

# APWA

## WASHINGTON



**CAEC**  **Pro**  
CONTRACT ADMINISTRATION EDUCATION COMMITTEE  
TRAINING • WORKSHOPS • ACHIEVEMENT

**The CAEC Mission:** To provide an educational program that is responsive to the needs of public works personnel to encourage and facilitate professional growth, networking, and statewide uniformity of contract administration to efficiently serve the public.



# CAEC



## CONTRACT ADMINISTRATION AND EDUCATION COMMITTEE

### ABOUT CAEC

In 2001, the founding members of the CAEC (formerly CASC), in cooperation with Municipal Research and Services Center (MRSC), realized the need for training in the field of administration of public works contracts. They planned and eventually conducted workshops, and the response from Washington state public agencies and consulting firms was tremendous. CAEC began to offer training workshops on a wider scale and in 2004, CAEC became the first recipient of the Committee Action Award presented by the APWA Washington Chapter. They received the award again in 2016.

As the training expanded, CAEC developed the **CAEC Professional Certificate Program (CAEC Pro)** to recognize professionals who are continuing their education in the field of public works contract administration.

Our CAEC Pro workshops allow us to meet the needs of all our agency partners. Public agencies vary in size, operation modes and geographic location. Workshops can be tailored to smaller agencies where a single person may “do it all,” as well as larger agencies with many people—or even many departments—handling contract administration, construction management and inspections. CAEC’s ability to meet these needs prepares agencies to work efficiently.

### OBJECTIVES

- Promote responsible expenditure of governmental entity funds for public works projects in accordance with applicable statutes.
- Provide training to local government agencies, consultants, and contractors in public works contracting.
- Develop a training program responsive to the needs of as many local governments as possible, regardless of size or agency mission.
- Monitor attendance at CAEC sponsored training and provide a multi-tiered certificate program to acknowledge completion of credit hours.

### CAEC PRO CERTIFICATES

Qualifications to earn a certificate will be based upon attendance at CAEC sponsored workshops, or MRSC workshops sanctioned by CAEC. Candidates will receive credits equal to the hours spent in workshop attendance, receiving, for example, 3 hours of credit for a 3-hour workshop. A minimum of 30 training hours is required to earn a certificate.



Certificates of Achievement will be issued as follows:

- **Bronze Level = 30 credit hours**
- **Silver Level = 60 credit hours**
- **Gold Level = 90 credit hours**
- **Platinum Level = 120 credit hours**

Successful candidates will receive an official certificate and a letter of completion for their personnel file. Individuals are encouraged to continue to attend 5 to 10 hours of public works contracting training annually.

Candidates can check their credit status on the APWA website at: [apwa.mrsc.org](http://apwa.mrsc.org)

Certificates are issued in spring and fall of each year. Individuals receiving certificates will be recognized at a CAEC workshop. If not present at the workshop, the certificate will be mailed. Upon request, a CAEC Committee Member can present the certificate to the individual at a public event (date subject to availability).

### TRAINING

- CAEC develops training sessions with input from industry professionals and instructors recruited by the Committee.
- Formats are diverse to accommodate different learning styles and available timeframes. Formats include 2-hour to full-day independent workshops.

### SAMPLE TOPICS

- Contract Documents
- Project Documentation
- Bonds
- Insurance
- Consultant Selection
- Small Works Projects
- Change Orders
- Retainage
- Project Close-out
- Prevailing Wages

### CAEC PRO CURRICULUM

Check the APWA Washington chapter website at [washington.apwa.net](http://washington.apwa.net) for workshop curriculum information, dates, and locations. CAEC Pro workshops are free to members; non-members will be charged a nominal fee to help offset costs. Additional CAEC Pro workshops offered by our educational partner MRSC will have varying fees.

# CAEC

## COMMITTEE

### COMMITTEE CONTACTS:

MELISSA JORDAN, CPPB, ASSOC DBIA

**Chair**

**King County**

mejordan@kingcounty.gov

DEBORAH OTTUM, CPCM

**Secretary**

**Ottum Enterprises**

deborah@ottumenterprises.com

ANNA VOGEL, NIGP-CPP

**Certificate Coordinator**

**City of Vancouver**

anna.vogel@cityofvancouver.us

**For a more CAEC info visit  
the Chapter website below  
(or use the QR code).**



>> [washington.apwa.org/education/caec-training/](http://washington.apwa.org/education/caec-training/)



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