



ACLCA

LCACP Recertification Guidelines

Life Cycle Assessment
Certified Professionals

ACLCA Recertification Guidelines

1. Certificate Renewal Cycle

Each LCACP must renew their certification every three (3) years. All renewal cycles begin on the month of LCACP certification and end three years later.

2. Certification Credit Unit

The basic ACLCA certification unit is called a Continuing Education Unit (CEU). In general, one CEU is earned for each credit hour of LCA education. See the CEU Credits Information section for further details.

3. Approved Recertification Methods

LCACPs can maintain their LCACP status by meeting **ONE** of the following criteria within each three-year certification cycle:

- A. Earn 36 CEUs in the approved areas of professional development.
- B. Earn 18 CEUs and document 25 years of experience in life cycle assessment.
- C. Take and successfully complete the current LCACP examination in the third year of the cycle.

4. Certification Time Requirements for Each Cycle

Units can only be acquired from the date of examination for successful LCACPs. All CEUs for a three-year cycle may be earned in one year. All units must be earned during the current cycle.

5. Professional Development Areas

Professional development areas are detailed in the CEU Credits Information section.

6. Certification Renewal Program Procedures

A. The ACLCA Registry of Certified LCA Professionals is available on the ACLCA website. LCACPs are responsible for keeping their contact information updated.

B. For each three-year certification cycle, LCACPs must report all CEUs to ACLCA on the CEU Tracker Form. This form will be sent to all LCACPs at the time of their initial certification and at the 2-year mark of their renewal cycle.

C. LCACPs must reaffirm their commitment and resign the LCACP Code of Ethics at each Renewal Cycle.

D. The deadline to submit the CEU Credit Reporting Form is at the end of the month in which their certification expires. However, ACLCA has instituted a grace period of one month.

7. Fees

The Certification Renewal Fee is \$325.00. Certification renewal fees are payable when the three-year CEU Reporting Form is submitted.

The fee of \$325.00 must accompany the CEU Reporting Form. Completed forms and fees may be submitted at any time during the third year of the cycle.

8. Specific Guidelines for Earning CEUs

Only LCA-related activities that promote continued learning and education in the field may be submitted for CEU credit. Personal development and specific manufacturers' product-oriented or marketing presentations do not qualify for CEU credit, except as noted below.

LCA Related refers to education or professional experience that directly enhances the LCACP's ability to perform life cycle assessment work. General knowledge areas such as business tax law, accounting, and psychology are not considered 'LCA - related' as they don't directly improve LCA practice.

Courses on general topics can be included if at least 25% of the course deals with life cycle assessment or its application. Courses on operating a business are applicable if the course is aimed at the specific needs and issues of an LCA business.

Unlike the voluntary registration of college courses, all commercial and online courses must be reviewed by the ACLCA Certification Committee for the level of CEUs that can be registered if they are to earn CEUs.

Please confirm with the course provider that an ACLCA Certificate of Registration has been obtained from ACLCA.

ACLCA has the right to determine whether a specific submission qualifies

Examples of What Does and Does Not Qualify

DO QUALIFY:

- College level seminars or classes on Life Cycle Assessment
- Life cycle economic analysis, if there are formulas or procedures that apply to LCA-based cost analysis
- Carbon footprinting, toxicology, Life cycle impact assessment
- LCA courses reviewed by the ACLCA Certification Renewal Committee for the level of CEUs that can be registered

DO NOT QUALIFY:

X - Courses on the Natural Step, Ecological footprinting, LEED, and other green specifications

X - Online and commercial LCA courses which have NOT been registered by the ACLCA Certification Renewal Committee

9. Professional Development Documentation

LCACPs are to evaluate their own continuing education and professional development activities and determine the appropriate number of CEUs earned based on the information outlined in this publication.

A CEU Reporting Form is sent to all LCACPs to cumulatively record units for each certification cycle.

LCACPs must fill out the CEU Reporting Form completely and provide all required information, including specific activity dates and activity titles.

A course/seminar should be listed exactly as the title appears in the course description. Units earned are based on credit hours. In general, one CEU is earned for each one (1) hour of LCA education.

