



# Certified Public Fleet Professional Recertification Application

## Recertification Application Process

Participation in the recertification program is open to anyone meeting the recertification 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.

## Recertification Requirements

After successful completion of the exam, candidates become certified for a period of five years. Prior to the end of the five-year period, Certified Public Fleet Professionals must submit a recertification application documenting compliance with the following requirements:

- Completion of a minimum of 100 credits of professional development
  - or successful completion of the examination for recertification.
- Continued agreement in writing to adhere to the APWA Standards of Professional Conduct and affirming no history of felony convictions related to the practice of public fleet management.
- Payment of the current recertification application fee.

## Failure to Meet Recertification Requirements

Individuals who do not meet recertification requirements by established deadlines will lose certified status. An individual whose certification has been revoked due to failing to meet recertification requirements must reapply as a new applicant, pay all associated fees, and fulfill all current certification requirements.

## Recertification Filing Extension

Certificants may apply to the Certification Council for a filing extension of the renewal application under the following conditions:

1. Individual has been appointed or elected to full-time public office on the local, state, or national level or serving in military.
2. Individual has been impacted by extreme circumstances such as serious illness or injury of either the candidate or an immediate family member; death in the immediate family; terrorist acts; a natural disaster; or other unforeseen emergencies beyond control of the individual as determined by the Certification Council.

The request for the filing extension must be submitted by email to the Certification Council 6 months prior to the renewal date. Extensions are not granted for more than 2 years, subject to the review of the Council.

## Fees and Payment Methods

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

### 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, or lack of payment will result in longer review times. Once the application is reviewed and processed, candidates will receive an email.



## Recertification Application for CPFP

Read the following instructions carefully before completing this application. Incomplete or improperly completed applications will either delay processing and/or render the application ineligible. Lack of application fee payment will delay processing of the application. Complete the application in its entirety.

1. All recertification requirements must be met prior to submitting your application.
2. An application is considered complete only if all information requested is complete, legible and accurate, and if the appropriate fee accompanies the application. An application that is incomplete will be returned, along with any fee submitted minus a \$25 processing fee.
3. Retain a copy of the completed application and these instructions for your records.

### Part A: Candidate Information

Failure to complete all sections of this application will result in a delay in processing this application.

_____		_____	_____	
First Name		MI	Last Name	
_____			_____	
Organization (Agency/Firm)			Job Title	
_____			_____	
Office Address			City	
_____	_____	_____	<input type="checkbox"/> Preferred Address	
State/Province	Zip Code/Postal Code	Country		
_____			_____	
Office E-mail			Office Phone Number	
_____			_____	
Home Address			City	
_____	_____	_____	<input type="checkbox"/> Preferred Address	
State/Province	Zip Code/Postal Code	Country		
_____			_____	
Home E-mail			Home Phone Number	

### PAYMENT METHOD

- Credit Card (Visa/MasterCard/American Express)**  
An invoice will be generated and provided to you via email upon receipt of your completed application. You must call 1-800-848-2792 to provide payment by credit card. Please make sure to have your invoice number ready when you call.
- Check/Money Order (Payable to APWA in U.S. funds)**  
Mail check/money order payments along with completed application to: APWA, Attn. Certification, 1200 Main Street, Suite 1400, Kansas City, MO 64105-2100.

## Application Fee

- APWA Member – \$195 USD  
 Nonmember – \$245 USD

**Submit applications to:**  
[certification@apwa.org](mailto:certification@apwa.org)

– OR –  
APWA  
Attn. Certification  
1200 Main Street,  
Suite 1400  
Kansas City, MO 64105-2100

Applications sent via mail will significantly delay application processing.



**Part B: Recertification Professional Development Tracking Form**

Using the CPFP Recertification Tracking Sheet available on the certification page at [www.apwa.org](http://www.apwa.org) under Step 3: Navigating Recertification, indicate the total number of hours you have submitted for credit, and provide a detailed listing for each program or activity. You may reproduce the page or attach a similarly organized report detailing the required information. There is no requirement to attach documentation or proof of attendance at education events or background information. However, the Certification council reserves the right to request and audit documentation confirming the information reflected on your application.

**Part C: Agreement and Affirmation**

Instructions: 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 public fleet management.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part D: Candidate Acknowledgement**

Instructions: 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