



APWA COMMISSION CHARTER

CERTIFICATION COMMISSION

PURPOSE

The APWA Certification Commission (“the Commission”) provides strategic oversight and governance for all APWA certification programs. The Commission ensures certifications are relevant, rigorous, and recognized—advancing public works excellence while increasing industry adoption among employers (HR, hiring managers), government entities, and contracting authorities.

COMMISSION RESPONSIBILITIES

The Commission’s responsibilities in support of APWA’s Strategic Goals, Activities, and Initiatives are:

- **Set Certification Policy:** Establish and maintain eligibility, recertification, and exam integrity standards.
- **Ensure Program Excellence:** Oversee ongoing updates and enhancements to ensure the continuous improvement and integrity of all certification programs.
- **Drive Growth:** Develop strategies to increase participation and expand certification offerings.
- **Promote Recognition:** Advocate for adoption by employers, HR professionals, and government entities.
- **Support Candidate Success:** Enhance resources and processes for a positive candidate experience.
- **Monitor Performance:** Track program metrics and report progress to APWA leadership.

ORGANIZATION

Chair: The commission chair shall be appointed by the APWA President-Elect. The chair is responsible for the overall direction and management of the commission. The term of office for the chair shall be one year, but the chair may be reappointed for a second year by the APWA President-Elect. No commission member can serve more than a maximum of six years, including a maximum of two years as chair.

Vice-Chair: The commission may select a vice-chair. The vice-chair must be an appointed member of the commission. The vice-chair will serve as the chair in the event the commission chair cannot participate in a meeting. Selection of a vice-chair does not guarantee the individual will be appointed by the president-elect to the chair position when the position becomes vacant.

Members: The APWA President-Elect shall appoint up to seven voting members (including the chair). Commission members serve a two-year term and may be appointed for up to three consecutive two-year terms. The commission appointments shall be based on the following:

- Two APWA members who have not participated in any certification program but understand APWA’s strategic plan and vision. One APWA member who has a role within agency hiring (HR professional, hiring manager, etc.).
- One representative from each certification program. Must be a certification holder.



Corresponding Members:

Two non-voting liaisons representing and appointed by the following areas may serve up to three consecutive two-year terms:

- Board of Director's Liaison
- Workforce Development Committee Liaison

The commission chair may designate any number of non-voting corresponding members as the need arises, especially to address areas of development that may not be fully represented by the commission. Corresponding members need not be APWA members. If they are invited to attend an in-person meeting, they must cover their own travel expenses.

Groups of corresponding members (subcommittees, knowledge teams, and work groups) may be formed as necessary to further the commission's mission. A group of corresponding members may be dissolved or established by a simple majority vote of the commission.

FINANCIAL AND ADMINISTRATIVE SUPPORT

Generally, the commission meets by conference call quarterly. Commission members shall commit to fund their own travel and expenses to attend the commission meeting if held at PWX or another location. Regularly scheduled meetings will be held virtually using APWA's meeting platform. Administrative support shall be provided by APWA staff.

REPORTS

The chair or vice-chair shall work with the commission staff liaison to prepare the agenda and written summary of each meeting. The summary shall be provided to all commission members. Commission updates may also be requested periodically for submission to the APWA Board of Directors via the commission staff liaison.

CHARTER CHANGES

Amendments to this charter require a majority vote of the voting commission members present at a regularly scheduled meeting (when there is a quorum) and are subject to approval by the APWA Board of Directors.

Date of Board Approval: February 11, 2026.