



# Certified Stormwater Manager 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 Stormwater Manager 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:

- Completion of one of the following education and work experience pathways:
  - High school graduation or equivalent and 7 years of relevant work experience\*
  - Associate's degree or equivalent trade school certificate and 5 years of relevant work experience\*
  - Bachelor's degree and 3 years of relevant work experience\*
  - Master's degree and 2 years of relevant work experience\*
  - Doctoral degree and 1 year of relevant work experience\*
- Agreement in writing to adhere to the APWA Standards of Professional Conduct and affirming no history of felony convictions related to the practice of stormwater management.
- Payment of the current application fee.

*\*Relevant work experience is performed by experts in the public and private sectors who coordinate and implement stormwater management programs for city, county, state, provincial, and federal agencies.*

## **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 Stormwater Manager application and examination:

### Eligibility Application Fee (non-refundable)

APWA Member – \$195 USD

Nonmember – \$245 USD

### Examination Fee

Place of employment – \$500 USD

Testing Center – \$500 USD + Testing Center Fees

### 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, standard review time is 10 business days from receipt of application. Incomplete applications, lack of detail on an application, lack of proper documentation 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 CSM

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.
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	
_____ Address	_____ Office	_____ City
_____ State/Province	_____ Zip Code/Postal Code	_____ Country
_____ Office E-mail		_____ Office Phone Number
_____ Home Address	_____ City	
_____ State/Province	_____ Zip Code/Postal Code	_____ Country
_____ Home E-mail		_____ Home Phone Number

## Application Fee Payment

Instructions: Indicate your membership status below. Purchase orders will not be accepted.

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

Submit applications to:

[certification@apwa.org](mailto:certification@apwa.org)

– OR –

APWA

Attn. Certification

1200 Main Street

Suite 1400

Kansas City, MO 64105-2100

Applications sent via mail will significantly delay application processing.

### PAYMENT METHOD

#### Credit Card (Visa/MasterCard/American Express)

*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 will be reviewed and processed.



<b><i>If you have completed:</i></b>	<b><i>Document at least:</i></b>
High school or equivalent	7 years of relevant work experience
Associate degree or equivalent trade school certificate	5 years of relevant work experience
Bachelor's degree	3 years of relevant work experience
Master's degree	2 years of relevant work experience
Doctoral degree	1 year of relevant work 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
- Associate degree or equivalent trade school certificate
- Bachelor's degree
- Master's degree
- Doctoral degree

\_\_\_\_\_  
 Name of Institution Attended                      Dates Attended                      Highest Level of Education Achieved

**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 on this form that demonstrates your experience within or for a public entity in one or more aspects of stormwater management. 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

\_\_\_\_\_  
Current Title

\_\_\_\_\_  
Daytime Phone Number

*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

\_\_\_\_\_  
Date

**Human Resources Personnel**

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Current Title

\_\_\_\_\_  
Daytime Phone Number

*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

\_\_\_\_\_  
Date

**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 stormwater management.*

\_\_\_\_\_  
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