

ACCREDITED MEMBERSHIP INFORMATION



HISTORY

Since 1928, the American Association of Airport Executives has been devoted to the interests of the individual in airport management, as well as to the advancement of the profession for the benefit of aviation. In 1954, executive members became the nucleus of the present association. Since then, subsequent admissions to executive status have been by examination only. This requirement was founded on the concept that knowledge, and the ability to handle the responsibilities of airport management, can truly be tested only by examination.

The accreditation program is available only to AAAE Affiliate members—those who have active responsibility for the management or staff functions of a public-use airport. Prospective program candidates must also meet the following prerequisites:

- (1) Be at least 21 years old
- (2) Have eight years of civil airport management* experience or a four-year college degree (or a combination of both on a two-years-for-one basis)
- (3) Have at least one full year of full-time civil airport management experience when applying.

*AAAE's definition for **airport management** is broad and inclusive. Anyone who has active responsibility for the management or administration of a public airport is eligible to apply for an Affiliate membership in AAAE. Aside from airport managers and directors of operations, an assistant to an airport manager is also eligible; so is anyone who works in another capacity but whose responsibilities are related to the day-to-day operations of an airport (excluding employees of concessions or vendors).

OVERVIEW

Submit your application TODAY!

Complete and submit the application in this brochure along with a current copy of your resume, and the registration fee of \$250 (or enroll online on our Web site at www.aaae.org). **Please note that this is a registration fee for enrolling in the accreditation program, not to be confused with AAAE membership dues.** Once your application has been processed and accepted, AAAE will send a formal program acceptance letter, along with access to the following electronic study materials:

- AAAE Accreditation Program Study Guide
- The AAAE Body of Knowledge modules (a set of 15 study booklets)
- A Pocket Style Manual handbook

Study materials, with the exception of A Pocket Style Manual, are available in hard copy format for an additional fee.

Affiliate members become executive candidates once their application and program fee has been accepted by the AAAE. Certified Member candidates and Certified Members who have already received the C.M. designation may upgrade their status to an Executive Candidate for \$50, provided that they meet the requirements indicated in the overview.

OVERVIEW

Earning the A.A.E.® designation requires the successful completion of a three-part process. The three components are as follows:

Phase 1 - A 180-item multiple-choice examination

Phase 2 - A management research paper, case study, proctored essay examination, or provide proof of an advanced degree

Phase 3 - A final interview with a panel of A.A.E.'s

The candidate may choose to complete phase one or phase two first; however, the final interview must be the last phase. Additionally, there are no time limits for completing the three phases; however, after five full years in the program, candidates must pay an administrative fee of \$100 annually until they complete the program. A candidate must have at least three full years of full-time civil airport managerial experience before sitting for the Final Interview. The A.A.E.® designation will be awarded when the candidate successfully completes the final phase of accreditation.

THE PROCESS

Phase 1 – The Multiple-Choice Exam Examination

The purpose of the multiple-choice examination is to document that the executive candidate has mastered, to an acceptable degree, the body of knowledge essential to carrying out airport management responsibilities. Candidates may take the multiple-choice exam, offered both on paper and on the Internet, in one of these ways:

- At a local college, university, or testing center
- At the AAAE Annual Conference or at the National Airports Conference
- In the presence of an Accredited Airport Executive®
- At the conclusion of a week-long review course of the Accreditation Academy offered by AAAE, in partnership with its South Central Chapter
- At the AAAE office in Alexandria, Virginia

The academy's review course is not a requirement of the accreditation program, but it is an excellent way to prepare for the multiple-choice examination. This comprehensive course helps candidates review the standard AAAE Body of Knowledge modules, and provides them with an opportunity to take the multiple-choice examination when they complete the course. Candidates are expected to have already thoroughly read AAAE's study modules before taking the review course.

Once the multiple-choice examination has been completed and returned to AAAE, it is processed by AAAE staff, and the results are sent directly to the candidate within two weeks, along with an item analysis. If candidates fail the test, they may retake the multiple-choice examination for a \$75.00 fee (each time they retake the exam).

AAAE recommends that candidates spend four to six weeks studying the AAAE Body of Knowledge before taking the multiple-choice examination, and twelve to sixteen weeks before retaking the multiple-choice exam. Management Research Paper, Case Study or

Phase 2 – The Writing Requirement

Candidates may select one of the following options to fulfill the writing requirement:

- 1) A management research paper
- 2) A case study
- 3) A proctored essay exam
- 4) Provide an official transcript of an advanced degree (master's and above)

The Board of Examiners recommends that candidates carefully consider their respective experience levels and writing abilities before choosing one of these options. The management research paper or the case study allows a candidate to fulfill the writing requirement at his or her own pace, and has



the added benefit of permitting the accreditation program manager to review a draft of the paper for grammar, mechanics, punctuation, usage, and style before it is submitted to the BOE for evaluation.

In contrast, the proctored essay examination requires a candidate to develop a well-defined response to two industry-related questions in a four-hour time limit. To be successful, a candidate will need to have a broad understanding of the aviation industry and must be able to organize and present a comprehensive, 2-5 page response to each question within the allotted time. Additionally, a PC or laptop with access to the internet is required in order to complete this option.

Candidates who have received an advanced degree (master's or doctorate) from an accredited college or university are exempt from this requirement. Each candidate who is eligible for this exemption must request the degree-granting college or university to send the candidate's transcript of records to the accreditation coordinator for verification (see contact us for mailing information).

