

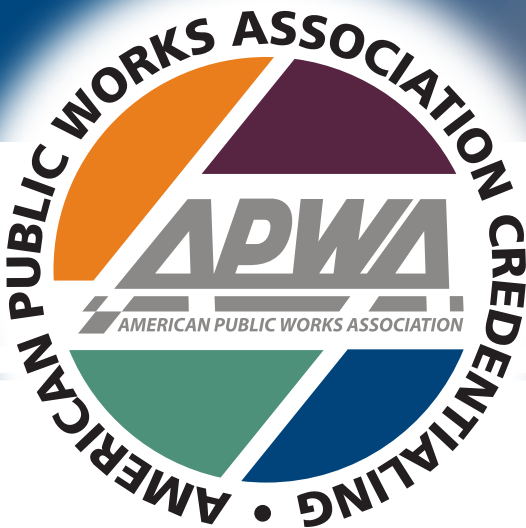
# Get The Respect You Deserve With Credentials From APWA

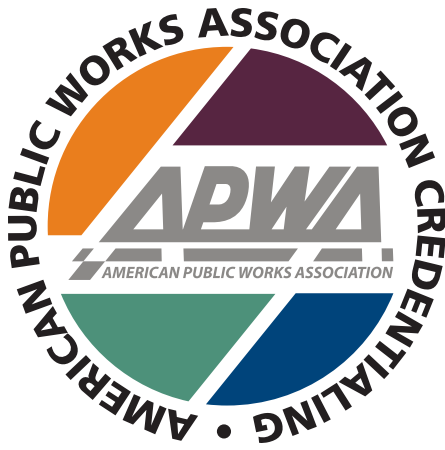
Accreditation

Certified Public Fleet Professional

Certified Public Infrastructure Inspector

Certified Stormwater Manager





The Credentialing Department of the American Public Works Association was created to encompass all the programs that address recognizing excellence, outstanding knowledge, experience and performance, both for agencies and individuals.

Credentialing is composed of the APWA Accreditation program for agencies and the individual APWA Certification programs for varying disciplines in public works.

The purpose of the Accreditation program is to provide a means of formally verifying and recognizing public works agencies, divisions, or special districts for completing a voluntary, objective compliance with the recommended practices set forth in the *Public Management Practices Manual*.

The APWA Certification programs are a series of professional development initiatives administered by APWA to promote excellence in public works. Being connected with and certified by APWA ensures competent, experienced, and well-trained employees. The pay-off is to the public works industry and, ultimately, to our communities by providing recognized hiring and promotion standards that will lead to an improved workforce and delivery of services.

APWA's commitment to credentialing is ongoing as new agencies are accredited and new certification programs are developed.



## APWA Accreditation

The objectives of the Accreditation program are to:

- Create impetus for organizational self improvement and stimulate a general raising of standards for the department.
- Offer a voluntary evaluation and educational program developed by and for a public works agency rather than a governmental regulated activity
- Improve public works performance and the provision of services
- Recognize good performance and provide motivation to maintain and continuously improve and maintain performance
- Increase professionalism
- Provide for succession planning
- Instill pride among agency staff, elected officials

### Self Assessment

An organization desiring to be accredited will first complete a thorough Self Assessment of their policies, practices, and procedures as compared to those determined by public works professionals to be included in the *Public Works Management Practices Manual*. With over 540 individual practices, ranging from areas of joint involvement with the governing or regulating body to specific public works functions, all aspects of operation and management of the department will be reviewed. The recommended management practices are statements which provide general guidance on what a public works agency or district should be doing – not how they are to be done. Each agency will tailor their practices to meet the local conditions,

be they organizational, geographic, climatic, political, or community related.

Software is provided to ensure ease of use in recording the progress of the review and as preparation for the Accreditation On-Site Visit.

Completion of the Self Assessment will include locating or developing written documentation to validate each practice is compliant with the requirements. New documentation may be required for those practices determined to be lacking in written proof.

