




# Certified Public Fleet Professional Eligibility Application

## Important Instructions — Please Read Before Completing This Application

Carefully review the following instructions **before** filling out your application.

Incomplete or improperly completed applications **may result in processing delays** or **ineligibility**. The application **must be completed in full**.

 An **invoice** will be generated and sent to the email address you provide **within one to two weeks** after your completed application is received.

## Submission Guidelines

1. **Meet all eligibility requirements** before submitting your application.
2. An application is considered **complete** only if:
  - o All requested information is **provided**
  - o All responses are **legible**
  - o All details are **accurate**Incomplete applications will be returned with a request for missing information, which may cause **processing delays**.
3. **Retain a copy** of your completed application and these instructions for your records.

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## Application Fee

**Instructions:** Please indicate your APWA member status and select your payment method below.

**Member:** \$195 USD

**Nonmember:** \$245 USD

## Accepted Payment Methods

- Credit Card (Visa / MasterCard / American Express)
- Check or Money Order (payable to **APWA** in **US funds**)

**Note:** Purchase orders are **not accepted**.

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## Submit Completed Applications To:

 **Email:** [certification@apwa.org](mailto:certification@apwa.org)

 **Mail:** APWA – Attn: Certification

720 Main Street, Suite 100  
Kansas City, MO 64105-6500

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## Payment Method (Select One)

**Credit Card** (Visa / MasterCard / American Express)

An **invoice** will be generated and sent to the email address you provide **within one to two weeks** after your completed application is received. To provide payment, please **call 1-800-848-2792** and have your **invoice number** ready.

**Check / Money Order** (Payable to **APWA** in US funds)

Mail your **payment** along with the **completed application** to the address above.



## Eligibility Application Process

Participation in the public fleet professional certification program is open to individuals who meet the specified eligibility requirements. **Membership in APWA is not required** to apply.

The **APWA Certification Council** reserves the right to request additional documentation or conduct inquiries as necessary to evaluate the applicant's **education, experience, professional competency, and/or moral character**.

All communication regarding the certification process will be sent to the **contact information** provided in the application. It is the responsibility of the applicant to inform APWA **in writing** of any changes to their contact details.

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## Eligibility Requirements

The certification program consists of the following three components:

1. **Eligibility application process**
2. **Multiple-choice examination**
3. **Recertification process**

To qualify for the program, candidates must submit an application documenting compliance with **all of the following requirements**:

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### Education and Work Experience

Completion of **one** of the following pathways:

- **High school diploma or equivalent**  
→ Seven (7) years of relevant work experience, **including at least four (4) years in public fleet management**
- **Trade school certificate or associate degree**  
→ Five (5) years of relevant work experience, **including at least three (3) years in public fleet**
- **Bachelor's degree or higher**  
→ Three (3) years of relevant work experience, **including at least two (2) years in public fleet**

### Relevant Work Experience Definition:

Experience must be in the role of a **fleet professional**, defined as someone who **supervises, manages, oversees, or administers fleet services** within a **public or private fleet entity**.

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### Additional Requirements

- A signed **statement of agreement** to adhere to the **APWA Standards of Professional Conduct**
  - **Affirmation** that the applicant has **no felony convictions** related to infrastructure inspection
  - **Payment** of the **current, non-refundable application fee**
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## Applicant Ineligibility

An applicant may be deemed **ineligible** to take the examination for any of the following reasons:

- **Insufficient documentation** to assess eligibility
- Submitted documentation **does not meet eligibility requirements**
- **Non-payment** of required fees

If an application is incomplete or lacks adequate documentation, the applicant will be **notified** and given a **deadline** to submit the missing materials.

Failure to provide the necessary documentation by the specified deadline will result in **denial of the application**.

## Fees and Payment Methods

The following fees apply to the **Certified Public Works Professional – Management** certification process:

### Eligibility Application Fee (non-refundable)

- **APWA Member:** \$195 USD
- **Nonmember:** \$245 USD

### Examination Fee

- **Employer Proctored:** \$500 USD
- **Testing Center:** \$500 USD + applicable testing center fees

### Recertification Application Fee (non-refundable)

- **APWA Member:** \$195 USD
- **Nonmember:** \$245 USD

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## Accepted Payment Methods

Fees may be paid using one of the following methods:

- **Credit card** (Visa, MasterCard, American Express)
- **Check** or **money order** made payable to **APWA** in **US funds**

**Note:** Purchase orders will **not** be accepted.

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## Processing Time

If the application is **complete** and all requirements are met, the standard review time is **10 business days** from the date of receipt. Incomplete applications will result in **delays** in processing.

Once approved, the applicant will receive an **email with instructions** on how to apply for the examination.

**Important:** Examination applications submitted at the same time as eligibility applications will **not be processed**. Please wait until your eligibility has been confirmed before applying for the exam.