Phase 3 – The Final Interview

The objective of the final interview is to test the executive candidates' practical knowledge of airport operations and administration through an interview with their peers. The candidates' knowledge of airport management and their ability to speak clearly, effectively, and coherently are the primary criteria. Once candidates have successfully completed phase 1 and 2 of the program, and accrued three full years of full-time civil airport management experience, they will be referred to their regional examiner by the accreditation department to arrange for the final interview.

At that time, the regional examiner may ask the candidate a few qualifying questions before organizing the panel of examiners. The final interview is conducted by the regional examiner (if necessary, although not required) and other accredited airport executives at a time and location arranged by the regional examiner and agreed to by the candidate. The regional examiner makes all arrangements for conducting the final interview. This phase takes approximately 3 to 6 months to complete.

Before scheduling the final interview, the candidate will be asked to sign a code-of-ethics form, and provide a current resume, which will be kept on record at the AAAE office.

If candidates successfully complete the final interview, the regional examiner will award them a lapel pin. AAAE staff will send the newly accredited airport executive a golf shirt and plaque, an official letter of congratulations, and press releases.

FAQ's

I am already a Certified Member (C.M.) Do I need to take another exam?

No. Provided that you meet all criteria for joining the accreditation program, you may transfer successful completion of your AAAE multiple-choice examination. The multiple-choice examinations are identical in both programs. Once the enrollment fee is paid, you need to complete only the writing requirement and your final interview to receive your A.A.E.® designation.

Are there any time limits after I register for the program?

No, there are no time limits, although there is an administrative fee of \$100 if after five years you remain inactive in the program. The \$100 fee will be applied for every year thereafter until you complete the accreditation process.

How can I arrange to set up a multiple-choice exam or proctored essay?

You may take the multiple-choice exam in your local area, provided that you make arrangements with a local University, college or testing center, and have a proctor administer the exam. Certified proctors include high school principals, college professors, or active A.A.E.® executives. Once you have selected a proctor, they must contact us in writing at least two

weeks before the examination date so that we may verify their eligibility. The letter should be written on letterhead and contain all of the following:

- 1) Examinee name and member number
- 2) Date and place of examination
- 3) Exam format (Paper or Internet)
- 4) Proctor's contact information and signature

Proctors may fax their letters, but we must also have an original copy before we can send any exam materials. Once we have the proctor's original, signed letter we will send the Internet access code or paper exam one to two days before the exam date to the address provided in the proctor's letter. After you have completed the exam, we will process and mail the results within two weeks.

Does AAAE offer any seminars or workshops that will help me complete the multiple-choice exam, or assist me in writing a management research paper?

AAAE offers the following workshops and review courses:

- two management research paper workshops a year; typically held in May and September.
- a session at the National Airports Conference which offers a short but comprehensive review of the basics in management research paper writing.
- two AAAE / SCC Academy Exam Review courses a year; typically held March and October in Arlington, Texas
- one AAAE/ SCC Academy Exam Review course held at AAAE headquarters in Alexandria, VA

An e-mail announcement will be sent once registration is available for the courses mentioned above. Additionally, please check the AAAE Meetings web-site periodically to find the most up to date workshop and course information at:

http://www.aaae.org/products/600_AAAE_Meetings/

For further details, please contact the accreditation department at accreditation@aaae.org.

Will I receive a C.M. certificate after I passed the multiple-choice exam?

Yes.

What happens if I do not successfully complete phase three, or the final interview?

If you are unsuccessful in one or more parts of the interview, the examiners will provide suggestions for improving your performances. The regional examiner will arrange for another interview to cover the section(s) you did not pass.

Is the Accredited Airport Executive® designation permanent?

To maintain the A.A.E.® designation, an accredited member must:

- (1) Have current membership in AAAE
- (2) Assume a full-time management role at a civil airport facility
- (3) Meet minimum Continuing Education requirements.

To start on your accreditation process and to become part of an elite group of airport executives, please enroll today!

CONTACT US

American Association of Airport Executives
ATTN: Accreditation Department
601 Madison Street, Suite 400 • Alexandria, VA, 22314
(703)824-0500 ext.123 • accreditation@aaae.org.

Application for the AAAE Accreditation Program

Note—To be accepted, the applicant must be a AAAE Affiliate Member. A current resume must be included w/ this application

Membership # _____ Date _____
Name _____
Email (required) _____
Present Position _____
How Long* _____
Date of Birth _____
Name of Company/Military Base/School _____
Mailing Address _____
City/State _____
Zip Code _____ Country _____
Phone _____ Fax _____
College Degree _____
School _____ Year _____
Signature of Applicant _____

AAAE Membership Fees
(for nonmembers only)

Affiliate \$225

Accreditation Program Registration

Program Fee \$250
 -or- Program Upgrade \$50

Accreditation Program Study Materials
(for those who prefer hard copies)

AAAE Body Of Knowledge Modules \$25
 AAAE Accreditation Study Guide \$15

Total Cost _____

Please check one: I would like to be contacted about upcoming meetings/promotions by fax by email .

Method of Payment *(please check applicable box)*

Payment Enclosed *(made payable to AAAE)*

Please Charge My *(circle only one):* **Visa** **MasterCard** **American Express**

Name on Card _____

Account # _____ Exp. Date _____

Signature _____

Contact Us
American Association of Airport Executives
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