

CERTIFICATION SYSTEM GOVERNANCE

Certification Systems

The APWA program certification systems shall include an eligibility application process, a test, and a recertification application process.

The eligibility application process shall include, at minimum:

- an educational requirement verified by a third party.
- a work experience requirement verified by a third party.
- agreement in writing to adhere to the APWA Code of Standards of Conduct and affirm no history of felony convictions specifically related to the applicant's profession as defined in the work experience section of the certification program policies.
- payment of the current application fee

After being determined eligible, candidates shall take a test.

After successful completion of the test, candidates shall become certified for a

Appeals

When an appeal is received, a three-member Appeals Review Panel shall be appointed by the President of APWA to consider the appeal in accordance with established policies and procedures

Appealable Decisions:

Only the following decisions of the Council may be appealed:

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

certificant or unless otherwise required by law. Candidate test scores are not released by telephone. The Certification Council may develop and publish statistical data regarding the exams provided that the identities of the candidates are not divulged.

Proprietary Privileged Information/Trade Secret

The nature, format, content and results of examinations administered by the APWA

Certification Council are considered proprietary privileged information and trade secrets of APWA.

Action by Consent

Any action required or permitted to be taken at any meeting of the Council, or of any committee thereof, may be taken without a meeting if all members of the Council or committee consent thereto in writing, and the writing or writings are filed with the

If the Disciplinary Action Review Panel recommends and the Certification Council determines that grounds exist to take disciplinary action against a candidate or a