



Certified Public Works Professional – Supervision 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 Public Works Professional - Supervision Certification 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:
 - High school graduation or equivalent and three years' experience in public works or
 - High school graduation or equivalent, one-year experience in public works and completion of an APWA Nationally-Approved Public Works Institute.
- 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, 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 Works Professional-Supervision 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, the standard review time is 10 business days from receipt of application.

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.



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Eligibility Application for CPWP-S

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

PLEASE NOTE: Applications sent via mail could significantly delay application processing.

Application Fee Payment

Purchase orders will not be accepted.

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

PAYMENT METHOD

- Credit Card (Visa/MasterCard/American Express)**

Please call 1-800-848-2792 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 Preferred Address

Office Email Office Phone Number

Home Address City

State/Province Zip Code/Postal Code Country 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.

<i>If you have completed:</i>	<i>Document at least:</i>
High school or higher	<ul style="list-style-type: none"> • Three (3) years of experience in public works
	- Or -
High school or higher	<ul style="list-style-type: none"> • One (1) year experience in public works and • Completion of an APWA Nationally Approved Public Works Institute.

- High school diploma or equivalent
- Certification of Completion of APWA Nationally approved Institute

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 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 on: Why you are seeking the certification.



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Attach resume of work experience or detail work experience in box below

Detailed information that demonstrates your experience in public works 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 supervisor, and human resources personnel, who can verify your work experience described in Part C of this application.

Current Supervisor

Full name

Current title

Daytime phone number

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 that the applicant's practice experience meets this definition.

Signature

Date

Human Resources

Full name

Current title

Daytime phone number

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 that the applicant's practice experience meets this definition.

Signature

Date

Part E: Agreement and Affirmation

- 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 Acknowledgement

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 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