



HOW TO PREPARE FOR THE CPWP-S

The Certified Public Works Professional - Supervision examination consists of 130 Multiple-choice questions. Candidates are given 3.5 hours to complete the Computer Based Examination.

The questions on the examination assume the candidate have practical hands-on experience in a public works department.

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 as the correct approach to the policy or procedure.

The examination is divided into 9 domains of which specific Skills, Knowledge and Aptitudes are tested.

- BUDGET AND FINANCE
- ASSET MANAGEMENT
- PROCUREMENT & CONTRACT ADMINISTRATION
- COMMUNICATION
- HUMAN RESOURCE MANAGEMENT
- ADMINISTRATIVE
- PROJECT MANAGEMENT
- EMERGENCY MANAGEMENT
- UNDERSTANDING OF PUBLIC WORKS OPERATIONS

The examination is designed to test your existing working knowledge of Public Works Supervision. No preparatory materials are prerequisites to earning APWA certifications. However, there are materials that can help you refresh and improve your understanding of the processes and functions deemed necessary to be a competent public works supervisor.

Use the CPWP-S self-assessment form to rate your perception of your level of knowledge in each area. Focus your study on the areas for which you are not strong.

The following recommended reading list could be utilized to familiarize yourself with these areas.

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Title	Description	Areas of Focus	Code/Publisher
Public Works Practice Manual Edition: 9th edition	Now in its 9th Edition, the updated and revised Public Works Management Practices Manual, also known as "the Manual", includes a new chapter on Asset Management. This is a critical tool for agencies of any size and with a range of responsibilities. Use this manual to develop the policies and procedures necessary to perform as a full- service public works agency. The Manual will provide you with the framework to conduct your own objective agency self-assessment and it serves as the must-have guide for achieving the APWA Accreditation designation.	BUDGET AND FINANCE ASSET MANAGEMENT PROCUREMENT & CONTRACT ADMINISTRATION COMMUNICATION HUMAN RESOURCE MANAGEMENT ADMINISTRATIVE PROJECT MANAGEMENT EMERGENCY MANAGEMENT UNDERSTANDING OF PUBLIC WORKS OPERATIONS	Publisher: APWA ISBN Number: 978-1- 60675-043-8 Edition: 9th
Public Works Administration: Operations (Blue Book)	APWA's new "Blue Book," a companion to Public Works Administration: Supervision and Management, focuses on the external environment of public works with such issues as finance, law, and fundamentals of government. It also includes an overview of public works operations and concludes with one of the most important aspects of public works leadership—creating the future. This book includes a look at strategic planning, systems thinking, policy development, and other vital forward- looking techniques. (This book supports APWA Public Works Institute Units 6-11.)	BUDGET AND FINANCE ASSET MANAGEMENT PROCUREMENT & CONTRACT ADMINISTRATION HUMAN RESOURCE MANAGEMENT ADMINISTRATIVE EMERGENCY MANAGEMENT UNDERSTANDING OF PUBLIC WORKS OPERATIONS	Publisher: APWA Date: December 1, 2018
Public Works Supervision & Management (Yellow Book)	This successor to APWA's 2008, highly successful Public Works Administration expands on a subject only minimally covered in that book— the management of people. It is no longer enough for a public works leader to be technically competent. Successful public works managers and supervisors also must have the ability to lead, manage, inspire, and communicate. This publication—the "Yellow Book"—discusses supervisory	COMMUNICATION HUMAN RESOURCE MANAGEMENT ADMINISTRATIVE	Author: Leadership and Management Technical Committee Publisher: APWA Date: January 01, 2016 ISBN Number: 978-1- 60675-054-4 Pages: 180

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	techniques; delves into basic management, communication, and leadership skills; and considers dimensions of community service and customer orientation skills. (This book supports APWA Public Works Institute Units 1-5.)		
A Public Finance Primer for Public Works Professionals	Do you and your finance officer speak the same language? This book, by a CPA who learned 'to speak public works' through her local government work experience, will give you insight into the accountant's mind. After reading this primer you'll have a better grasp of the terminology and concepts you need to know so that you and the finance officer can both get your jobs done.	BUDGET AND FINANCE	Author: Lynda M. Dennis Publisher: APWA Pages: 46
Public Works Communication Manual, 3rd Ed	Newly revised by a task force of the Leadership and Management Committee, 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.	COMMUNICATION	Publisher: APWA Pages: 104
APWA Red Book on Qualifications-Based Selection Guidelines for Public Agencies, 4th Ed.	Is it quality or low bid control your agency's decisions when contracting for engineering and architectural consultants? APWA's Red Book discusses the case for qualifications-based selection (QBS) and teaches readers how to conduct interviews, evaluate candidates, formulate, and manage contracts for professional services. The Red Book has been one of APWA's most widely used publications of the last 25 years.	PROCUREMENT & CONTRACT ADMINISTRATION	Author: APWA Engineering and Technology Committee Publisher: APWA Date: January 01, 2006 ISBN Number: 0-917084-60-8 Pages: 52
PW Incident Management Manual:	In the midst of a large-scale emergency event, will your agency's efforts be well coordinated - or a disaster of their own? This guide will familiarize you with the	EMERGENCY MANAGEMENT	Author: APWA, in partnership with the National Incident

