




Certified Public Infrastructure Inspector 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.

Application Fee

Instructions:

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

Member: \$95 USD

Nonmember: \$145 USD

Accepted Payment Methods:

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

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

Submit Completed Applications To:

 **Email:**

certification@apwa.org

 **Mail:**

APWA – Attn: Certification

720 Main Street, Suite 100

Kansas City, MO 64105-6500

Payment Method (Select One)

Credit Card (Visa / MasterCard / American Express)

An **invoice** will be generated and sent to you via **email** upon receipt of your completed application.

To provide payment, please **call 1-800-848-2792** and have your **invoice number** ready.

Check / Money Order (Payable to **APWA** in U.S. funds)

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



Eligibility Application Process

Participation in the certification program is open to individuals who meet the specified eligibility requirements. **APWA membership is not required** for application or participation.

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

All certification-related correspondence will be sent to the contact information provided in the application. **Applicants are responsible** for notifying APWA in writing of any changes to their contact details.

Eligibility Requirements

The certification program consists of the following components:

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

To demonstrate eligibility, applicants must submit an application documenting compliance with the following criteria:

- ✔ A **high school diploma or equivalent** (minimum requirement)
- ✔ **At least five (5) years of infrastructure inspection field experience**
(Note: Experience must be directly related to infrastructure inspection.)
- ✔ A signed statement agreeing to **adhere to the APWA Standards of Professional Conduct**
- ✔ Affirmation of **no felony convictions** related to infrastructure inspection
- ✔ **Payment** of the current, non-refundable application fee

Definition of Relevant Work Experience

Relevant experience includes fieldwork performed during the **construction or inspection of public infrastructure**, such as:

- Roadways, highways, utilities, bridges, and dams
- Water or wastewater treatment plants
- Pump stations, reservoirs, or storage facilities
- Construction materials and methods
- Activities ensuring compliance with **plans, codes, or specifications**

Applicant Ineligibility

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

- Inadequate documentation to assess eligibility
- Submitted documentation does not meet stated eligibility requirements
- Non-payment of required application or examination fees

If an application is found to be **incomplete** or lacks sufficient information, the applicant will be **notified** and given a **deadline** to provide the necessary documentation. Failure to submit the required materials by the specified deadline will result in the **denial of the application**.

Fees and Payment Methods

The following fees apply to the certification process:

- **Eligibility Application Fee** (*non-refundable*)
 - APWA Member: **\$95 USD**
 - Nonmember: **\$145 USD**
- **Examination Fee**
 - Employer Proctored: **\$300 USD**
 - Testing Center: **\$300 USD** + applicable testing center fees
- **Recertification Application Fee** (*non-refundable*)
 - APWA Member: **\$95 USD**
 - Nonmember: **\$145 USD**

Accepted Payment Methods

Fees may be paid by:

- **Credit card**
- **Check or money order** (made payable to **APWA**, in U.S. funds)

Processing Time

If the application is **complete** and meets all eligibility criteria, the **standard processing time** is **10 business days** from the date of receipt.

Incomplete or improperly completed applications will result in **processing delays**.

Once the application has been reviewed and approved, the applicant will receive an **email with instructions** on how to proceed with the examination application.

⚠ **Important:** Exam applications submitted **together** with eligibility applications will **not** be processed.



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

Education and Work Experience Requirements

You must document at least:

- High school diploma or higher → 5 years of infrastructure inspection field experience

Part B: Documentation of Education

Instructions:

Indicate your highest level of education completed, or attach a copy of a certificate, diploma, or transcript that confirms your completion of the program or conferral of the degree.

High school diploma or equivalent

Institution Name

Dates Attended

Highest Level of Education Achieved



Part C: Documentation of Work Experience

Instructions:

Complete the following information for each position that contributes to your total qualifying experience. Complete a separate page for each position or attach a Word document that includes the same information.

Work Experience

Name of Applicant: _____ Job Title: _____

Name of Organization: _____ Position/Role: _____

Address of Organization: _____

Dates of Employment (MM/YYYY – MM/YYYY): _____ Length of Employment: ___ years ___ months

Summary of Job Responsibilities

Attach your **current resume**, or provide a detailed summary below of your work experience relevant to **public works** inspecting public infrastructure. Be specific in describing the types of inspections you performed, including:

- Types of infrastructure inspected (e.g., roads, highways, utilities, bridges, dams)
- Types of facilities inspected (e.g., pump stations, water treatment plants, storage tanks)
- Construction methods and materials reviewed
- How you ensured compliance with project plans, codes, or specifications

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: _____

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 public infrastructure inspection.

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 infrastructure inspection field 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.

Submit your completed application to:

 **Email:** certification@apwa.org

 **Mail:**

APWA

720 Main Street, Suite 100

Kansas City, MO 64105-6500