



## RESOURCES TO HELP PREPARE FOR THE CPFP

The **Certified Public Fleet Professional examination** consists of 150 multiple-choice questions, 130 scored questions and 20 beta questions. Candidates are given 4 hours to complete the Computer Based Examination.

**The questions on the examination assume the candidates have practical hands-on experience in the fleet management field.** Some test questions may ask candidates to select the best of available options. Usually, the best response is the one used most broadly across North America/Canada as the correct approach to the policy or procedure. The best answer may or may not be what is currently used in the candidate's fleet.

APWA Education is independent of APWA Certification. APWA certification programs are governed by the Certification Council, a semi-independent certifying body of APWA. In adherence to certification industry standards, the Commission volunteers are independent and not involved in the development of preparatory programs. **There are no prerequisite materials required to earn APWA certifications.**

However, there are materials that can help you refresh and improve your understanding of the processes and functions necessary to be a competent Public Fleet Professional.

**We recommend you review the items in the CPFP Content outline and complete the CPFP Examination Self-Assessment to focus your study on the areas for which you feel you need additional study. Many candidates have found the following resources useful.**

### 1. APWA Certified Public Fleet Professional (CPFP) Recommended Resources



The APWA Fleet Services Committee recommends the following resources to help with preparation for CPFP examination.

**It should not be inferred that questions in the examination are selected from any single reference or set of references or that study from specific references guarantees a passing score on the examination.**

The following items can be purchased as individual items or as a bundle. **Details on the individual items in the bundle are listed on the subsequent pages.**

- Public Fleet Management Student Manual
- Public Works Communications Manual
- The Concise Manual for Calculating Public Fleet Rates
- Spec Writing 101: A Quick Guide to Purchasing Public Works Vehicles and Equipment
- Top Ten Performance Measures for Fleet Managers
- Planned Fleet Replacement
- APWA Equipment Code
- Demonstrating the Value of Your Fleet Management Program
- Managing Public Equipment

Publisher: APWA

Date: June 20, 2018

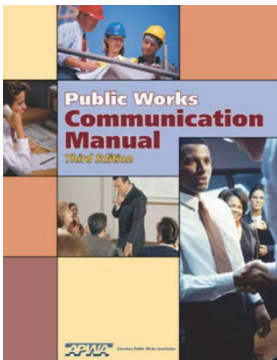
Media: Nine Publications

Member Price: \$261.00

Nonmember Price: \$336.00



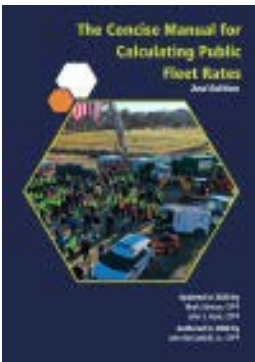
## 2. Public Works Communication Manual, 3rd Ed



This book is designed to help you through the tough demands of communicating properly in a variety of situations. From public presentations to media relations to desktop publishing, you'll find the help you need in this guide to more effective communication.

Author: APWA Leadership and Management Committee  
Publisher: APWA; Edition: 3; Pages: 104  
Date: January 01, 2003  
ISBN Number: 978-1-60675-098-8  
Member Price \$30.00  
Nonmember Price \$40.00

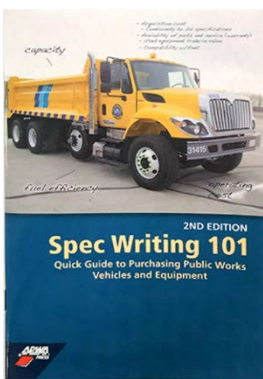
## 3. The Concise Manual for Calculating Public Fleet Rates



The ability to “cost-out” a product line can be the difference between a thriving operation and one that is on the brink of failure. This manual guides the public sector fleet manager—in easy to read, understandable language—through the process of calculating chargeback rates for billing customers. Topics include calculating service rates for vehicle repairs, determining shop staff levels, and establishing rental rates to fund vehicle replacements.

Author: APWA Fleet Services Committee  
Publisher: APWA  
Date: August 31, 2020  
ISBN Number: 978-1-60675-999-8  
Member Price \$18.00  
Nonmember Price \$23.00

## 4. Spec Writing 101



### Quick Guide to Purchasing Public Works Vehicles and Equipment

Regardless of the type or quantity of vehicles or equipment your agency needs, the most important part of the decision-making process is making the right selection for the agency's needs. Not only can the wrong choices negatively impact the agency's service delivery, but they can also waste taxpayer dollars. This guide provides an overview of how to conduct a legal and ethical procurement process for vehicles, equipment, and services to meet your agency's operational needs.

Author: Jeffrey Tews, CFPF; Sam P. Lamerato, CFPF; Darryl Syler, CFPF; Tammy Rimes, MPA  
Publisher: APWA; Pages: 28  
Date: January 01, 2018  
ISBN Number: 978-1-60675-061-2  
Member Price \$12.00  
Nonmember Price \$15.00



## 5. Top Ten Performance Measures for Fleet Managers

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Developing a program and tracking performance measures help fleet managers demonstrate the value of their departments to the communities they serve. Dozens of performance measures exist and vary from agency to agency. This book outlines the top ten most common and critical performance measures to a fleet manager's success. Check out how your agency measures up!

Author: Fleet Performance Measures Task Force  
Publisher: APWA; Edition: 2; Pages: 46  
Date: January 01, 2016  
ISBN Number: 978-1-60675-049-0  
Member Price \$12.00  
Nonmember Price \$15.60

## 6. APWA Equipment Code

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This publication is designed to address the need for a common classification system, which will allow public and private agencies to identify the significant characteristics of their motor vehicles and equipment fleets.

