



PROFESSIONAL
ADMINISTRATIVE
CERTIFICATION OF
EXCELLENCE

How to Maintain Your PACE Certification

PACE Recertification Process

PACE holders must renew their certification by maintaining their expertise through continuing professional education. **To recertify, a PACE holder must earn 2.4 CEUs every two years by completing 24 hours of education or training in those two years.** One full hour of training is equal to .1 CEUs. Annually, that's equivalent to 1.2 CEUs/12 hours if you choose to balance the 2.4 CEUs equally. CEU's above 2.4 may NOT be carried over past the two-year period.

How should I track, document and submit recertification credits?

It is the responsibility of PACE holders to keep track of their continuing education hours on a PACE CEU Reporting Form and, at the end of the two-year period or when they have reached 2.4 CEUs, submit that record to ASAP.

Members can easily input and track their recertification credits.

- Download the PACE CEU Activity Form, complete the field and email to info@asaporg.com when you're ready to seek recertification.

Documentation of successful completion must be submitted with verifying information including topics, brief description of the content, duration of the training, and provider/instructor or training provider information. Members should maintain copies of proof of completion for EACH activity/training, and note the type of verification documentation for each activity with their recertification. ASAP requires proof of completion for each activity and will audit 30% of submissions in a randomized fashion. Members will be contacted directly in writing if they are selected for audit. If no documentation is available, please be prepared to submit a written report or complete a quiz if requested.

Recertification Fee

Members pay a \$75.00 fee for each two-year recertification cycle. Members will receive an invoice for the recertification fee in the month leading up to their recertification deadline date (which is the anniversary date of your PACE certification).

Late certification: members may submit recertification materials late for a 60-day period after the due date with a late fee of \$50.00.

Questions? Contact Customer Service at info@asaporg.com or 1-888-960-ASAP.



What Qualifies?

ASAP awards CEUs through the national credentialing body, the Institute for Credentialing Excellence. To be eligible for CEUs, training activities or classes must offer a minimum of 60 continuous minutes of education. Training topics must be directly relevant to skills and knowledge necessary for administrative professionals' and executive assistants' success, and content must be related to the four PACE proficiency modules that were tested on the PACE exam:

- Interpersonal Communication
- Task and Project Management
- Management Skills
- Computer and Internet Technology

Examples of appropriate and relevant ways to earn PACE CEU credit:

- Conferences and workshops
 - Attending the annual [Administrative Professionals Conference \(APC\)](#) and/or [Executive Assistants' Summit](#) will earn between .5 and 1.6 credits depending on that year's program and what you select. **It is possible to earn a year's worth of CEU's by attending the APC.**
 - Attending the Pre and Post Conference [Workshops at the APC](#) will earn .3 credits for a half-day and .6 credits for full day workshops.
- Webinars and online on-demand training
 - [ASAP live AND on-demand webinars](#) earn .1 credits for each webinar
- College or university courses
 - Completing college courses – directly related to your profession and to PACE competencies – will earn 1.0 CEUs per completed course awarded a C+ passing grade or higher.
- Training classes through your company or a local provider will earn .1 credits per hour. Industry-specific training that advances the admin's expertise (and relates to a PACE proficiency count; organization-specific training e.g. company orientation or company policies and procedures do NOT count.
- Adult education classes provided in your local community – directly relevant to your profession and to PACE competencies—earns .1 credits per hour. Example topics would include Excel, PowerPoint, Communication Skills or Business Writing.
- Successfully achieving another professional certification such as a MOS Master or Expert Certification or an IAAP certification or *during the renewal period and after achieving your PACE.*
- MOS Master or Expert= .5 per certification.
CAP, OM or TA = 1.0 CEU
Please contact us for other certifications.



What will not count?

- Anything completed *outside* the two-year renewal period
- Networking, receptions, lunch periods or breaks
- Training or education under an hour or a partial hour.
 - For our certifying body, training has to be in 60 minute modules so unfortunately partial hours don't qualify. Example: if you attend a webinar that is 1 hour and 15 minutes, you may submit for .1 CEU (or 1 clock hour).
- Classes, courses, sessions, or motivational speeches that lack educational content OR that are not relevant to the profession or to PACE competencies.

