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

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

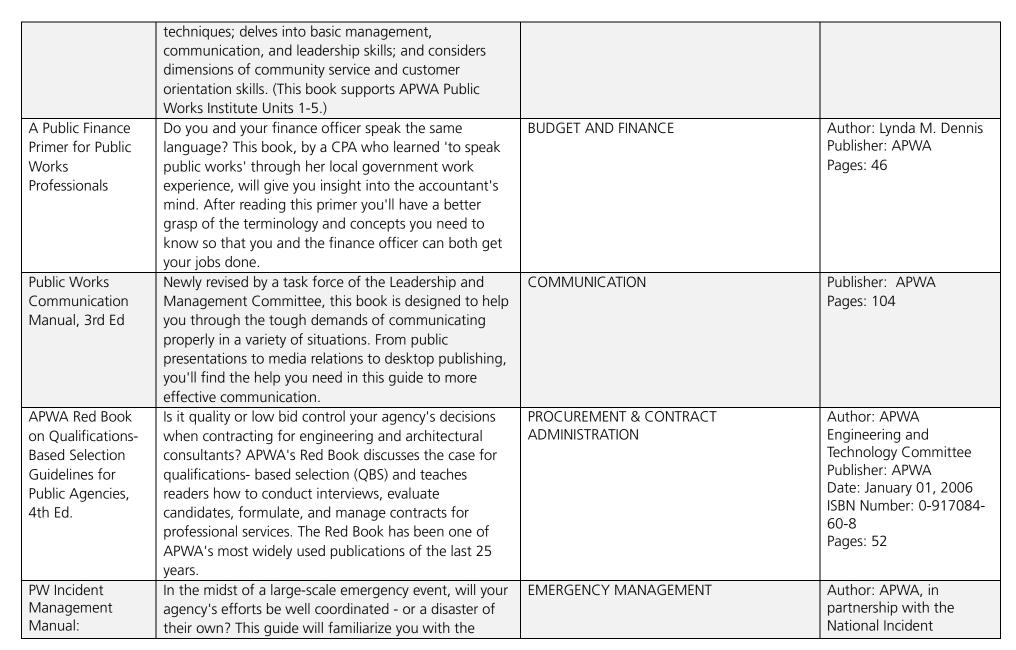
The examination is designed to test your existing working knowledge of Public Works Supervision. No preparatory materials are prerequisites to earning APWA certifications. However, there are materials that can help you refresh and improve your understanding of the processes and functions deemed necessary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

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

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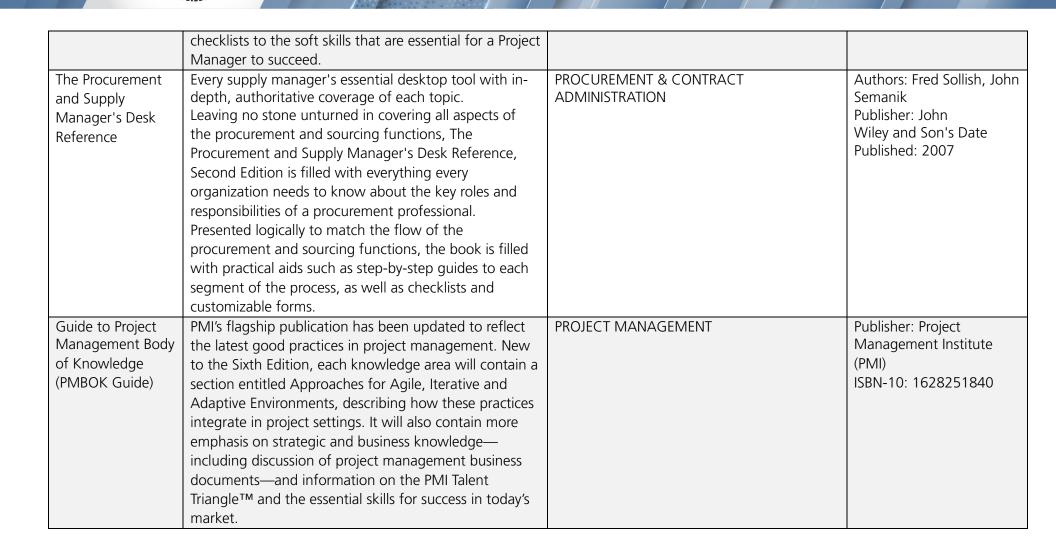
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Model Procedures terminology and teach you how to use the strategies of Management System the Incident Command System to manage from the Consortium. Guide for All ISBN Number: 0-917084-Hazards and Largesmallest incidents to the largest, most complex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

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

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