




Certified Public Works Professional – Management 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: \$195 USD

Nonmember: \$245 USD


Accepted Payment Methods:

- Credit Card (Visa / MasterCard / American Express)
- Check or Money Order (payable to **APWA** in **US 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 the email address you provide **within one to two weeks** after your completed application is received. To provide payment, please **call 1-800-848-2792** and have your **invoice number** ready.

Check / Money Order (Payable to **APWA** in US funds)

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



Eligibility Application Process

Participation in the **Certified Public Works Professional – Management (CPWP-M)** certification program is **voluntary** and open to any individual who meets the stated eligibility requirements. **Membership in APWA is not required** to apply or participate.

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

All correspondence related to certification will be directed to the contact information provided on the application. It is the responsibility of the applicant to **notify APWA in writing** of any changes to their contact information.

Eligibility Requirements

The CPWP-M program includes three components:

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

To demonstrate eligibility, candidates must submit an application documenting compliance with **one** of the following education and work experience pathways:

Note: *All applicants must have current or prior experience as an employee or contracted employee for a **public agency**.*

Acceptable Education and Work Experience Pathways

Option 1

- High school diploma or equivalent
- Seven (7) years of public works experience*, including at least three (3) years in a supervisory role

Option 2

- Associate degree or trade school certificate (with equivalent credit hours)
- Five (5) years of public works experience*, including at least three (3) years in a supervisory role

Option 3

- Bachelor's degree or higher
- Three (3) years of public works experience*, including at least three (3) years in a supervisory role

Option 4

- Completion of the **Certified Public Works Professional – Supervision (CPWP-S)**
- Minimum of three (3) years of supervisory experience in public works

Additional Considerations

- **Completion of an APWA nationally approved Public Works Institute (PWI)** may be substituted for up to **two (2) years of general public works experience**.
- PWI credit **cannot** be applied toward the required **three (3) years of supervisory experience**.

Additional Submission Requirements

In addition to meeting one of the specified education and work experience pathways, applicants must also submit the following:

- **Resume or documentation of applicable work experience**
Must clearly outline relevant public works experience, including supervisory responsibilities as required by the eligibility pathway.
- **Statement of Intent**
A brief written statement explaining **why you are seeking this certification** and how it aligns with your professional goals.
- **Signed Agreement to Adhere to the APWA Standards of Professional Conduct**
Applicants must review and affirm their commitment to uphold APWA's ethical and professional standards.
- **Payment of the Current Application Fee**
Application fees must be submitted in full at the time of application. See the current fee schedule on the APWA website or application packet.



Applicant Ineligibility

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

- **Insufficient documentation** to assess eligibility
- **Documentation provided does not meet** the eligibility requirements
- **Lack of required application or examination fee(s)**

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

⚠ **Failure to submit required documents by the deadline will result in denial of the application.**

Fees and Payment Methods

The following fees apply to the **CPWP-M application and examination** process:

Application and Examination Fees

Fee Type	APWA Member	Nonmember
Eligibility Application Fee (<i>non-refundable</i>)	\$195 USD	\$245 USD
Examination Fee	\$500 USD	\$500 USD
Recertification Application Fee (<i>non-refundable</i>)	\$195 USD	\$245 USD

Note: Additional fees may apply if using a third-party testing center.

Payment Methods

Payment may be made by:

- Credit card
- Check or money order payable to **APWA** in **US funds**

Processing Time

If an application is **complete and includes all required documentation and payment**, the standard processing time is **10 business days** from the date of receipt.

🕒 **Incomplete applications**, missing or unclear details, **lack of educational documentation**, or **unpaid fees** will result in **delays**.

After Application Review

Once your application has been reviewed and approved:

- You will receive an **email with the next steps**.
- If found eligible, you will have **two (2) years** to sit for the examination.
- **Instructions on how to apply for the examination** will be provided via email.

🚫 **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

Statement of Intent

Why are you seeking this certification?

Please attach a cover letter or provide a brief explanation below:



Education and Work Experience Requirements

To demonstrate eligibility, candidates must submit a complete application **documenting compliance with the following requirements:**

Education and Work Experience Pathways

All applicants must have **current or previous experience** serving as an **employee or contracted employee** for a **public agency**.

Applicants must meet **one** of the following education and experience combinations:

◆ **Option 1**

- High school diploma or equivalent
- **Seven (7) years** of public works experience*
- At least **three (3) years** in a **supervisory role** within public works

◆ **Option 2**

- Associate degree or trade school certificate (with equivalent credit hours)
- **Five (5) years** of public works experience*
- At least **three (3) years** in a **supervisory role** within public works

◆ **Option 3**

- Bachelor's degree or higher
- **Three (3) years** of public works experience*
- At least **three (3) years** in a **supervisory role** within public works

◆ **Option 4**

- Completion of the **Certified Public Works Professional – Supervision (CPWP-S)** designation
- At least **three (3) years** in a **supervisory role** within public works

Note:

Completion of an **APWA nationally approved Public Works Institute (PWI)** may be used to **substitute for up to two (2) years** of general public works experience.

However, **PWI completion cannot be substituted** for the **three (3) years of required supervisory experience**.

Part B: Documentation of Education

Instructions

Indicate your **highest level of education completed** by checking **one** of the options below.

Then complete the **Education Details** section to list the institution and the highest level of education achieved.

Select One (check only one)

High School Diploma or Equivalent

Bachelor's Degree or Higher

Trade School Certificate or Associate Degree

Certification of Completion of APWA Nationally Approved Institute

Education Details

Institution Name

Dates Attended

Highest Level of Education Achieved



Part C: Documentation of Work Experience

Instructions

Determine the number of **years of relevant work experience** you are required to document based on your education level (refer to the education and experience requirements). Please complete the form below for each position that contributes to your required experience.

Note: A separate page is required for **each position** being submitted. You may also attach a Word document or additional pages if needed.

Applicant and Position Information

Name of Applicant: _____ Current Job Title: _____

Name of Organization: _____ Position Held: _____

Organization Address: _____

Dates of Employment (Month/Year):

From: _____ To: _____ Length of Employment: _____

Work Experience Details

Attach your **current resume** or provide a detailed summary below of your work experience relevant to **public works**.

This information must demonstrate your responsibilities and impact within or for a **public agency or entity**.

Note: You may attach additional sheets as necessary. Incomplete submissions or insufficient detail 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**:

1. The applicant’s **current supervisor**, and
2. A representative from the organization’s **Human Resources department**

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: _____

*Relevant work experience refers to duties performed in public works that demonstrate applied knowledge, leadership, and involvement in public service delivery.

Part E: Agreement and Affirmation Instructions

Carefully review the **Standards of Professional Conduct** below, then sign and date the section to affirm your agreement.

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—natural, financial, and human.
- 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 applicable legal requirements at the local, state, provincial, or federal level.
- I will strive to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and preserves public assets for future 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 works**.

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 public works 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 resource 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 – Attn: Certification
720 Main Street, Suite 100
Kansas City, MO 64105-6500