

Certified Public Fleet Professional Eligibility Application

Effective September 2009



Certified Public Fleet Professional 2009-2010 Council

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This Eligibility Application provides information that is needed to apply for the Certified Public Fleet Professional (CPFP). Keep this application until after you have established eligibility. Additional copies may be obtained by downloading a copy from www.apwa.net/certification.

Direct all correspondence, address changes, and requests for information about the development and administration of the CPFP application, examination, certification and recertification program to:

Becky Stein, MPA, CAE

APWA

2345 Grand Blvd, Ste 700

Kansas City, MO 64108-2625

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IT IS YOUR RESPONSIBILITY TO READ AND UNDERSTAND THE CONTENTS OF THIS ELIGIBILITY APPLICATION BEFORE APPLYING.

Contents

Introduction	2
About the American Public Works Association	2
Purpose of the Certified Public Fleet Professional (CPFP)	2
Eligibility Application Process	2
Eligibility Requirements	2
Applicant Ineligibility	3
Schedule and Deadlines	3
Fees and Payment Methods	3
Withdrawals and Refunds	3
Certification System Sequencing and Timing Limitations	3
Test Dates and Locations	3
Appeals	4
Filing an Appeal	4
Recertification	4
Instructions for Completing the Eligibility Application	5
Eligibility Application for CPFP	5
Part A: Candidate Information	5
Part B: Application Fee Payment	6
Part C: Documentation of Education	6
Part D: Documentation of Work Experience	7
Section D1: Work Experience Form	8
Part E: Verification of Work Experience: Authorized Signatures	9
Part F: Agreement and Affirmation	9
Part G: Candidate Acknowledgement	10
Part H: Final Checklist	10

Introduction

About the American Public Works Association

The American Public Works Association (APWA) is an international educational and professional association of public agencies, private sector companies, and individuals dedicated to providing high quality public works goods and services.

Originally chartered in 1937, APWA is the largest and oldest organization of its kind in the world, with headquarters in Kansas City, Missouri, an office in Washington, D.C., and 64 chapters throughout North America. APWA provides a forum in which public works professionals can exchange ideas, improve professional competency, increase the performance of their agencies and companies, and bring important public works-related topics to public attention in local, state and federal arenas.

The association is a highly participatory organization, with hundreds of opportunities for leadership and service, and a network of several dozen national committees in every area of public works. Governed by a 17-member Board of Directors, elected at both the regional and national levels, APWA is an open, flexible association with a diversified membership of 29,000 and a reputation for quality services and products.

APWA Mission: The American Public Works Association promotes professional excellence, understanding of, and competency and credibility in public works.

Purpose of the Certified Public Fleet Professional (CPFP)

The purpose of the Public Fleet Professional Certification is to promote excellence in fleet management by advancing the knowledge and practice of public fleet professionals to benefit communities through quality fleet services.

Eligibility Application Process

Participation in the certification program is voluntary and open to anyone meeting the eligibility requirements. Membership in APWA is not required.

The APWA CPFP Council reserves the right to ask applicants to furnish such information and/or make such inquiries as may be deemed appropriate to identify the nature and extent of the applicant's education, experience, competency, or moral character.

The address provided on the application will be used for mailing the letter of eligibility, examination confirmations, and results. Candidates are responsible for informing APWA in writing of any address changes.

Eligibility Requirements

The Public Fleet Professional Certification system includes an eligibility application process, a multiple-choice test, and a recertification application process. To demonstrate eligibility, candidates must submit an application documenting compliance with the following requirements:

- Completion of one of the following education and work experience pathways:
 - High school graduation or equivalent and 9 years of relevant work experience* within the last 11 years
 - Associate's degree or equivalent trade school certificate and 7 years of relevant work experience* within the last 9 years
 - Bachelor's degree and 5 years of relevant work experience* within the last 9 years
 - Master's or doctoral degree and 3 years of relevant work experience* within the last 5 years
- Agreement in writing to adhere to the APWA Standards of Professional Conduct and affirming no history of felony convictions related to the practice of public fleet management.
- Payment of the current application fee.

