



**COURSE OVERVIEW PM0323-3D**  
**Certified Estimating Professional (AACE-CEP)**  
*(AACE Exam Preparation Training)*

**Course Title**

Certified Estimating Professional (AACE- CEP)  
*(AACE Exam Preparation Training)*

**Course Reference**

PM0323-3D

**Course Duration/Credits**

Three days/1.8 CEUs/18 PDHs



**Course Date/Venue**

Sessions	Date	Venue
1	January 19-21, 2025	TBA Meeting Room, Taksim Square Hotel, Istanbul, Turkey
2	April 20-22, 2025	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
3	August 25-27, 2025	Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
4	November 16-18, 2025	Al Khobar Meeting Room, Hilton Garden Inn, Al Khobar, KSA

**Course Description**



***This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.***



This course is designed to provide participants with a detailed and up-to-date overview of estimating professional (AACE-CEP). It covers the cost estimating including the role of the cost estimator, elements of cost, elements of analysis and enabling knowledge; the general estimating concepts, cost estimating terminology, cost estimate classifications and estimate variability; the uncertainty, estimating algorithms, code of account and historical cost data; the estimating processes and practices; and planning the estimate, estimating methodologies, quantification, costing, pricing and conditioning.



During this interactive course, participants will learn the risk evaluation and contingency determination; the estimate documentation, estimate reconciliation, estimate review and validation; the estimate reporting and estimate closeout; the other estimating issues, bidding, budgeting, project and life cycle costing; the cash flow and forecasting, cost control baseline and project and product costs; and the internationalization, building information modeling (BIM) and change order estimating.





**Course Objectives**

Upon the successful completion of this course, each participant will be able to:-

- Get prepared for the next ACCE-CEP exam and have enough knowledge and skills to pass such exam in order to get the CEP certification
- Discuss cost estimating including the role of the cost estimator, elements of cost, elements of analysis and enabling knowledge
- Explain general estimating concepts, cost estimating terminology, cost estimate classifications and estimate variability
- Recognize uncertainty, estimating algorithms, code of account and historical cost data
- Estimate processes and practices as well as plan the estimate, estimate methodologies and apply quantification, costing, pricing and conditioning
- Analyze risk evaluation and contingency determination, estimate documentation and reconciliation, estimate review and validation and estimate reporting and estimate closeout
- Identify other estimating issues, bidding, budgeting, project and life cycle costing, cash flow and forecasting, cost control baseline and project and product costs
- Recognize internationalization, building information modeling (BIM) and change order estimating

**Who Should Attend**

This course provides an overview of all significant aspects and considerations of estimating professional (AACE-CEP) for all construction industry professionals, project managers, engineers, consultants, cost estimators, controllers, accountants, quantity surveyors or those who leads, manages or supports project planning and execution.

**Exam Eligibility & Structure**

Eligibility Requirements	Recommended Study Materials
8 years industry related experience	<ul style="list-style-type: none"> <li>• AACE's Certified Estimating Professional Study Guide</li> <li>• AACE's Skills &amp; Knowledge of Cost Engineering, 6th Edition</li> <li>• AACE's Recommended Practices 46R-11, 11R-88 and 10S-90</li> <li>• AACE's Total Cost Management Framework</li> <li>• AACE's CEP Examinee Format of Definitions</li> </ul>
<b>OR</b>	
<ul style="list-style-type: none"> <li>• 4 years industry related experience + 4-year industry related college degree</li> <li>• Adherence to AACE's Canons of Ethics</li> </ul>	

**Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos


In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.



**Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Mike Taylor**, PhD (on-going), MScLI, MBA, MBL, BSc, HDE, is a **Senior Project & Finance Management Consultant** with over **25 years** of experience in **Power & Water Utilities, Other Energy Sectors and Financial industries**. His expertise lies extensively in the areas of **Project Quality Management, Quality Control & Site Inspection, Project Quality Plan, Construction Quality Management, Material Management & Project Turnover, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Project Planning, Scheduling & Cost Control Professional, Project Scheduling & Cost Control, Facilitation, Leadership Skills, Coaching, Human Resource Development, Psychometric Testing, Career Development & Competence, Succession Planning, Self-Development & Empowerment, Personal Learning Needs Identification, Data Quality Control, Data Quality Assessment, Data Quality Planning, Data Quality Strategy Management, Customer Management, Leadership Skills, Presentation Skills, Negotiation Skills, Decision Making Skills, Communication Skills, Emotional Intelligence, Performance Management, Contract Management, Quality Management, Commercial Strategy, Project Management, Risk Management, Leadership & Business Management, Human Resource Management, Planning, Budgeting & Cost Control, Business Development, Innovation Sales Strategy and Knowledge & Intangible Asset Assessment Design**. Further, he is also well versed in **Project Financial Data, Financial Indicators, Financial Leverage, Discounted Cash Flow, Economic Cost Analysis, Equity Profitability Analysis, Financial Modelling & Forecasting, Financial Analysis Techniques, Financial Data Analysis Concepts & Process, Credit Analysis, Financial Accounting Management, Financial Planning Techniques, Vendor Invoice Processing Management, Evaluating Cost & Revenue, Budgeting & Cost Control and Marketing Management**. Mr. Taylor is the **Founder & CEO** of Mitakon Innovation Pty Ltd wherein he is responsible for the development of Executives & Senior Managers specializing in innovation, knowledge management and commercial negotiation as well as authored, implemented and executed a global 21<sup>st</sup> century facilitation and leadership methodology.

