. *Candidates choosing to reapply after such forfeiture must submit a new application and pay both the application and examination fees.*

- **Candidates outside USA/Canada**

Candidates outside the USA or Canada wishing to cancel or reschedule an examination appointment must check with the local examination contractors directly.

Refund Policy

The EMCI certification examination fee can be refunded if a candidate either decides to withdraw from the test within the ALT validity period or is found ineligible after EMCI's audit of the candidate's application. Requests for refunds must be made in writing by mail, e-mail (emci@asme.org), or fax (+1.212.591.7143) to EMCI. Refund requests must include:

- Candidate's full name as it appears on the application;
- Residential and e-mail addresses;
- EMCI ID number (found in the ALT); and
- Reason(s) for withdrawal, cancellation and/or refund.

If the refund is to be made payable to an organization, please include the organization's name. Organizations based in the USA should also indicate their tax identification number in such correspondence.

Cancellations Due to Medical or Personal Emergencies

EMCI recognizes that medical or personal emergencies may arise when candidates are unable to reschedule the exam by within proscribed parameters. In such cases, candidates must submit written notification (including official medical documentation, if necessary) to the EMCI. The examination may be rescheduled if this information is submitted no later than **three (3) business days** after the scheduled examination date. All letters will be reviewed on a case-by-case basis. Requests received more than three business days after the scheduled examination date will not be reviewed.

Candidates will be notified by e-mail of the outcome of the request. If the refund request is approved, candidates will be refunded **50 percent of their examination fee**. The USD100,- application fee remains nonrefundable.

What is a Medical or Personal Emergency?

EMCI considers a medical emergency to be an unplanned medical event that arises within 48 hours of the scheduled exam and prevents the candidate from taking the exam. The medical emergency may apply to the candidate or one of the candidate's immediate family members (i.e., spouse, child or parent). Medical events that can be either anticipated as occurring on or near the exam date or rescheduled within proscribed parameters are not considered emergencies.

A personal emergency may include an unplanned event that arises within 48 hours of the scheduled exam and prevents the candidate from taking the exam. Personal emergencies may apply directly to the candidate or one of the candidate's immediate family members (i.e., spouse, child or parent). Inability to take the exam due to workload or professional scheduling conflicts is not considered a personal emergency.

Examination Results and Certification

Official test results, comprising the actual score and functional area breakdown, will be sent to candidates' mailing addresses within one month of the examination's administration. Candidates who have passed the exam will also receive an official certificate and lapel pin displaying the designation earned.

Under no circumstances will scores or pass/fail information be released by phone, fax, or e-mail.

Candidates who have not received an official score report within six weeks of the examination date or who have received a damaged score report and/or certificate should notify EMCI in writing by following the procedures outlined in

"Duplicate/Replacement Score Reports" below. A duplicate score report and certificate (if applicable) will be issued at no cost. EMCI reserves the right to request that candidates return damaged score reports and/or certificates before a replacement may be issued.

Candidates with questions about their test results should direct them in writing to EMCI. Because of the need to maintain test security, examination questions will not be released to candidates.

Duplicate Score Reports/Replacement Certificates

If you legally change your name, lose your score report/certificate or want another certificate for personal reasons, you may request a replacement or duplicate score report/certificate in writing from EMCI.

Formal name changes require submitting copies of appropriate legal documentation, such as a notarized copy of a marriage certificate or divorce decree. Such requests must include a USD20,- duplicate score report/certificate processing fee.

Duplicate score report/certificate requests must include:

- Candidate's full name (as it appears on the application)
- Residential address
- EMCI ID number
- Examination types (EMCF or EMCP)
- Examination date

Review of Score Requests

To ensure accuracy of results, EMCI performs quality assurance procedures before scoring and mailing examination results. It is extremely unlikely that review of your electronic file will result in a change in examination results.

Candidates may request that EMCI review their electronic examination file within three months of the examination date. Requests received after that time will not be honored.

To submit a request, the candidate can send in a written request by mail or fax to EMCI. A fee of USD50,- must be paid in order to have EMCI hand score (review) your electronic examination file.

Re-Examination

If you do not pass the EMCF or EMCP examination, you have the option to take the examination again **no earlier than six (6) months from the score report date**. While you will not have to submit another application fee, you will need to remit a re-examination fee at a reduced rate of **US250,-** for the EMCF and **US400,-** for the EMCP.