**Relevant work experience is that performed in the role of a fleet professional defined as one who supervises, manages, oversees, or administers fleet services within or for a public fleet entity.*

Applicant Ineligibility

An applicant may be determined ineligible to take the examination for the following reasons:

- Insufficient documentation to assess eligibility, or,
- Documentation provided does not meet eligibility requirements, or
- Lack of required fee/s.

If it is determined that the information provided is incomplete or inadequate to assess eligibility, the applicant will be notified and given a deadline to respond with necessary documentation. If documents are not received by the given deadline, the application will be denied. Information regarding the next examination cycle must be requested by the applicant.

Schedule and Deadlines

All certification-related materials must be submitted on or before published deadlines. A document or payment will be considered submitted on or before the published deadline if:

- It is physically received by APWA on or before the deadline;
- It is deposited on or before the deadline in the U.S. Postal Service (USPS), registered or certified mail, and the official USPS postmark date (not a private postage meter mark) appears either on the envelope or on the receipt provided by the USPS at the time of mailing; or
- It is deposited on or before the deadline with a commercial expedited-delivery courier service.

Fees and Payment Methods

The following fees will be charged for the Certified Public Fleet Professional application and examination:

Eligibility Application Fee (non-refundable)

APWA Member – \$195 USD

Nonmember – \$245 USD

Examination Fee – \$550 USD

Separate fees will apply for recertification applications and examinations. Fees may be paid by credit card, check or money order payable to APWA.

Withdrawals and Refunds

The eligibility application review fee is non-refundable. The examination fee is refundable (minus \$50 processing fee) if candidate notifies the Certification Council of the test site cancellation and refund request in writing 45 business days prior to the examination date. Candidates who do not request a refund by this date forfeit all fees.

Under extreme circumstances or unforeseen emergencies (such as serious illness or injury of either the candidate or an immediate family member; death in the immediate family; court appearance or jury duty; or military duty, inclement weather, terrorist acts, a natural disaster), late cancellations may be accepted. Extreme circumstances must either immediately precede or coincide with the exam and documentation must be provided in writing within 30 days of the exam. Approvals will be made on a case-by-case basis.

Certification System Sequencing and Timing

Limitations

After being determined eligible, candidates must take a multiple-choice timed exam. Candidates have a 24-month window within which they must successfully pass the exam. Should a candidate not successfully complete all requirements within this window, he or she will be required to reinitiate the certification application process and pay associated fees. The window begins upon eligibility application approval.

Test Dates and Locations

The Certified Public Fleet Professional examination is administered in paper-and-pencil and computer-based formats. Paper-and-pencil exams are delivered annually at APWA's International Congress and Exposition. Computer-based exam blocks are offered several times annually at over 170 Assessment Centers geographically distributed throughout the United States. Assessment Center locations, detailed maps and directions are available at <http://www.apwa.net/certification/cpfp.asp>.

Notification of the annual examination dates and sites are published at least six months prior to test administration. APWA reserves the right to schedule special administrations with less notice.

Dates and locations for the CFPF examination are posted at <http://www.apwa.net/certification/cpfp.asp>.

Appeals

Only the following decisions may be appealed:

- 1) the Certification Council's interpretation of standards, including candidate eligibility determination, certificant renewal determination, Public Fleet Professional Certification revocation determination;
- 2) alleged inappropriate exam administration procedures; and
- 3) alleged testing conditions severe enough to cause a major disruption of the examination process.

Because the performance of each question on the exam is subject to an item analysis (whereby determination may be made to re-key or eliminate problematic items) prior to final scoring, there are no appeals accepted for challenging individual items, answers, or a failing score.

Filing an Appeal

Candidates or certificants may appeal decisions of the Council within 30 days of receipt of written notice of the Council's decision. The written appeal must include the stated appeal, the reason for the appeal (including relevant supporting materials), appellant's identification number, and appellant's day phone number. The appeal should be addressed to the certification manager of the American Public Works Association.

