APWA COUNCIL CHARTER

CPFP Council

PURPOSE

The Certification Councils are program-specific teams of experts that help the APWA Certification Commission keep each certification program valid, relevant, and grounded in real-world professional knowledge. Councils focus on the technical integrity, subject-matter expertise, and continuous improvement of their assigned certification program, while the Certification Commission provides overarching governance, policy direction, and approval authority for all APWA credentialing programs.

GOVERNANCE AND AUTHORITY

The APWA Certification Commission is the governing body with fiduciary, legal, and policy-making authority for all APWA certification programs. Certification Councils operate under the authority of the Certification Commission and serve in a program-specific advisory and technical governance capacity.

Councils are responsible for developing, reviewing, and recommending program-specific standards, content, and improvements within the policies and frameworks established by the Certification Commission. All Council recommendations that affect certification policy, eligibility, examination structure, scoring, recertification requirements, or credential status are subject to Certification Commission review and approval.

The Certification Commission retains authority to request additional information, modify recommendations, or redirect Council efforts as needed to protect program integrity and public trust.

COUNCIL RESPONSIBILITIES

The Council's responsibilities in support of APWA's Strategic Plan are:

- **Content Quality:** Provide technical subject matter expertise to ensure exam content remains accurate, current, and reflective of professional practice. Support development and maintenance of exam content outlines, Knowledge, Skills, and Abilities (KSAs), item specifications, and exam items.
- **Program Review and Improvement:** Participate in structured review cycles; evaluate program-level metrics and stakeholder feedback; and provide recommendations for updates to eligibility, recertification, program structure, and opportunities for program growth.

- **Candidate Experience:** Identify barriers to candidate progress and recommend strategies that enhance the candidate experience, including peer support, mentoring, and readiness resources.
- **Certificant Engagement:** Support certificants throughout their career lifecycle by encouraging continued certification, promoting recertification, and fostering deeper involvement in APWA through opportunities such as SME participation, mentoring, and contributing expertise to advance the profession.
- **SME Recruitment and Engagement:** Recruit and engage qualified subject matter experts to serve on the Council and contribute to its work groups.
- **Visibility:** Collaborate with the Certification Commission to promote program value, visibility, and adoption across the profession and among APWA chapters, agencies, and public works partners.

ORGANIZATION

Chair: Council Chairs are appointed by the Certification Commission and serve defined terms. Chairs are expected to uphold Commission policies, manage conflicts of interest, and ensure Council compliance with APWA governance requirements. Council Chairs serve as the primary liaison to the Commission and are responsible for:

- Ensuring Council activities align with Commission-approved policies and strategic priorities
- Reporting Council recommendations, actions, and outcomes to the Certification Commission on a regular basis
- Maintaining appropriate documentation of Council deliberations and recommendations

Members: Council members are selected by the Council Chair, who reviews and evaluates membership annually to ensure the Council maintains the expertise needed to support its assigned certification program.

Council members should be knowledgeable subject matter experts in the specific certification area and are expected to hold the relevant APWA certification. Exceptions may be made for specialized roles—such as HR advisors or other technical experts—when their expertise is essential to advancing Council or work group responsibilities.

Meeting frequency is flexible and determined by project demands, consistent with APWA's updated governance model. Councils may meet more frequently during periods of active exam development, major content review, or other intensive project work.

Work groups of subject matter experts may be formed at the discretion of the Council Chair to support specific tasks, projects, or areas of technical focus. These groups operate

under the Council's direction and provide targeted expertise to advance program quality and improvement.

Date of Certification Commission Approval: September 9, 2026