10. Annual Audit

DO NOT forward documentation of attendance to the ACLCA when filing your regular CEU Reporting Form. Completing and retaining documentation is the responsibility of each LCACP. LCACPs must maintain all records for two (2) years following the end of each certification cycle.

ACLCA will conduct annual audits of a sampling of those scheduled to renew their certification in any given year and reserves the right to request records from any LCACP as a part of this process. Those LCACPs who are being audited must forward their complete documentation to the ACLCA for review. When an LCACP is to be audited, detailed instructions will accompany all audit requests. Failure to comply with audit requests will result in immediate and automatic withdrawal of LCACP status by ACLCA.

11. ACLCA Logo and Mark

Both the ACLCA name and the ACLCA mark are the property of ACLCA and are reserved for the official purposes of ACLCA only.

12. Lapsed Certification

LCACP Certification will conclude automatically for LCACPs who do not submit their Reporting Form and meet the certification requirements.

However, if an LCACP has a minimum of 85% of the required CEUs by the end of the cycle, an extension may be granted, upon written request, for cases of extenuating circumstances only.

For consideration, the written request for such an extension must outline the LCACP's plan to meet the certification requirements and provide a list of the CEUs earned to date, plus a completed CEU Reporting Form and required fees. These all must be submitted by the month in which the certification cycle ends. ACLCA has instituted a grace period of one month

Once LCA Certification has lapsed, the only way to become LCA Certified again is by sitting for and successfully completing the LCACP Examination.

13. Renewal Process

Certification renewal must be completed by the end of the month of your three-year certification cycle.

The following renewal options are available:

A: Earn 36 CEUs

- 36 CEUs in approved professional development areas
- Documentation via CEU Tracker Form

B: Earn 18 CEUs + 25+ Years Experience

- 18 CEUs in approved professional development areas
- Documentation of 25+ years of LCA experience
- Both documented via CEU Tracker Form

C: Retake the LCACP Exam

- Successfully pass the current LCACP examination

Membership Requirement:

- An active ACLCA membership is required for certification renewal.
- Lapsed memberships must be renewed to maintain LCACP status.

Recertification CEU Credits Information

1.0 CONTINUING EDUCATION LCA COURSES SAME COURSE MAY BE SUBMITTED ONLY ONCE PER CYCLE

1.1 Courses offered at ACLCA Conferences
CEUs: 1 per Credit Hour
One Credit = 50-60 minutes of classroom time

2.0 COMMERCIAL LCA EDUCATION SAME COURSE MAY BE SUBMITTED ONLY ONCE PER CYCLE

2.1 Manufacturers' LCA Education Courses,
Seminars, etc.
CEUs: 1 per Credit Hour
*Credit for noncommercial/nonmarketing content
only.*
A maximum of 12 CEUs per cycle may be
earned in this category.

2.2 Government LCA Education Courses,
Seminars, etc.
CEUs: 1 per Credit Hour
One Credit = 50-60 minutes of classroom time.

2.3 Registered ACLCA Courses, Seminars, etc.
CEUs: 1 per Credit Hour
*Courses must be registered with ACLCA for CEU
credit.*

2.4 Attending Regional National/ International
LCA Conferences & Trade Shows
CEUs: 1 credit per Conference or Trade Show
*Must be officially registered for the conference or
tradeshow.*

2.5 Attending an ACLCA Conference or
Workshop
Credits: 2 per day of attendance
Must be officially registered.

3.0 COLLEGE/UNIVERSITY LCA COURSES SAME COURSE MAY BE SUBMITTED ONLY ONCE PER CYCLE

3.1 Undergraduate LCA and LCA-Related
Courses
CEUs: 1 per Credit Hour

3.2 Graduate Level Courses and Research
CEUs: 1 per Credit Hour

3.3 Adult Continuing Education Courses
CEUs: 1 per Credit Hour

4.0 MASTERS/PHD DEGREE LCA STUDY

4.1 Masters Thesis
Credits Determined by: Completed Manuscript
CEUs: 36

4.2 PhD Dissertation
Credits Determined by: Completed Manuscript
CEUs: 36

5.0 LCA EDUCATIONAL SPEAKING/TEACHING A MAXIMUM OF 18 CEUs MAY BE EARNED IN THIS AREA PER CYCLE

5.1 Teaching LCA Courses, Seminars, etc.
CEUs: 1 per Credit Hour- Add 1 CEU if first time
taught.
*The same course may be submitted only once
per year.*

5.2 Tradeshow Educational Presentations
CEUs: 1 per Credit Hour- Add 1 CEU if first time
taught.
*The same presentation may be submitted only
once per year.*

Recertification CEU Credits Information

5.3 Conference LCA Presentations

CEUs: 1 per Credit Hour - Add 1 CEU if first time taught.