**Part A: Candidate Information**

**Note:** All fields are required unless otherwise indicated. Incomplete applications may delay processing.

**First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Organization (Agency/Firm):** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_

**Zip/Postal Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Office Email:** \_\_\_\_\_ **Office Phone Number:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_

**Zip/Postal Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Home Email:** \_\_\_\_\_ **Home Phone Number:** \_\_\_\_\_

**Preferred Mailing Address:**  Office  Home \_\_\_\_\_

**Part B: Documentation of Education**

To establish eligibility, you must document completion of **one** of the following education and work experience pathways:

- **High school diploma or equivalent**, and **seven (7) years** of relevant work experience, including **at least four (4) years** in public fleet management.
- **Trade school certificate or associate degree**, and **five (5) years** of relevant work experience, including **at least three (3) years** in public fleet management.
- **Bachelor’s degree or higher**, and **three (3) years** of relevant work experience, including **at least two (2) years** in public fleet management.

**Please indicate your highest level of education completed or degree conferred (check one):**

High School Diploma or Equivalent

Trade School Certificate or Associate Degree

Bachelor’s Degree or Higher

Institution Name	Dates Attended	Highest Level of Education Achieved



**Part C: Documentation of Work Experience**

Based on your selected education level, determine the number of years of **relevant work experience** you must document. Then, complete the form below for **each position** that contributes to your required experience.

**Note:** Complete a **new page for each position** or attach a Word document with all required information.

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**Position Information (complete one form per position)**

**Name of Applicant:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_ **Position Held:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Dates of Employment (Month/Year): From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Length of Employment:** \_\_\_\_\_

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**Summary of Job Responsibilities:**

Attach your **current resume** or provide a detailed summary below of your work experience relevant to **public or private fleet**. (Provide a detailed description of duties and responsibilities, focusing on those related to **public or private fleet management**.)

**Important:** Incomplete applications or vague descriptions of job responsibilities may result in a finding of **ineligibility**.



### Part D: Verification of Work Experience

**Instructions:** This section must be completed by **two authorized individuals** who can verify the applicant's work experience as described in Part C:

The applicant's **current supervisor** and a representative from **Human Resources** of the organization.

#### Current Supervisor Verification:

\_\_\_\_\_  
**Full Name of Current Supervisor**

\_\_\_\_\_  
**Current Title**

\_\_\_\_\_  
**Daytime Phone Number**

I verify that the applicant named in this application is or was employed by the organization I represent. I have reviewed the job responsibilities listed in Part C and confirm that the applicant's experience meets the definition of relevant work experience.\*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### Human Resources Verification:

\_\_\_\_\_  
**Full Name of Human Resources Personnel**

\_\_\_\_\_  
**Current Title**

\_\_\_\_\_  
**Daytime Phone Number**

I verify that the applicant named in this application is or was employed by the organization I represent. I have reviewed the job responsibilities listed in Part C and confirm that the applicant's experience meets the definition of relevant work experience.\*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*\*Relevant work experience is performed in the role of a fleet professional, defined as one who actively supervises, manages, oversees, or administers fleet services within a public or private fleet entity.*

### Part E: Agreement and Affirmation

Review the following **Standards of Professional Conduct** carefully, then sign and date the section below.

As a candidate for certification, I affirm the following:

- I will keep the public trust and will not take personal advantage of privileged information or relationships.
- I will put public interest above individual, group, or societal interest and consider my chosen occupation as an opportunity to serve society.
- I will encourage sustainability through the wise use of resources, whether they are natural resources, financial resources, or human resources.
- I will consider public health and safety in every aspect of my work.
- I will conduct myself with personal integrity in a manner that enhances and honors the reputation of the profession, my employer, my community, and the association.
- I will ensure that the work for which I am responsible complies with all legal requirements of the local, state, province, or federal governments.
- I will strive to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and the ability of government to adequately preserve these assets for succeeding generations.

I agree to adhere to the **APWA Standards of Professional Conduct**, and I affirm that I have no felony convictions related to the practice of fleet management.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Part F: Candidate Acknowledgement

I certify that all information and documentation provided in this application is true and complete to the best of my knowledge. I understand that APWA reserves the right to verify any information submitted and that submitting this application does not guarantee certification or any associated privileges.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Part G: Final Checklist

Please review the checklist below to ensure that your application is complete. Incomplete applications may result in delays or denial of eligibility.

### Part A: Candidate Information

I have completed all required fields in Part A.

### Part B: Documentation of Education

I have indicated my highest level of education completed and/or enclosed a copy of my certificate, diploma, or transcript.

### Part C: Documentation of Work Experience

I have documented the required number of years of fleet experience, based on my education level.

### Part D: Verification of Work Experience – Authorized Signatures

I have obtained original signatures from **two authorized individuals** (a current supervisor and a human resources representative) verifying my work experience.

### Part E: Agreement and Affirmation

I have read and signed the APWA Standards of Professional Conduct statement.

### Part F: Candidate Acknowledgement

I have signed the statement affirming the accuracy and completeness of this application.

### Application Submission

I have compiled all required materials into a single application packet and submitted it to APWA.

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### Submit your completed application to:

 **Email:** [certification@apwa.org](mailto:certification@apwa.org)

 **Mail:** APWA – Attn: Certification

720 Main Street, Suite 100

Kansas City, MO 64105-6500