



APWA COMMISSION CHARTER

CERTIFICATION COMMISSION

MISSION STATEMENT

The Certification Commission defines and governs APWA's certification activities, which shall include establishing the governing rules and regulations related to APWA's certification system, providing executive oversight for the programs, interpreting the rules and regulations of the programs, and other related responsibilities pertaining to the certification programs as needed.

OBJECTIVES

The principal objectives of the Certification Commission, in support of APWA's Strategic Goals and Activities are:

EDUCATION & CREDENTIALING: Provide excellence in education and credentialing.

1. Provide oversight of the Certification Councils for the Certified Public Fleet Professional (CPFP), Certified Public Works Professional (CPWP), Certified Public Infrastructure Inspector (CPII), and Certified Stormwater Manager (CSM) programs, and new certification program councils as established.
2. Monitor APWA certification program development and performance.
3. Develop, monitor, and revise, as needed, policies and procedures related to APWA certification programs.
4. Address any disciplinary actions recommended by the Program Councils.
5. Advocate the APWA certification programs to relevant stakeholders.
6. Respond to concerns and recommendations by certification stakeholders about the certification programs.
7. Provide status reports to the APWA Board of Directors as requested.

ORGANIZATION

Chair: The Commission Chair shall be appointed by the APWA President-Elect. The chair is responsible for overall direction and management of the Commission. The term of office for the chair shall be one year but may be reappointed for a second year by the APWA President-Elect.

Vice Chair: The Commission may select a vice chair. The vice chair must be an appointed member of the Commission. The vice chair will serve as the chair in the event that the Commission chair cannot attend and/or participate in a meeting. Selection of a vice chair does not guarantee the individual will be appointed by the APWA President-Elect to the chair position when the position becomes vacant.

Members: The APWA President-Elect shall appoint up to 11 voting members including the chair. Commission Members serve a two-year term and may be appointed for up to three consecutive two-year terms. The qualification basis for appointment to this commission are based on the following:

- Three APWA members who have not participated in any certification program but



understand APWA's strategic plan and vision.

- Certified Public Fleet Professional (CPFP) Council Chair
- Certified Public Infrastructure Inspector (CPII) Council Chair
- Certified Stormwater Manager (CSM) Council Chair
- Certified Public Works Professional (CPWP) Council Chair
- Fleet Management Technical Committee Representative
- Water Resource Management Technical Committee Representative
- Engineering and Technology Technical Committee Representative
- Leadership and Management Technical Committee Representative

Corresponding Members:

Three non-voting liaisons representing and appointed by the following areas may serve up to three consecutive two - year terms:

- Board of Directors Liaison
- Professional Development Committee Liaison
- Council of Chapters Liaison

FINANCIAL AND ADMINISTRATIVE SUPPORT

Generally, the commission meets by conference call quarterly. The Certification Commission will also meet one-day in conjunction with PWX. Commission members shall commit to fund their own travel and expenses to attend the Commission meeting held at PWX. APWA staff shall provide administrative support.

REPORTS

A written summary of each conference call and in-person meeting shall be prepared by the chair or his/her designee. The summary shall be provided to all Commission members. Commission updates may also be requested periodically for submission to the APWA Board of Directors via the Board of Directors Liaison.

CHARTER CHANGES

Amendments to this charter require a majority vote of the voting Commission members present at a regularly scheduled meeting (when there is a quorum) and are subject to approval by the APWA Board of Directors.

Board Approval July 27, 2021