



## **Application for Certified Professional in Engineering Management Examination**

### **Overview**

The Certified Professional in Engineering Management (CPEM) is jointly offered in Canada by the Canadian Society of Professional Engineers (CSPE) and the American Society for Engineering Management (ASEM). Certification is designed to recognize experienced professionals who are seeking to validate with a professional certification their skills, knowledge, and experience in the management of technical operations. The focus of this application is to document the candidate has the requisite background for approval to sit for the examination. The CPEM Certification is valid for three years and requires verification of continuing education for renewal.

The examination fee includes a one-year membership in ASEM and access to full professional member benefits.

A complete application package includes these steps:

1. Completed applicant information on the top half of page 2.
2. Completed applicant category selection on the bottom half of page 2.
3. Completed summary of your experience on page 3 of this application where documentation is provided that prior experience, meets the required EMBoK domains. It is not necessary to complete this page are a registered engineer with CSPE.
4. A degree transcript. A digital copy of the official transcript is preferred; an unofficial transcript will be accepted with a copy of the diploma.
5. A resume summarizing your work experience.

**Note:** Steps 3, 4, and 5 are not required if registered with OSPE.

### **Instructions for Application Forms**

To complete the application package details noted above, complete these steps.

**Step 1:** Complete the applicant information section at the top of the second page. This section also asks for information on your degree and contact information for a degree program contact. (If you are a registered engineer with CSPE, you do not have to complete information on your degree.)

**Step 2:** Check one of the applicant categories on the table on the bottom half of the second page. If you have questions, contact [asem-hq@asem.org](mailto:asem-hq@asem.org).

**Step 3:** Please complete the table on page 3 to verify the required number of years of work experience. Please begin with the most recent position and include contact information for someone who can validate the experience. Also note the EMBoK domain area(s) related to your work experience. You must demonstrate at least one year minimum in three of the EMBoK domains. For example, you may have been a project engineer for two years and this required application of project management, financial resource management, and leadership. This more than fulfills the requirement.

**Step 4:** Provide a copy of your degree transcript

**Step 5:** Please remember to include a resume, consistent with the information on page 3.



**Application for Certified Professional in Engineering Management Examination**

**Step 1: Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ OSPE Registration # \_\_\_\_\_

If a professional engineer registered by CSPE, remaining lines in Step 1 are not required

Degree Title on Transcript: \_\_\_\_\_ Date complete: \_\_\_\_\_

Degree Home Page Link: \_\_\_\_\_ ABET or equivalent accredited? YES NO

University or Academic Institution: \_\_\_\_\_

Contact Name for transcript questions: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact's Position: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**Step 2: Applicant Category and Cost Information**

Exam Applicant Category	Experience	Exam and Membership Fee (\$ CAD)	Check one
OSPE Registered Professional Member	<b>NA</b>	<b>\$340</b>	
<u>Non OSPE Registered Applicants, choose from below</u>			
Bachelor's in related Technology or Engineering Field*	<b>4 years</b>	<b>\$450</b>	
Master's in EM from ASEM Certified Program	<b>3 years</b>	<b>\$205</b>	
Master's in EM from Non ASEM Certified Program	<b>4 years</b>	<b>\$340</b>	
Master's in related EMBOK Technology or Engineering Field*	<b>4 years</b>	<b>\$340</b>	
PhD in Technology, Industrial & Systems, or Engineering Management (no exam required)	<b>3 years</b>	<b>\$340</b>	

*\*Qualifying Bachelor's degrees include BS or BSE (or international equivalents through such mechanisms as the Washington Accord or the Bologna Agreement) in the following or related engineering disciplines such as: aeronautical, biomedical, chemical, civil, computer, electrical, environmental, industrial, mechanical, nuclear, software, systems. Other qualifying fields of study include: chemistry, computer science, mathematics, chemistry, physics, at the discretion of CSPE and ASEM*

Notes for CPEM:

- (1) Copy of degree transcripts must accompany application (digital copy of official preferred; unofficial accepted with a copy of diploma).
- (2) CV or resume documenting work experience with supervisor contact information must be provided to validate professional experience.

**Step 3: Document your work experience and related EMBOK Domains**

Complete Page 3 of this application, documenting your work experience and coverage of at least three domain topics in the EMBOK. An audit of your application may be conducted by ASEM to verify work experience and content provided in page 3



**Step 3 Table for Documentation of Work and EMBoK Experience:** Complete the table, consistent with your resume, to document the required years of technical experience. Please begin with the most recent job and include contact information for someone who can validate the experience. Please do not make entries in the shaded cells. This table is not required for CSPE registered engineers.

Time Interval	Job title	Employer, Location, and Contact Information	Description of Responsibilities and related EMBoK domain areas	For ASEM Use Only