Exam Preparation

While some individuals may take the examination without taking any preparatory courses, the overwhelming majority engages in some form of examination preparation. Because the examinations measure mastery of areas covered in the EMCI-BOK, the best preparation is to understand the scope and contents of both the EMC-BOK and the representation of each domain in the makeup of the EMCI certification examinations. The EMC-BOK is the primary reference material for topics covered in the exams.

ASME's Continuing Education Institute (CEI), EMCI's Global Authorized Knowledge Provider, has created preparatory materials and courses for the examinations. EMCI has also authorized many local Authorized Knowledge Providers (AKPs) worldwide to offer preparatory courses and materials for the examinations. For detailed information, please visit:

<http://www.engineeringcertification.org>

Maintaining EMCI Certification vs. Re-Certification

In order to maintain certification in engineering management, candidates who have acquired the EMCP or EMCF credential must engage in continued education or professional development. Failure to maintain education and/or professional development requirements during the certification period will result in revocation of certification that can only be restored through re-examination.

Maintaining EMCI Certification

To maintain certification, EMCP candidates must earn **45 Professional Development Units (PDUs)** within 3 years of the certification date.

Those holding the EMCF certification are encouraged to apply for EMCP examination before the end of their three-year certification period. Nonetheless, they must also acquire 45 PDUs in order to maintain certification.

At the time of certification renewal, certified EMCPs and EMCFs must remit a **certification maintenance fee of USD75,-** along with or shortly following submission of PDU activity documentation.

PDU Distribution Requirements

- **15** units from direct training through management courses *offered by EMCI-AKPs*.

- **30** units from any of the following:
 - Successful completion of:
 - College/university-credit courses in Engineering Management (EM);
 - Continuing education courses in EM;
 - Correspondence, televised, video-/audio-taped, and other short courses or tutorials in EM;
 - ASME's online professional development courses; and/or
 - ASME/CEI-approved courses offered by EMCI-AKPs.

 - Active participation in:
 - Seminars, in-house courses, workshops, and professional conventions related to EM
 - Professional/Technical societies *as an officer or active committee member* that focus on EM-related activities or events

 - Publishing papers, articles, or books relating to EM

 - Teaching EM-related courses

PDU Determinant Criteria

PDU Source	Source Unit Value	EMCI PDU Value
ASME Online Professional Development Courses	1 Continuing Ed Unit (CEU)	10
Management Courses offered by EMCI-AKPs	1 contact hour****	1****
College/University-Credit Courses	1 course**	30
Continuing Education Courses	1 CEU	10
Correspondence, televised, video-/audio-taped, and other short courses and tutorials	1 contact hour	1*
Participation in seminars, in-house courses, workshops, and professional conventions	1 contact hour	1*
Participation in professional/technical societies	N/A	2**
Publishing papers, articles, or books	N/A	2*
Teaching	1 contact hour	1*

* One PDU awarded per demonstrated contact hour of professional development activity

** Maximum of 4 PDUs per year

*** Based on semester-length courses at three (3) semester hours per course

**** One PDU per contact hour awarded (e.g., 8 hour seminar = 8 PDUs)

The CEU and EMCI PDU values listed above are derived from the following procedures:

- College/university-credit courses are assigned PDU value based on the credit value scheme at the given college or university
- CEUs for ASME/CEI courses are evaluated and approved by the ASME Board on Professional Development in accordance with the criteria established by the International Association for Continuing Education and Training (IACET). Records of PDUs will be maintained centrally by EMCI.
- All remaining PDU activities, *with the exception of publishing and professional/.technical society participation as an officer or active committee member*, will be assessed by EMCI or an EMCI-AKP. To receive PDUs for publishing or active professional society participation with responsibility, the EMCF or EMCP must provide EMCI with requisite documentation confirming such activity within the 3-year certification period.

Please attach experience verification forms appropriate for your designation (downloadable from engineeringcertification.org) to any supporting documentation.

Re-Certification

If any certified EMCP or EMCF fails to submit credit and obtain approval for PDUs before the end of her/his certification period, the EMCP or EMCF must retake *and* remit payment for the respective examination appropriate for her/his certification designation. In addition, the *Recertification Request Form* must be completed and submitted with the examination fee for evaluation. If approved to move forward, re-certification would then be granted upon successful passage of the respective examination.