



Certified Public Infrastructure Inspector 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

The Public Infrastructure Inspector Certification program includes an eligibility application process, a multiple-choice test, and a recertification application process. To demonstrate eligibility, candidates must submit an application documenting compliance with the following requirements:

- Minimum of a high school diploma or equivalent.
- Minimum five years of infrastructure inspection field experience.*
- 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 infrastructure inspection.
- Payment of the current application fee.

**Relevant work experience is that performed in the construction of public infrastructure (e.g., roadways, highways, utilities, bridges, dams), facilities (e.g., pump stations, treatment plants, water storage facilities), or other types of construction work and materials to ensure compliance with plans and specifications.*

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 Infrastructure Inspector application and examination:

Eligibility Application Fee (non-refundable)

APWA Member – \$95 USD

Nonmember – \$145 USD

Examination Fee

Place of employment – \$300 USD

Testing Center – \$300 USD + Testing Center Fees

Recertification Application Fee (non-refundable)

APWA Member – \$95 USD

Nonmember – \$145 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 document 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.



Eligibility Application for CPII

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 eligibility 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. A complete application must include documentation of education.
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 may result in a delay in processing this application.

First Name MI Last Name

Organization (Agency/Firm) Job Title

Office Address City

State/Province Zip Code/Postal Code Country Preferred Address

Office E-mail Office Phone Number

Home Address City

State/Province Zip Code/Postal Code Country Preferred Address

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. Your application will be reviewed after your payment has been processed.

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.

PLEASE NOTE: Eligibility application payments must be processed before the application is reviewed and processed.

Application Fee Payment

Instructions: Indicate your payment information.

Purchase orders will not be accepted.

- APWA Member – \$95 USD
 Nonmember – \$145 USD

Submit applications to:
certification@apwa.org

– OR –

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



If you have completed:	Document at least:
High school or higher	5 years of infrastructure inspector field experience

Part B: Documentation of Education

Instructions: Indicate below your highest level of education completed and attach a copy of a certificate, diploma or transcript that indicates the education was completed or degree was conferred.

High school graduation or equivalent

Part C: Documentation of Work Experience

Instructions: 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 in this form that demonstrates your experience in inspecting public infrastructure. List the types of inspection you have performed in the construction of public infrastructure (e.g., roadways, highways, utilities, bridges, dams), facilities (e.g., pump stations, treatment plants, water storage facilities), or other types of construction work and materials to ensure compliance with plans and specifications. Incomplete applications will be found ineligible.



Part D: Verification of Work Experience

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

Current Supervisor

Full name of current supervisor

Current title of current supervisor

Daytime phone number of current supervisor

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 practice experience meets this definition.

Signature of current supervisor

Date

Human Resources

Full name of human resources personnel

Current title of human resources personnel

Daytime phone number of human resources personnel

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 practice experience meets this definition.*

Signature of human resources personnel

Date

**Relevant work experience is that performed in the construction of public infrastructure (e.g., roadways, highways, utilities, bridges, dams), facilities (e.g., pump stations, treatment plants, water storage facilities), or other types of construction work and materials to ensure compliance with plans and specifications.*

Part E: 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 infrastructure inspection.

Signature

Date

Part F: 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



Part G: Final Checklist

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

Part A: Candidate Information

All 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 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

Mail: APWA
1200 Main Street
Suite 1400
Kansas City, MO 64105