The code facilitates inter-agency comparisons of data and provides the primary means of identifying similar pieces of equipment, as well as facilitating efficient collection, processing, and analysis of data concerning those units. Use of the equipment code to develop outcome-oriented performance management systems is encouraged.

The modular ten-digit alphanumeric system allows you to identify characteristics of vehicles, include additional types of equipment, accommodate future vehicle and equipment industry development, and improve data handling and analysis capabilities. APWA's equipment code is a must-have for every public or private fleet or equipment manager!

Author: APWA Fleet Services  
Publisher: APWA; Edition: 3; Pages: 50  
Date: January 01, 2000  
ISBN Number: 978-1-60675-063-6  
Member Price: \$15.00  
Nonmember Price: \$19.50

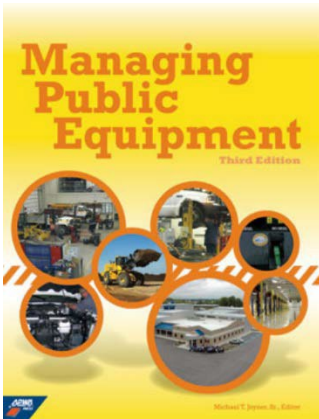
## 7. Demonstrating the Value of Your Fleet Management Program



How familiar are decision makers and other stakeholders in your community with your agency? Do they understand that the snow plows they see efficiently clearing their streets wouldn't run without your agency managing them? A solid fleet management program is crucial, yet many times there is a failure for that to be understood-both by immediate decision makers and the taxpayers they serve. Demonstrating the Value of Your Fleet Management Program offers practical, concrete information on steps you can take to clearly show the value of your fleet management program. A sample business plan and customer service agreement are included.

Author: APWA Fleet Services  
 Publisher: APWA; Edition: 2; Pages: 23  
 Date: April 20, 2022  
 ISBN Number: 978-1-60675-157-2  
 Member Price \$15.00  
 Nonmember Price \$20.00

## 8. Managing Public Equipment 3rd Edition - Not currently Available



Today's equipment environment demands more creativity and ingenuity than ever before. This comprehensive manual is designed to help equipment managers find innovative ways to keep equipment up and running while keeping within capital budgets.

You'll learn about improved administration and management practices, progressive procurement policies, preventive maintenance repairs regulatory compliance, rate setting, cost accounting, and more!

Author: APWA Asset Management Committee  
 Publisher: APWA; Pages: 153  
 Date: January 01, 2009  
 ISBN Number: 978-1-60675-014-8  
 Member Price \$59.00  
 Nonmember Price \$69.00

## 9. Planned Fleet Replacement



Without a viable and comprehensive replacement program, fleet managers will be unable to replace vehicles and equipment when needed, or for that matter, may even be unable to identify the optimum time to replace these items. This book will help you get a plan and work the plan to your agency's benefit.

Author: APWA Fleet Services  
 Publisher: APWA  
 Date: August 01, 2021  
 ISBN Number: 978-1-60675-038-4  
 Member Price \$19.00  
 Nonmember Price \$25.00

## 10. Public Fleet Management Training Course



A modular text-based course for use by APWA chapters, training consultants, government agencies, universities, and other educational organizations that wish to teach a high-level overview of the skills and components involved in successful public fleet management.

This course is designed to enhance the skills of current fleet professionals and provide a comprehensive overview of state-of-the-art principles and practices for managing today's government fleet operations. Many agencies utilize the Public Fleet Management Course as a refresher Workshop for CFPF candidates.

Training package includes:

- One Instructors Manual
- One CD-ROM containing PowerPoint slides for all training modules.
- One Student Manual\*

Publisher: APWA  
 Date: January 01, 2006  
 Contents Training Package  
 Member Price \$350.00  
 Nonmember Price \$450.00



This recommended reading list is intended for use as a study aid only. Inclusion on the list does not imply endorsement of these specific references, nor are the test questions necessarily taken from these sources. Some suggested preparation for the examination might include, but should not be limited to the following resources:

| Publication  | Specific Section  | Author/ Publisher   | Edition/ Date    |
|--|---|---|------------------|
| <u>Code of Federal Regulations</u>                                     | Title 40<br>"Protection of Environment"<br>Part 112.7   | Washington DC:<br>GPO: US Government<br>Publishing Office | updated annually |
| <u>Code of Federal Regulations</u>                                     | Title 40<br>"Protection of Environment"<br>Part 261     | Washington DC:<br>GPO: US Government<br>Publishing Office | updated annually |
| <u>Code of Federal Regulations</u>                                     | Title 40<br>"Protection of Environment"<br>Part 264.193 | Washington DC:<br>GPO: US Government<br>Publishing Office | updated annually |
| <u>Federal Motor Carrier Safety Regulations Pocketbook</u>             | Multiple  | Neenah: J.J Keller & Associates,                          | updated monthly  |
| <u>Fleet Management</u>  | Multiple  | John Dolce New York:<br>McGraw- Hill,                     | 1984             |
| <u>Analytical Fleet Maintenance Management, 2<sup>nd</sup> edition</u> | Multiple  | John Dolce; Warrendale: SAE                               | 1998             |
| Fleet Management IQ Report   | Multiple  | Washington: ICMA  | 2002             |
| Material Safety Data Sheet Center                                      | Multiple  | <a href="http://www.msds.com/">http://www.msds.com/</a>   |                  |
| EPA Automotive Maintenance and Repair Shop: Pollution Prevention Guide | Multiple  | EPA US Environmental Protection Agency                    | 1991             |