



Certified Public Works Professional – Supervision 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 **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 Public Works Professional Certification Program is open to individuals who meet the specified eligibility requirements. Membership in APWA is **not** required to apply.

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

All correspondence regarding certification will be directed to the contact information provided in the application. It is the applicant's responsibility to inform APWA in writing of any changes to their contact details.

Eligibility Requirements

The Certification Program consists of the following three components:

1. Eligibility Application Process
2. Multiple-Choice Examination
3. Recertification Process

To be eligible for certification, candidates must submit an application that demonstrates compliance with **all** of the following requirements:

- **Education and Experience**

Completion of one of the following pathways:

- High school diploma or equivalent and a minimum of **three (3) years** of experience in public works; **or**
- High school diploma or equivalent, **one (1) year** of experience in public works, and successful completion of an **APWA nationally approved Public Works Institute**

- **Supporting Materials**

- Resume or documentation verifying relevant work experience
- A brief written statement explaining the candidate's reason for pursuing certification
- Signed agreement to adhere to the **APWA Standards of Professional Conduct**
- Payment of the current **non-refundable** application fee

Applicant Ineligibility

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

- Insufficient documentation to assess eligibility
- Documentation submitted does not meet the eligibility requirements
- Non-payment of required fees

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

Fees and Payment Methods

The following fees apply to the Stormwater Manager Certification Program:

- **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

Credit card, check, or money order made payable to **APWA** in US funds.

Purchase orders will not be accepted.

Processing Time

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

Incomplete 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.**

Please note: 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 be considered eligible, applicants must meet **one** of the following education and work experience pathways:

- **High school diploma or equivalent and a minimum of three (3) years of experience** in public works;
or
- **High school diploma or equivalent, one (1) year of experience** in public works, **and** successful completion of an **APWA nationally approved Public Works Institute**

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

Certification of Completion of APWA Nationally Approved Institute

Education Details

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** you are required to document based on your education level (refer to the education and experience requirements). Complete the form below **for each position** contributing 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 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 – Attn: Certification**
720 Main Street, Suite 100
Kansas City, MO 64105-6500