



## Certified Public Fleet Professional Eligibility Application

### Eligibility Application Process

Participation in the certification program is open to anyone meeting the eligibility requirements. Membership in APWA is not required.

The APWA Certification Council reserves the right to ask applicants to furnish such information and/or make such inquiries as may be deemed appropriate to identify the nature and extent of the applicant's education, experience, competency, or moral character.

The contact information provided on the application will be used for all correspondence related to certification. Candidates are responsible for informing APWA in writing of any changes to their contact information.

### Eligibility Requirements

To demonstrate eligibility, candidates must apply documenting compliance with the following requirements:

- Completion of one of the following education and work experience pathways:
  - High school graduation or equivalent and seven years of relevant work experience (with a minimum of four years in public fleet).
  - Trade school certificate or associate degree and five years of experience (with a minimum of three years in public fleet).
  - Bachelor's degree or higher and three years of relevant work experience (with a minimum of two years in public fleet).
- Agreement in writing to adhere to the APWA Standards of Professional Conduct and affirm no history of felony convictions related to the practice of fleet management.
- Payment of the current application fee.

*\*Relevant work experience is that which 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.*

### Applicant Ineligibility

An applicant may be determined ineligible to take the examination for the following reasons:

- Insufficient documentation to assess eligibility, or
- Documentation provided does not meet eligibility requirements, or
- Lack of required fee(s).

If it is determined that the information provided is incomplete or inadequate to assess eligibility, the applicant will be notified and given a deadline to respond with necessary documentation.

If documents are not received by the given deadline, the application will be denied.

### Fees and Payment Methods

The following fees will be charged for the Certified Public Fleet Professional application and examination:

#### Eligibility Application Fee (non-refundable)

APWA Member – \$195 USD

Nonmember – \$245 USD

#### Examination Fee

Place of employment – \$500 USD

Testing Center – \$500 USD = Testing Center Fees

#### Recertification Application Fee (non-refundable)

APWA Member – \$195 USD

Nonmember – \$245 USD

Fees may be paid by credit card or by check or money order made payable to APWA in U.S. funds.

### Processing Time

If applications are complete and comprehensive, standard review time is 10 business days from receipt of application. Incomplete applications, lack of detail on an application, lack of proper documentation of education, or lack of payment will result in longer review times. Once the application is reviewed and processed, candidates will receive an email with instructions on how to apply for the examination. Exam applications submitted with eligibility applications will not be processed.





**Part B: Documentation of Education**

<b><i>If you have completed:</i></b>	<b><i>Document at least:</i></b>
High school or equivalent	7 years of relevant work experience (with a minimum of 4 years in public fleet)
Trade school certificate or associate degree	5 years of relevant work experience (with a minimum of 3 years in public fleet)
Bachelor's degree or higher	3 years of relevant work experience (with a minimum of 2 years in public fleet)

Indicate below your highest level of education completed or degree conferred.

High school graduation

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**

Determine the number of years of relevant work experience that you are required to document according to the table above. Then complete the information below for each position making up the required years of relevant work experience. Complete a new page for each position or attach a word document with the required information.

\_\_\_\_\_

Name of Applicant

\_\_\_\_\_

Job Title

\_\_\_\_\_

Name of Organization

\_\_\_\_\_

Position

\_\_\_\_\_

Address of Organization

\_\_\_\_\_

Dates of Employment (Month/Year)

\_\_\_\_\_

Length of Employment

**Summary of Job Responsibilities:**

Detailed information must be included on this form that demonstrates your experience managing public or private fleet services. Incomplete applications will be found ineligible.



**Part D: Verification of Work Experience**

This section is to be completed by two authorized individuals, including current supervisor and human resources personnel, who can verify your work experience described in Part C of this application.

**Current Supervisor**

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Current title

\_\_\_\_\_  
Daytime phone number

*I verify that the applicant indicated on this form is or was employed by the organization that I represent. I have reviewed the work experience listed in Part C of this application and I verify that the applicant's practical experience meets this definition.*

\_\_\_\_\_  
Signature Date

**Human Resources**

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Current title

\_\_\_\_\_  
Daytime phone number

*I verify that the applicant indicated on this form is or was employed by the organization that I represent. I have reviewed the work experience listed in Part C of this application and have reviewed the relevant work experience\* definition included below, and I verify that the applicant's practical experience meets this definition.*

\_\_\_\_\_  
Signature Date

**Part E: Agreement and Affirmation**

Read the Standards of Professional Conduct statement carefully and then sign and date the application.

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

\_\_\_\_\_  
Signature Date

**Part F: Candidate Acknowledgment**

Read the verification statement carefully and then sign and date the application.

*I certify that the information and documentation presented in this application are accurate to the best of my knowledge. APWA has the right to verify the information presented. I understand that this application does not guarantee any rights or privileges.*

\_\_\_\_\_  
Signature Date

**Part G: Final Checklist**

I have read all the instructions and have completed the following:

Part A: Candidate Information

All Candidate information complete

Part B: Documentation of Education

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

Part C: Documentation of Work Experience

I have documented the required number of years of experience for my highest level of education completed.

Part D: Verification of Work Experience – Authorized Signature

I have obtained two original signatures of individuals authorized to verify my work experience.

Part E: Agreement and Affirmation

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

Part F: Candidate Acknowledgement

I have read and signed the statement.

I have compiled the eligibility application in one packet and have sent it to APWA by the deadline date. (For regular mail the application must be received by the deadline.)

E-mail: [certification@apwa.org](mailto:certification@apwa.org)

Mail: APWA  
Att: Certification 1200  
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Kansas City, MO 64105