



NEW
2023

TAKE THE NEXT STEP IN YOUR CAREER!

The Certified Public Fleet Professional Certification tests an individual's knowledge, skill, and ability to adequately manage a variety of municipal assets, personnel, and ancillary operational assets and services, such as fueling, centralized parts operation, emergency management, hazmat handling, safety situations, and outside vendor relationships.

APPLY FOR ELIGIBILITY

To demonstrate eligibility:

- Candidates must apply for eligibility documenting the completion of one of the following education and work experience pathways:
 - High school graduation or equivalent and 7 years of relevant work experience* (with a minimum of 4 years in public fleet) OR
 - Trade school certificate or associate degree and 5 years of experience* (with a minimum of 3 years in public fleet) OR
 - Bachelor's degree or higher and 3 years of relevant work experience* (with a minimum of 2 years in public fleet)
- Agreement in writing to adhere to the APWA Standards of Professional Conduct and affirming no history of felony convictions related to the practice of fleet management.
- Payment of the current application fee; \$195 APWA members; \$245 nonmembers

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

PREPARE FOR THE EXAM

- Preparation for the exam includes a review of the CPFP Content Outline and Reference List.
- Suggested Preparation:
 - Review the CPFP Content Outline to identify tasks that will be tested on the examination.
 - Utilize the self-assessment form to gauge your comfort with examination content.
 - Study publications or take classes for topics in which you need additional preparation.

SCHEDULE THE EXAM

- Submit your exam application with your preferred exam date.
- Pay the Exam Application Fee: \$500
- Exams are administered computer-based directly to the candidate at their place of employment or a testing center of their choosing.
- Candidates have 4 hours to complete the multiple-choice examination based on the CPFP Content Outline.

BECOME CERTIFIED!

- After successful completion of the exam, candidates are certified for a period of five years and earn the CPFP credential.
- Prior to the end of the five-year period, Certified Public Fleet Professionals must complete a minimum of 100 credits earned through a combination of continuing education and contributions to the profession.

IT'S YOUR TIME! GET CERTIFIED!

Visit the [CPFP Page](#) or certification@apwa.org



CPFP CONTENT OUTLINE WITH WEIGHTS BY DOMAIN AND TASK

DOMAIN AND TASK	WEIGHT
DOMAIN 1 - FINANCIAL MANAGEMENT	23%
1.01 – Perform lifecycle management of fleet assets	5%
1.02 – Perform simple accounting tasks	3%
1.03 – Develop operational budgets	5%
1.04 – Develop capital budgets	5%
1.05 – Develop revenue budget	3%
1.06 – Buy/Lease/Rent assets	3%
DOMAIN 2 – FLEET OPERATIONS	27%
2.01 – Oversee fueling operations	5%
2.02 – Oversee commodities inventory	5%
2.03 – Demonstrate an understanding of basic repair principles	4%
2.04 – Manage fleet personnel	5%
2.05 – Develop and maintain service level agreements	3%
2.06 – Develop SOPs	3%
2.07 – Co-utilize assets	1%
DOMAIN 3 – PROJECT MANAGEMENT	17%
3.01 – Develop and manage a project plan using project management principles	3%
3.02 – Develop specifications for specialized vehicles and equipment	5%
3.03 – Review vehicle and equipment specifications	5%
3.04 – Determine which purchasing option and/or agreement to use	2%
3.05 – Determine when to outsource a project	2%
DOMAIN 4 – DATA/ASSET MANAGEMENT	23%
4.01 – Manage resource downtime	5%
4.02 – Coordinate in-service process into FMIS system	2%
4.03 – Administer and manage a warranty program	3%
4.04 – Develop and manage benchmarks and KPIs	5%
4.05 – Develop fleet utilization standards	5%
4.06 – Implement basic fleet management systems	4%
DOMAIN 5 – RISK MITIGATION	10%
5.01 – Follow occupational safety guidelines	3%
5.02 – Dispose of hazmat in compliance with applicable regulations	3%
5.03 – Develop and coordinate a plan for responding to emergencies and after-hours situations	3%
5.04 – Follow regulatory guidelines	2%
TOTAL	100%