



Certified Public Infrastructure Inspector 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**

1200 Main Street, Suite 1400

Kansas City, MO 64105-2100

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 certification program is open to individuals who meet the specified eligibility requirements. APWA membership is not required for application or participation.

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

All certification-related correspondence will be sent to the contact information provided in the application. **Applicants are responsible** for notifying APWA in writing of any changes to their contact details.

Eligibility Requirements

The certification program consists of the following components:

1. Eligibility application process
2. Multiple-choice examination
3. Recertification process

To demonstrate eligibility, applicants must submit an application documenting compliance with the following criteria:

- A **high school diploma or equivalent** (minimum requirement)
- **At least five (5) years of infrastructure inspection field experience**

(Note: Experience must be directly related to infrastructure inspection.)

- A signed statement agreeing to **adhere to the APWA Standards of Professional Conduct**
- Affirmation of **no felony convictions** related to infrastructure inspection
- **Payment** of the current, non-refundable application fee

Definition of Relevant Work Experience

Relevant experience includes fieldwork performed during the **construction or inspection of public infrastructure**, such as:

- Roadways, highways, utilities, bridges, and dams
- Water or wastewater treatment plants
- Pump stations, reservoirs, or storage facilities
- Construction materials and methods
- Activities ensuring compliance with **plans, codes, or specifications**

Applicant Ineligibility

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

- Inadequate documentation to assess eligibility
- Submitted documentation does not meet stated eligibility requirements
- Non-payment of required application or examination fees

If an application is found to be incomplete or lacks sufficient information, the applicant will be notified and given a deadline to provide the necessary documentation.

Failure to submit the required materials by the specified deadline will result in the denial of the application.

Fees and Payment Methods

The following fees apply to the certification process:

- **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

Fees may be paid by:

- **Credit card**
- **Check or money order** (made payable to **APWA**, in US funds)

Processing Time

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

Incomplete or improperly completed 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.**

⚠ Important: 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

Education and Work Experience Requirements

You must document at least:

- High school diploma or higher → 5 years of infrastructure inspection field experience

Part B: Documentation of Education

Instructions

Indicate your highest level of education completed, or attach a copy of a certificate, diploma, or transcript that confirms your completion of the program or conferral of the degree.

High school diploma or equivalent

Institution Name	Dates Attended	Highest Level of Education Achieved
------------------	----------------	-------------------------------------



Part C: Documentation of Work Experience

Instructions:

Complete the following information for each position that contributes to your total qualifying experience.
Complete a separate page for each position or attach a Word document that includes the same information.

Work Experience

Name of Applicant: _____ **Job Title:** _____

Name of Organization: _____ **Position/Role:** _____

Address of Organization: _____

Dates of Employment (MM/YYYY – MM/YYYY): _____ **Length of Employment:** ____ years ____ months

Summary of Job Responsibilities

Attach your **current resume**, or provide a detailed summary below of your work experience relevant to **public works**, inspecting public infrastructure. Be specific in describing the types of inspections you performed, including:

- Types of infrastructure inspected (e.g., roads, highways, utilities, bridges, dams)
- Types of facilities inspected (e.g., pump stations, water treatment plants, storage tanks)
- Construction methods and materials reviewed
- How you ensured compliance with project plans, codes, or specifications

Important: Incomplete applications or vague descriptions of job responsibilities 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:

The applicant's **current supervisor** and a representative from **Human Resources** of the organization.

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 experience includes fieldwork performed during the **construction or inspection of public infrastructure**, such as:

- Roadways, highways, utilities, bridges, and dams
- Water or wastewater treatment plants
- Pump stations, reservoirs, or storage facilities
- Construction materials and methods
- Activities ensuring compliance with **plans, codes, or specifications**

Part E: Agreement and Affirmation

Review the following **Standards of Professional Conduct** carefully, then sign and date the section below.

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, 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 to adhere to the **APWA Standards of Professional Conduct**, and I affirm that I have no felony convictions related to the practice of public infrastructure inspection.

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 infrastructure inspection field 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 resource 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**
1200 Main Street, Suite 1400
Kansas City, MO 64105 USA