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<p>Model Procedures Guide for All Hazards and Large-Scale Incidents Using NIMS-ICS</p>	<p>terminology and teach you how to use the strategies of the Incident Command System to manage from the smallest incidents to the largest, most complex catastrophes. The NIMS - Incident Command System is the national model for coordinating facilities, equipment, personnel, procedures, and communication for effective and efficient incident management.</p>		<p>Management System Consortium. ISBN Number: 0-917084-047-6 Pages: 154</p>
<p>Building on the Basics: Core Competencies in Public Works</p>	<p>Are you a leader or a manager? Do you know the difference between the two? This collection of articles, written by APWA leaders, will help you understand the core competencies that are important for the leader or manager and provide some direction for self-improvement. Use the experience and insight of these public works leaders to help you reach your highest potential.</p>	<p>COMMUNICATION HUMAN RESOURCE MANAGEMENT ADMINISTRATIVE</p>	<p>Author: Leadership and Management Committee Publisher: APWA Pages: 192</p>
<p>Developing a Public Works Operations Manual</p>	<p>An operations manual is an essential asset to any agency, but there's no standard that will fit all agencies. However, there are some common, key elements that should be included in any operations manual, and this book will identify them and teach you how to use them. Learn how to ensure smooth transitions in your workforce, guard against the risk of lost information, and provide consistently good service to your community.</p>	<p>ADMINISTRATIVE UNDERSTANDING OF PUBLIC WORKS OPERATIONS</p>	<p>Author: William A. Sterling, P.E. Publisher: APWA Pages: 56</p>
<p>Executive Soft Skills Pocket Guide</p>	<p>Executive managers in public works get their jobs because of excellent technical and leadership skills. But to succeed they must also master the 'soft skills' that will get the hard results! This pocket guide provides tips on managing meetings, communicating effectively, handling media, promoting your agency's message, and building constructive work relationships.</p>	<p>COMMUNICATION HUMAN RESOURCE MANAGEMENT ADMINISTRATIVE</p>	<p>Publisher: APWA Leadership and Management Technical Committee ISBN Number: 978-1-60675-053-7 Pages: 28</p>

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Performance Measurement in Public Works	This book is a practical guideline from a public works perspective. It provides all the important tools you need to kick-start your successful performance measurement effort.	BUDGET AND FINANCE HUMAN RESOURCE MANAGEMENT ADMINISTRATIVE	Author: William B. Cook Publisher: APWA ISBN Number: 0-917084-70-5 Pages: 70 Format: Download
Public Works Performance Management	This book discusses performance management, accountability, and performance measurement. In exploring these three terms, it helps you determine if your agency should renew or initiate its efforts and provides ideas on how to best proceed with those efforts.	BUDGET AND FINANCE HUMAN RESOURCE MANAGEMENT ADMINISTRATIVE	Author: William B. Cook Publisher: APWA ISBN Number: 0-917084-70-5 Pages: 72 Download available
Getting the Most Out of Your Infrastructure Assets	The skills required for infrastructure asset management have grown beyond traditional engineering training. The new infrastructure asset manager must draw on practices from business and finance, information systems and public administration. This guide will help prepare you with the goals, philosophy, principles, practical methods, and tools available for asset management.	ASSET MANAGEMENT PROCUREMENT & CONTRACT ADMINISTRATION	Author: Andrew C. Lemer, Ph.D. Publisher: APWA ISBN Number: 0-917084-95-0 Pages: 60
The Ultimate Public Works Project Management Manual	While there are certainly some similarities between a private-sector Project Manager and Public Works Project Manager, there are numerous variations that can lead to substantial differences in how to effectively manage the moving parts of a project. For starters, Public Works Project Managers need the unique skillset and know-how to select the best consultants, negotiate scope, schedule and budget, and deal with elected officials and the public in a very direct manner.	PROJECT MANAGEMENT	Publisher: PSMJ Resources, Inc. Date Published: 2015 Number of Pages: 506 ISBN: 1-55538-299-1 Format: Hardcopy & PDF
The Practical Guide to Project Management	This book is designed to help you understand the theory, tools, techniques, and key success factors for you to succeed in your projects. We will be looking at all aspects of managing projects - from the technical	PROJECT MANAGEMENT	Date Published: 2013 Author: Christine Peterson ISBN 978-87-403-0524-1

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	checklists to the soft skills that are essential for a Project Manager to succeed.		
The Procurement and Supply Manager's Desk Reference	Every supply manager's essential desktop tool with in-depth, authoritative coverage of each topic. Leaving no stone unturned in covering all aspects of the procurement and sourcing functions, The Procurement and Supply Manager's Desk Reference, Second Edition is filled with everything every organization needs to know about the key roles and responsibilities of a procurement professional. Presented logically to match the flow of the procurement and sourcing functions, the book is filled with practical aids such as step-by-step guides to each segment of the process, as well as checklists and customizable forms.	PROCUREMENT & CONTRACT ADMINISTRATION	Authors: Fred Sollish, John Semanik Publisher: John Wiley and Son's Date Published: 2007
Guide to Project Management Body of Knowledge (PMBOK Guide)	PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market.	PROJECT MANAGEMENT	Publisher: Project Management Institute (PMI) ISBN-10: 1628251840

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