Recertification

After successful completion of the exam, candidates become certified for a period of five years. Prior to the end of the five-year period, Certified Public Fleet Professionals must submit a recertification application documenting compliance with the following requirements:

- Completion of a minimum of 100 units/hours of professional development* or successful completion of the examination for recertification.
- Continued agreement in writing to adhere to the APWA Standards of Professional Conduct and affirming no history of felony convictions related to the practice of public fleet management.
- Payment of the current recertification application fee.
- Completion of 3 years of relevant work experience** within the last 5 years.

**Professional development units/hours are specifically defined in the Candidate Handbook, Certificant Guide, and APWA's website. Please refer to these documents prior to completing your application.*

***Relevant work experience is that performed in the role of a fleet professional defined as one who supervises, manages, oversees, or administers fleet services within or for a public fleet entity.*

APWA currently offers three certification programs: Certified Public Fleet Professional, Certified Public Infrastructure Inspector and Certified Stormwater Manager. For more information on these programs, visit www.apwa.net/certification. APWA certifications do not substitute for appropriate professional licenses when they are required for specific responsibilities or jurisdictions.

Instructions for Completing the Eligibility Application

Read the following instructions carefully before completing this application. Incomplete or improperly completed applications will either delay processing and/or render the application ineligible. You may complete the paper application included here or by downloading a copy from www.apwa.net/certification. Complete the application in its entirety.

1. All eligibility requirements must be met prior to the application deadline. Application deadlines for each scheduled exam are listed at www.apwa.net/certification.
2. You must submit to APWA a completed eligibility application and appropriate fee by the deadline date to be considered for eligibility.
3. An eligibility application is considered complete only if all information requested is complete, legible and accurate, and if the appropriate fee accompanies the application. A paper application that is incomplete will be returned, along with any fee submitted minus a \$25 processing fee.
4. Applications must be legibly printed.
5. Retain a copy of the completed eligibility application and these instructions for your records.

Eligibility Application for CFPF

Instructions

Read and carefully follow all specific instructions when completing the eligibility application form. Unless instructed otherwise, photocopies of documentation will not be accepted. Applications must include original signatures.

Part A: Candidate Information Instructions: Print the requested information.

_____	_____	_____	_____	_____
Last Name	MI	First Name		
_____	_____	_____	_____	_____
Title	Organization (Agency/Firm)	Department/Division		
_____	_____	_____	_____	_____
Office Address	City	State/Province	Zip Code/Postal Code	Country
_____	_____	_____	_____	_____
Office Phone Number	Office Fax Number	Office E-mail	<input type="radio"/>	This Is My Preferred Mailing Address
_____	_____	_____	_____	_____
Home Address (optional)	City	State/Province	Zip Code/Postal Code	Country
_____	_____	_____	_____	_____
Home Phone (optional)	Home E-mail (optional)	<input type="radio"/>	This Is My Preferred Mailing Address	

Part B: Application Fee Payment

Instructions: Indicate your payment information:

The eligibility application fee is \$195 for APWA members and \$245 for nonmembers. Purchase orders will not be accepted.

- APWA Member – \$195 USD
- Nonmember – \$245 USD

APWA member # _____

(NOTE: APWA member number MUST belong to the person listed on the application. No substitutions. Applications submitted with incorrect or invalid APWA member numbers will be returned.)

I have included a check or money order, made payable to APWA for the eligibility application processing. Note "CPFP" on your check.

I wish to pay the fee by credit card.

Indicate type of credit card you wish to use for payment:

- Visa
- MasterCard
- American Express

Name (as it appears on your credit card)

Credit Card Number

Credit Card Expiration Date

Signature

Mail payments to: Attn. Becky Stein, American Public Works Association, 2345 Grand Blvd, Ste. 700, Kansas City, MO 64108-2625.

Applications sent to APWA's P.O. Box will significantly delay application review and processing. Candidates may not be eligible to take the next scheduled exam due to the delay in processing.

Check here if you would like a receipt emailed to you.

Applicants name *(Note: this information should be on each page in the event the application pages get separated.)*

C: Documentation of Education

Instructions: Indicate below your highest level of education completed and attach a copy of a certificate, diploma or transcript that indicates the education was complete or degree was conferred.

