



CERTIFICATION SYSTEM GOVERNANCE

Certification Systems

The APWA program certification systems shall include an eligibility application process, a test, and a recertification application process.

The eligibility application process shall include, at minimum:

- an educational requirement verified by a third party.
- a work experience requirement verified by a third party.
- agreement in writing to adhere to the APWA Code of Standards of Conduct and affirm no history of felony convictions specifically related to the applicant's profession as defined in the work experience section of the certification program policies.
- payment of the current application fee

After being determined eligible, candidates shall take a test.

After successful completion of the test, candidates shall become certified for a maximum period of five years. Certificants shall recertify through professional development and/or testing.

Participation in APWA Certification

Participation in APWA certification programs shall be voluntary and open to anyone meeting the eligibility requirements. Membership in APWA is not required.

Fees

There shall be a non-refundable initial application fee, testing fee, and recertification fee for APWA certifications. There shall be a differential in fees for members and non-members for initial application.

Use of the Certification Title and Initial Designation

Individuals who have earned and remained in good standing, and/or recertified and remained in good standing for an APWA certification may use the official title and initial designation of the program in business correspondence, such as on business letterhead, business cards, and all forms of address. The title and initial designation may not be used to imply that a business or agency is certified. Use of the title and initial designation by individuals who have not been awarded and maintained the certification is expressly prohibited.



Appeals

When an appeal is received, a three-member Appeals Review Panel shall be appointed by the President of APWA to consider the appeal in accordance with established policies and procedures.

Appealable Decisions:

Only the following decisions of the Council may be appealed:

- 1) the Council's interpretation of standards, including candidate eligibility determination, certificant renewal determination, certification revocation determination;
- 2) alleged inappropriate exam administration procedures; and
- 3) alleged testing conditions severe enough to cause a major disruption of the examination process.

Because the performance of each question on the exam is subject to an item analysis (whereby determination may be made to re-key or eliminate problematic items) prior to final scoring, there are no appeals accepted for challenging individual items, answers, or a failing score.

Vacancy

Vacancies on the Council shall be filled through appointment by the APWA President.

Removal

Members of the Council serve at the pleasure of the APWA Board of Directors; provided, however, that before a member is removed, that member shall be given notice and offered an opportunity to be heard before the APWA Board of Directors.

Conflict of Interest and Confidentiality

All members of the Council and its committees shall sign a Confidentiality and Conflict of Interest Agreement prior to service in a form approved by the Council.

Confidential Information

The nature, format, content, and results of examinations administered by the APWA Certification

Council and all application materials are considered confidential information and will be treated as such in accordance with policies and procedures adopted by the Certification Council unless appropriate permission is obtained or where otherwise required by law.

Further, the APWA Certification Council and its testing agencies store, process, and use data collected from application forms and test score reports. Data is stored only to the extent necessary for processing and validating applications/examination scores and in compliance with related record retention regulations. Under no circumstances will individual data or test scores be shared with any entity outside of the Certification Council, and its testing agency, unless permission is obtained from the candidate or



certificant or unless otherwise required by law. Candidate test scores are not released by telephone. The Certification Council may develop and publish statistical data regarding the exams provided that the identities of the candidates are not divulged.

Proprietary Privileged Information/Trade Secret

The nature, format, content and results of examinations administered by the APWA

Certification Council are considered proprietary privileged information and trade secrets of APWA.

Review Courses

The Council neither sponsors, accredits, nor endorses review courses for its certification examinations.

Program Evaluation

All APWA certification programs shall be evaluated at a minimum of three-year intervals. The Council shall be responsible for oversight of the evaluations and presenting a report to the Board of Directors.

Review and Modification of Policies

At a minimum of three-year intervals, the Chair of the Council shall appoint a subcommittee of Council members to conduct a review of Council policies and recommend any additions or changes to the Council.

Waiver of Notice

Whenever a Council member shall be entitled to notice, a written waiver thereof, signed by the Council member entitled to notice, whether before or after the time stated therein, shall be deemed equivalent to notice. Attendance of a Council member at any meeting shall constitute a waiver of notice of such meeting, except when a Council member attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at nor the purpose of any regular or special meetings of the Council or a committee of the Council need be specified in any written waiver of notice.

Quorum

A majority of the total number of Council members or committee members, as applicable, shall constitute a quorum for the transaction of business. The vote of the majority of the Council members or committee members, as applicable, present at a meeting at which a quorum is present shall be the act of the Council or committee, as applicable.



Action by Consent

Any action required or permitted to be taken at any meeting of the Council, or of any committee thereof, may be taken without a meeting if all members of the Council or committee consent thereto in writing, and the writing or writings are filed with the minutes of proceedings of the Council or committee.

Taking action through electronic or fax means is acceptable so long as there is a unanimous vote.

Meeting by Conference Call

Members of the Council or of any committee thereof may participate in a meeting of the Council or committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other and participation in a meeting in this manner shall constitute presence in person at the meeting.

Non-Discrimination

The Council and its testing company endorse the principles of equal opportunity. Eligibility criteria for examination and certification are applied equally to all applicants regardless of age, race, religion, gender, national origin, veteran status, or disability.

Complaints and Disciplinary Action

The Certification Council may take disciplinary action against any certificant who is found guilty of one or more of the following:

- Knowingly misrepresenting or falsifying application information or assisting another person to do so; or
- Violation of one or more of the provisions in the APWA Code of Professional Conduct; or
- Unauthorized possession, distribution, or use of any APWA examination- related materials or assisting another person to do so; or
- Violation of examination procedures or security; or
- Unauthorized use of any registered certification mark or logo owned by the APWA; or
- Other violation of Certification Council policies, procedures, or requirements; or
- Failure to cooperate reasonably with an APWA disciplinary investigation.

Complaints regarding these areas shall be accepted and they may be registered by any party, including APWA itself. If, based upon established procedures, the APWA staff or Certification Council determines that a complaint investigation is warranted, a three-member Disciplinary Action Review Panel shall be appointed by the Certification Council Chair to consider the matter in accordance with established policies and procedures.



If the Disciplinary Action Review Panel recommends and the Certification Council determines that grounds exist to take disciplinary action against a candidate or a certificant, it may take one or more of the following actions or such other action(s) as Certification Council may deem appropriate:

- Deny a candidate's application for eligibility or examination or a certificant's application for recertification;
- Require a candidate to retake the examination at a time and place to be determined by Certification Council;
- Invalidate the examination score(s) of a candidate; require a candidate to wait a specified period of time before reapplying to take the examination(s); and/or revoke a candidate's eligibility to sit for future examinations;
- Issue the individual a reprimand;
- Require the individual to engage in remedial education and/or training;
- Suspend a certificant's certification for a period of time;
- Revoke a certificant's certification;
- Publish findings and sanctions in the APWA Reporter;
- Notify other legitimately interested parties of Certification Council's findings and disciplinary action.

Prior to taking disciplinary action, the Certification Council shall notify the candidate or certificant and provide an opportunity to be heard.

The Certification Council is the only entity authorized to make denial, suspension, or revocation decisions with respect to disciplinary actions, subject to appeals brought to the Appeals Panel in accordance with established Certification Council policies and procedures.

Requests for re-applying for certification previously revoked on account of disciplinary actions must be in writing and will be reviewed by the Certification Council.