



Certified Public Works Professional – Management

Eligibility Application

Eligibility Application Process

Participation in the certification program is voluntary and 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 Certified Public Works Professional - Management program includes an eligibility application process, a multiple-choice test, and a recertification application process.

To demonstrate eligibility, candidates must submit this application documenting compliance with the following requirements:

- Completion of one of the following education and work experience pathways:
**Current or previous experience serving as an employee or contracted employee for a public agency is required.*
 - High school graduation or equivalent and 7 years public works experience*, with a minimum of three years supervisory experience in public works.
 - Associate degree or trade school certificate with equivalent credit hours and 5 years public works experience*, with a minimum of three years supervisory experience in public works.
 - Bachelor's degree or higher and 3 years public works experience*, with a minimum of three years supervisory experience in public works.
 - Completion of the Certified Public Works Professional-Supervision, with a minimum of three years supervisory experience in public works.

**Completion of an APWA Nationally-Approved Public Works Institute may be used to substitute for two years of public works experience. It may not be substituted for the required three years supervisory experience.*

- Resume/documentation of applicable work experience
- Statement of why the individual is seeking the certification
- Agreement in writing to adhere to the APWA Standards of Professional Conduct
- Payment of the current application fee

Applicant Ineligibility

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

- Insufficient documentation to assess eligibility
- Documentation provided does not meet eligibility requirements
- 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 Works Professional - Management application and examination:

Eligibility Application Fee (non-refundable)

APWA Member – \$195 USD

Nonmember – \$245 USD

Examination Fee

\$500 USD

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, the standard review time is 10 business days from receipt of application.



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Incomplete applications, lack of detail on an application, lack of proper documentation 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 next steps.

If found eligible, candidates have 2 years to sit for the examination.

Instructions on how to apply for the examination will be sent via email.

Exam applications submitted with eligibility applications will not be processed.

Eligibility Application for CPWP-M

Read the following instructions carefully before completing this application. Incomplete or improperly completed applications will either delay processing and/or render the application ineligible.

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. **A complete application must include documentation of all requirements.**
3. Retain a copy of the completed application and these instructions for your records.
4. **Submit applications to:**

certification@apwa.org

– OR –

American Public Works Association
Attn: Certification
1200 Main Street, Suite 1400
Kansas City, MO 64105-2100

Application Fee Payment

Instructions: Please indicate your payment information.

Invoices will be sent via email upon receipt of and can be paid online.

Lack of application fee payment will delay processing of the application. **Purchase orders will not be accepted.**

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

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.

Please either call (800) 848-2792 to pay over the phone or login to your account on the APWA Website and go the MY APWA tab 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 will be approved.



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Part A: Candidate Information

Please provide the following information. Email address is required for application to be considered complete.

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

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.

If you have completed:	Document at least:
High school diploma or equivalent.	Seven (7) years public works experience*, with a minimum of three years supervisory experience in public works.
Associate degree or trade school certificate with equivalent credit hours.	Five (5) years public works experience*, with a minimum of three years supervisory experience in public works.
Bachelor's degree or higher.	Three (3) years public works experience*, with a minimum of three years supervisory experience in public works.
Completion of the Certified Public Works Professional – Supervision (CPWP-S)	Minimum of three (3) years supervisory experience in public works.

- Current or previous experience serving as an employee or contracted employee for a public agency is required.
- Completion of an APWA Nationally-Approved Public Works Institute may be used to substitute for two years of public works experience. It may not be substituted for the required three years supervisory experience.

High school diploma or equivalent

Associate's degree diploma or trade school certificate with equivalent credit hours

Bachelor's degree or higher diploma

Certification of Completion of APWA Nationally-Approved Institute

Certified Public Works Professional – Supervision Certificate

Institution Name	Dates Attended	Highest Level of Education Achieved
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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 and Intent:

Attach Cover letter or provide explanation in box below: Why you are seeking the CPWP-M certification?

Attach resume of work experience or detail work experience in box below. *Detailed information that demonstrates your experience in **public works supervision** must be included on this form. (Please attach additional sheets as necessary)*



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Part D: Verification of Work Experience

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

Current Supervisor

Full name of current manager

Current title of current manager

Daytime phone number of current manager

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 the applicant's practice experience meets this definition.

Signature of current manager

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 I represent. I have reviewed the work experience listed in Part C of this application, and I verify the applicant's practice experience meets this definition.

Signature of human resources personnel

Date

Part E: Agreement and Affirmation

Instructions: Read the Standards of Professional Conduct statement carefully, 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 works.

Signature

Date

Part F: Candidate Acknowledgment

Instructions: Read the verification statement carefully 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
Attention: Certification
1200 Main Street
Suite 1400
Kansas City, MO 64105