During his career life, Mr. Taylor has gained his practical and field experience through his various significant positions and dedication as the **Knowledge-Solutions Service Provider, Founder, Principal/CIO, Subject Matter Expert, Consulting Partner, Executive/Management Development Facilitator, Multinational/Corporate Senior Management Consultant, Senior Quality & Finance Management Consultant, Executive Management Development/Facilitator, Business Consultant/Facilitator, Business & Quality Consultant/Coach, Client Director, Administrative Manager, Quality Manager, International Sales & Business Development Executive, Regional Sales Manager, National Key Accounts Manager, Commercial Sales & Marketing Consultant, Admin Assistant, Sales & Marketing Representative, Key Note Speaker, Lecturer and Instructor/Trainer** for various international companies such as the Highland Group (Business Consulting), **Anglo American, BHP Billiton, Rio Tinto, DI Management Solutions (BPO), Master De Making Institute (MDMI), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Gial Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Lead Corporation, Dentsply SA, FMCG/Binzagr Company, Unilever, Kellogg's, BAT, Hershey's, CORO, Lilly Direct/Lennon Generics and Bausch & Lomb**.

Mr. Taylor has **Master's** degree in **Leadership & Innovation, Business Administration and Business Leadership** as well as a **Bachelor** degree in **Physical Education** and pursuing **PhD** in **Global Governance & Energy Policy**. Further, he is a **Certified Instructor/Trainer, Certified Internal Verifier/Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a member of **Incremental Advantage, Da Vinci Institute, Black Management Forum, Institute of Directors (IOD), World Future Society (WFS), Social Science Research Network, University of Kwazulu Natal (Alumnus), Anthropology & Archaeology Research Network and National Research Foundation (NRF)**. He has further delivered numerous trainings, courses, workshops, seminars and conferences globally.



**Training Fee**

Istanbul	<b>US\$ 4,250</b> per Delegate + <b>VAT</b> . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	<b>US\$ 3,750</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Abu Dhabi	<b>US\$ 3,750</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Al Khobar	<b>US\$ 3,750</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

**Exam Fee**

**US\$ 835** per Delegate + **VAT**.

**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1**

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Introduction to Cost Estimating</b> <i>The Role of the Cost Estimator • Elements of Cost • Elements of Analysis • Enabling Knowledge</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>General Estimating Concepts</b> <i>Cost Estimating Terminology • Cost Estimate Classifications • Estimate Variability</i>
1100 – 1230	<b>General Estimating Concepts (cont'd)</b> <i>Uncertainty • Estimating Algorithms</i>
1230 – 1245	<i>Break</i>
1245 – 1400	<b>General Estimating Concepts (cont'd)</b> <i>Code of Account • Historical Cost Data</i>
1400 – 1420	<b>Quiz</b>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day One</i>

**Day 2**

0730 – 0830	<i>Review of Day 1</i>
0830 – 0930	<b>Estimating Processes &amp; Practices</b> <i>Planning the Estimate • Estimating Methodologies • Quantification</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Estimating Processes &amp; Practices (cont'd)</b> <i>Costing • Pricing • Conditioning</i>





1100 – 1230	<b>Estimating Processes &amp; Practices (cont'd)</b> Risk Evaluation & Contingency Determination • Estimate Documentation • Estimate Reconciliation
1230 – 1245	Break
1245 – 1400	<b>Estimating Processes &amp; Practices (cont'd)</b> Estimate Review & Validation • Estimate Reporting • Estimate Closeout
1400 – 1420	<b>Quiz</b>
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Two

**Day 3**

0730 – 0830	Review of Day 2
0830 – 0930	<b>Other Estimating Issues</b> Bidding • Budgeting • Project & Life Cycle Costing
0930 – 0945	Break
0945 – 1100	<b>Other Estimating Issues (cont'd)</b> Cash Flow & Forecasting • Cost Control Baseline • Project & Product Costs
1100 – 1230	<b>Internationalization</b> Building Information Modeling (BIM)
1230 – 1245	Break
1245 - 1345	<b>Internationalization (cont'd)</b> Change Order Estimating
1345 - 1400	<b>Course Conclusion</b>
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

**MOCK Exam**

Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward’s Portal. Each participant will be given a username and password to log in Haward’s Portal for the MOCK exam during the 30 days following the course completion. Each participant has only one trial for the MOCK exam within this 30-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.





### Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “Mindview Software” and “Raidlog Simulator”.

The screenshot displays the Mindview Software interface. At the top, a mind map titled "Problem Solving" is shown with nodes for "Regular reports", "Short term", "Assessment", "Planning", "Measurement", and "Monitoring". Below the mind map, a Microsoft Word document is open, showing a document titled "PROBLEM SOLVING" with a table of contents and a detailed "Planning" section. The "Planning" section lists steps: A. Recognize symptoms, B. Set up team, C. Identify main problems, and D. Select problem. The "Measurement" section lists: A. Qualitative, B. Quantitative. The "Analysis" section lists: A. Possible causes, with sub-points 1. Cause 1, 2. Cause 2, and 3. others.

**Mindview Software**

The screenshot shows the RAIDlog Simulator interface. It features a "FREE RAID Log Template + RAID Analysis" header and a menu bar. The main content consists of two tables. The first table is a "RAID ANALYSIS" table with columns for Risks, Assumptions, Issues, and Dependencies, and rows for Critical, High, Moderate, Low, Negligible, and Total. The second table is a "RAID LOG" table with columns for ID, Title, Description, Type, Classification, and Comments, and rows for Example 1 through Example 7.

**Raidlog Simulator**

### Course Coordinator

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