



3 Steps to Annual Renewal



Step 1 = PDUs

Professional Development Units must be earned + logged within the calendar year. Submit documentation, in pdf or doc format, to back-up journal entry.

CPE's = 24 Minimum PDU Requirement

AEP = 12 Minimum PDU Requirement

To access the PDU Journal, sign into your ASPE Profile:
Quick Links > Certification Journal

PDU Reference Table found on the Certification page:

CPE = Certification > CPE Applications + Forms > More Information
AEP = Certification > Certification Program (AEP) > More Information

Step 2 = Application

Certificate holders are required to complete the Annual Renewal Application from within their ASPE profile, Annually. No Later Than 12/15

CPE = Certification > CPE Applications + Forms > More Information
AEP = Certification > Certification Program (AEP) > More Information

Step 3 = Fees

Annual Renewal Fees are paid within the online application (see Step 2). If not complete prior to 12/31 Late Fees will be accessed, Each Month.

CPE + AEP Renewal Fees

ASPE Member = \$ 50

Non-Member = \$350

