

# Certification/Recertification Summary Worksheet

(SUBMIT THIS WORKSHEET WITH YOUR APPLCIATION)

Name \_\_\_\_\_ Email \_\_\_\_\_

**For Recertification ONLY (Initial Applicants please skip)**

Four-Year Period from previous certification / recertification date:  
\_\_\_\_\_ to \_\_\_\_\_

## I. Perform VM:

### A. Perform VM

**Total CPs Claimed** \_\_\_\_\_

Value studies @ 1 CP per 10 Contact Hours

(VM study contact hours for formal, facilitated team meetings following the VM Job Plan. Pre-study and post-study hours are only allowed in accordance with Note D on page 7 of the Certification/Re-Certification Manual.)

Value Study Title	Your Role	Dates of Study	Hours Claimed	CPs Team Member	CPs Leader/Fac
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

### B. Manage VM

**Total CPs Claimed** \_\_\_\_\_

Value Program Manager employment @ 8 CPs/year (per full-time year - prorated)

Mo/Yr Dates	Name of Employer/Business	Position Title	% Time	Brief Description of VM Manager Duties	CPs Claimed



### III Share VM

Total CPs Claimed \_\_\_\_\_

**A. Value Teaching:** Credit: 1 CP / 5 Contact Hours

Title of Course	Sponsoring Organization	Location	Dates	Contact Hours	CPs Claimed

**B. Value Writing & Publication:**

Credit: 1 CP for a published non-reviewed article or publicity piece (e.g. newsletter or Interactions).

3 CPs for a published reviewed article or book (e.g. Value world or SAVE Proceedings).

Title of Work	Publication	Date of Publication	No. of Authors	CPs Claimed

**C. Value Speaking:** Credit: 1 CP per presentation outside normal job duties.

Title/Topic	Sponsoring Organization/Conference	Location	Dates	Audience Size	CPs Claimed

**D. Value Society Service:**

Credit: membership in SAVE or other Value Society – 1 CP / Year  
 National Officer, National Committee, Chapter Officer - 4 CPs / year  
 Chapter President, MVF or Certification Board member - 8 CPs / year  
 National Board Member - 10 CPs / year

Value Society & Local Chapter	Office Held	Membership Dates (mo/yr.)	CPs Claimed

**E. CVS or VMP Advisor (NOTE: for CVS Recertification ONLY)**

Credit: 2 CPs per successful CVS or VMP candidate certified.

Name of Candidate	Certification Level & Number	Date Certified	CPs Claimed

List other activities that you believe may be worthy of consideration by the Certification Board for Certification or Re-certification.

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**Grand Total CPs Claimed**

\_\_\_\_\_

I certify that the information submitted is true, accurate and complete and will provide additional documentation if requested by the Certification Board.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Note: For Initial Certification all documentation MUST be submitted.**

**Note: For Recertification the Certification Board will review the application and worksheet and may request documentation in support of your claimed Certification Points.**

## **SAVE International**

**Come visit our home page at <http://www.value-eng.org>**

**Web site includes information about joining SAVE International.**

**Web site includes this manual and a current listing of AVS's, VMP's and CVS's.**

**Web site provides information on how to contact the Certification Board Administrative Office.**