- High school graduation
- Associate's degree or equivalent trade school certificate
- Bachelor's degree
- Master's or doctoral degree

If your name on the certificate, diploma or transcript is different than the one you listed on this application (e.g., maiden name), print the full name here as listed on the documentation attached:

Part D: Documentation of Work Experience

Instructions: Indicate the number of years of relevant work experience that you are required to document according to the following table. For each position you have held within those years, complete a copy of D1. Make as many copies of the D1 form as necessary. Round employment length to the month (e.g., 2 years, 5 months). Then, summarize the D1 form information in the table.

If you have completed/earned:	Document at least:
High school or equivalent	9 years of relevant work experience* within the last 11 years
Associate's degree or equivalent trade school certificate	7 years of relevant work experience* within the last 9 years
Bachelor's degree	5 years of relevant work experience* within the last 9 years
Master's or doctoral degree	3 years of relevant work experience* within the last 5 years

* Relevant work experience is that performed in the role of a fleet professional defined as one who supervises, manages, oversees, or administers fleet services within or for a public fleet entity.

Required Number of Years of Relevant Work Experience for Education 9 7 5 3

Summary of D1 Forms

Position and Name of Organization	Length of Employment

Total Years of Relevant Work Experience: _____

Applicant's name (Note: this information should be on each page in the event the application pages get separated.)

**Part E: Verification of Work Experience:
Authorized Signature**

Instructions: This section is to be completed by two authorized individuals, a current supervisor and human resources personnel, who can verify your work experience described in Part D of this application.

First and last name of current supervisor

Current position of current supervisor

Daytime phone number of current supervisor

I verify that the applicant indicated on this form is or was employed by the organization that I represent. I have reviewed the work experience listed in Part D of this application and have reviewed the relevant work experience definition included below, and I verify that the applicant's practice experience meets this definition.*

Original signature of current supervisor

Date

First and last name of human resources personnel

Current position of human resources personnel

Daytime phone number of human resources personnel

I verify that the applicant indicated on this form is or was employed by the organization that I represent. I have reviewed the work experience listed in Part D of this application and have reviewed the relevant work experience definition included below, and I verify that the applicant's practice experience meets this definition.*

Original signature of human resources personnel

Date

**Relevant work experience is that performed in the role of a fleet professional defined as one who supervises, manages, oversees, or administers fleet services within or for a public fleet entity.*

Applicant's name (Note: this information should be on each page in the event the application pages get separated.)

Part F: Agreement and Affirmation

Instructions: Read the Standards and statement carefully and then sign and date the application. The signature must be an original. Copies will not be accepted.

- 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 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 that I will adhere to the APWA Standards of Professional Conduct and I further affirm that I have no history of felony convictions related to the practice of public fleet management.

Name

Signature

Date

Part G: Candidate Acknowledgement

Instructions: Read the verification statement carefully and then sign and date the application. The signature must be an original. Copies will not be accepted.

I certify that the information and documentation presented in this eligibility application are accurate to the best of my knowledge. APWA has the right to verify the information presented. I understand that this application does not guarantee any rights or privileges.

Name

Signature

Date

Part H: Final Checklist

I have read all of the instructions and have completed the following:

Part A: Candidate Information

All information complete

Part B: Application Fee Payment

I have enclosed my payment

Mail payments to: Attn. Becky Stein, American Public Works Association, 2345 Grand Blvd, Ste. 700, Kansas City, MO 64108-2625.

Part C: Documentation of Education

I have identified my highest level of education completed and enclosed a copy of my certificate, diploma, or transcript.

Part D: Documentation of Work Experience

I have documented the required number of years of experience for my highest level of education completed.

Part E: Verification of Work Experience: Authorized Signature

I have obtained two original signatures of individuals authorized to verify my work experience.

Part F: Agreement and Affirmation

I have read the statement and Standards and signed the statement.

Part G: Candidate Acknowledgement

I have read and signed the statement.

Deadline

I have compiled the eligibility application in one packet and have mailed it to APWA by the deadline date.



American Public Works Association

2345 Grand Boulevard, Suite 700

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