### Accreditation Process

Once the Self Assessment has been completed, documentation provided, and the agency has determined the intent to move forward to Accreditation, an application and agreement are submitted to APWA. Approval of these documents begins a three-year window for the agency to complete any necessary improvements and develop any needed documentation. An On-Site Evaluation Visit is conducted by a team of APWA sanctioned public works peers who will visit the agency and review all the documentation and practices in detail. The Evaluation Team will provide their recommendation, whether for Accreditation immediately or for an additional period of time prior to the final award for limited necessary improvements to be completed.

### Award of Accreditation

The APWA Accreditation Council will review the On-Site Evaluation Report and letter of recommendation from the Evaluation Team and award Accreditation following an affirmative ballot. The presentation of the award is made by a representative from APWA at a regularly scheduled meeting of the governing body. The Accreditation is awarded for a four year period.

### Re-Accreditation

The basis for Accreditation is continuous improvement. Four years after receiving Accreditation, an agency will undergo Re-Accreditation which will show that they are maintaining their documentation and practices and meeting any new practices adopted for the latest edition of the Public Works Management Practices Manual.

### Benefits of Accreditation

Since an agency reaches full compliance with each practice according to the most effective methods for itself, the benefits of attaining Accreditation are as varied as the 55 agencies currently accredited but may include:

- Actual dollar costs savings, by one agency of a million dollars over three years from improved inspection and record-keeping
- Insurance savings resulting from the thorough review, documentation, and improved training of employees
- Improved interdepartmental coordination and cooperation for a greater level of respect both within the department, agency, and community.
- Development of a self-directed plan for succession within the agency
- Increased awareness of the functions within the department and team building

### Workshops and training

APWA offers a variety of training opportunities to assist agencies in working through the Self Assessment/Accreditation process.

- On-Site workshops are available at the agency's location and provides training for all staff at one time. Fees are minimal but include a \$500 payment to APWA, plus travel reimbursement for the APWA staff presenter.
- Nationally sponsored workshops are provided at the APWA Congress and four other locations throughout the US and Canada throughout the year. Fees are per registrant plus payment by the agency for their employee's travel expenses.
- Accreditation Managers are encouraged to participate in a one-day training workshop offered annually at no charge to the member agency.
- On-going support for the Accreditation software is available on an as-needed basis by phone.

*"The process of accreditation challenged staff to pursue "continuous improvement" in everything that it does, and instilled a sense of pride in department employees, city management and the city council."*

**-Vince Auriemma  
Deputy Director of Public  
Works, Golden, CO  
Accredited 2003, Re-  
Accredited 2007**

## Certification

For the purposes of APWA professional development programs, Certification differs from Certificates of Training in the following ways:

- In Certification, the focus is on assessing current knowledge and skills. A certification's scope often covers an entire field or role.
- In a Certificate of Training, the focus is on training individuals to achieve a certain knowledge and skill base and then assessing attainment of it. Certificates include a comprehensive training program on a focused curriculum for which participants receive a certificate after they complete the coursework and successfully demonstrate attainment of the course learning objectives.

### Certification Benefits

As an individual, APWA's certification program allows you to demonstrate your professionalism, expertise and personal dedication to advancing services in your community, and highlights your leadership as a professional.

As an employer, APWA's certification program gives you confidence in hiring an individual that has the knowledge, skills and training that will benefit your agency, and keep moving it forward in an ever-changing environment.

### Certification Program Requirements

Participation in the certification program is voluntary and open to anyone meeting the eligibility requirements. APWA certification programs include an eligibility application process, a multiple-choice exam, and a recertification application process.

Eligibility requirements vary by program and typically involve a combination of education and work experience. All certification programs require recertification at five years. Recertification requirements vary by program but typically include continuing education units or a recertification exam.