The same presentation may be submitted only once per year.

6.0 PUBLISHED LCACP-AUTHORED LCA MATERIALS

A MAXIMUM OF 12 CEUs MAY BE EARNED IN THIS AREA PER CYCLE

6.1 Peer-reviewed Journal Articles: LCACP must be one of the published authors.

CEUs: 12 Credits

6.2 LCA Ordinances, Manuals, etc.

Credits Determined by: Published Page

CEUs: 2 Credits per page (Product literature excluded)

6.3 LCA Design Guides, Practices, Technical Memorandums, etc.

Credits Determined by: Published Page

CEUs: 1 Credit per 2 pages

6.4 LCA-Related Engineering & Design Books

Credits Determined by: Published Text

CEUs: 36 Credits - This category is not subject to the 18 maximum CEUs per cycle limit

7.0 LCA PROFESSIONAL RECOGNITION

A MAXIMUM OF 9 CEUs MAY BE EARNED IN THIS AREA PER CYCLE

7.1 Association/Society LCA and LCA-Related Awards

Credits Determined by: Award Received

CEUs: 2 Credits (Regional), 3 Credits (National)

7.2 LCA Technical Achievement Awards

Credits Determined by: Award Received

CEUs: 2 Credits per award (Includes member organization Fellow Award)

8.0 LCA INDUSTRY LEADERSHIP

A MAXIMUM OF 18 CEUs MAY BE EARNED IN THIS AREA PER CYCLE

8.1 ACLCA Executive Committee Member

Credits Determined by: Years Served

CEUs: 3 Credits per Year

Must be a national or international level position

8.2 ACLCA Advisory Council Member or Committee Chair for any ACLCA committee

Credits Determined by: Years Served

CEUs: 2 Credits per Year

8.3 ACLCA Committee or Task Force Member

Credits Determined by: Years Served

CEUs: 1 Credit per Year

8.4 Chairing an LCA standards committee or an industry Life Cycle Study committee

CEUs: 1 credit per year

8.5 Being a member on an LCA standards committee or an industry Life Cycle study Committee

CEUs: 1 Credit per year

8.6 Development of questions for the LCACP exam

CEUs: One credit for five questions developed

8.7 Review of questions for the LCACP exam

CEUs: 1 credit for 25 questions reviewed

8.8 Review of Abstracts

CEUs: 1 credit per 5 abstracts reviewed

Max of 20 Abstracts or 4 CEUs

9.0 LCA Course Development

9.1. Creation of New LCA Courses

CEUs: 1 per Course Credit Hour

Recertification CEU Credits Information

Applies only to new LCA courses with 3 or more contact hours in Categories 1.0, 2.0, 3.0, 4.0, and 5.0 above.

The new course must contain significant new material and cannot just be a rearrangement of an existing course, and it must have been created within the current certification cycle.

NOTE: These CEUs are for course development only, not for teaching

10.0 ONLINE CONTINUING EDUCATION

Courses that have been reviewed by the ACLCA Certification Renewal Committee and for which a certificate has been obtained by the LCACP from the educational institution.

A maximum of 18 CEUs may be earned in any online course.

11.0 CRITICALLY REVIEWED LCA STUDIES

11.1 Authoring a Critically reviewed LCA study. Credits are determined by studies completed and reviewed.
CEUs: 3 Credits per peer-reviewed LCA study.

A maximum of 18 CEUs may be earned in this category.

11.2 Critically reviewing or being a member of a critical review team for an LCA Study. Credits are determined by the number of critical reviews performed.
CEUs: 1 Credit per study

A maximum of 18 CEUs may be earned in this category.