All programs currently require candidates to pass a 150 multiple-choice exam. All certification exams are based on a Content Outline that is developed specifically for the program during a Job Practice Analysis. It is recommended that candidates review the Content Outline and a Recommended Reading List to prepare for the exam.

Paper and pencil exams are offered annually at APWA's International Congress and Exposition. Computer-based exams are offered quarterly at over 170 testing centers in the United States. Computer-based testing offers candidates:

- flexibility in site location;
- reduced costs;
- more opportunities to take the exam; and
- immediate score reporting.

*I believe that CFPF certification provides fleet professionals with credibility that neither formal education nor experience can demonstrate.*

**- Allen M. Mitchell, CFPF  
Fleet Manager, Everett, WA**

## Certification Programs

APWA currently offers three certification programs: Certified Public Fleet Professional, Certified Public Infrastructure Inspector and Certified Stormwater Manager. APWA's Certification Commission continually evaluates the need for new certification programs. Currently, research is being conducted for a Certified Public Works Official program.



### Certified Public Fleet Professional (CPFP)

The Certified Public Fleet Professional is intended for those fleet professionals who supervise, manage, oversee or administer fleet services within or for a public fleet entity.



### Certified Public Infrastructure Inspector (CPII)

The Certified Public Infrastructure Inspector is intended for individuals that inspect the construction of public infrastructure (e.g., roadways, highways, utilities, bridges, dams) and facilities (e.g., pump stations, treatment plants, water storage facilities) and other types of construction work and materials to ensure compliance with plans and specifications.



### Certified Stormwater Manager (CSM)

The Certified Stormwater Manager is intended for experts in the public and private sectors who coordinate and implement stormwater management programs for city, county, state, provincial, and federal agencies. These individuals assist in administering drainage, flood control, and water quality programs.

*I am very impressed with the professional approach that APWA has taken with the preparation, administrating and result notification of the CPII exam I recently took. After 25 years of being a public works infrastructure inspector, I am happy to have the certification under my belt*

*-Dee Staten, CPII  
Senior Engineering Technician, Wilsonville, OR*



## Credentialing Contacts

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For fees and additional information on accreditation visit:

[www.apwa.net/About/Accreditation/](http://www.apwa.net/About/Accreditation/)

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*I currently possess four professional fleet certifications including my CPFP and one from the prestigious Wharton School of Business but only one speaks to what I really do for a job which is manage a PUBLIC fleet...of course that would be my certified public fleet professional designation.*

***-John McCorkhill, Jr., CPFP  
Director of Fleet Services, Lynchburg, VA***

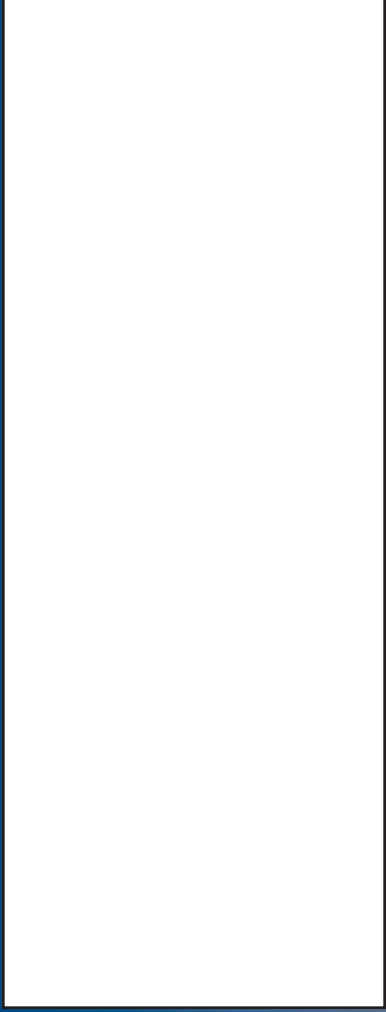


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- Certified Public Infrastructure Inspector
- Certified Stormwater Manager



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