Certified Public Manager® Program
for city, county, state and federal managers

About the Program
The Certified Public Manager® designation is recognized in over 40 states and the District of Columbia as being the premier designation for governmental managers. The Management Development Institute (MDI), College of Business Administration, is working in partnership with the Masters in Public Administration (MPA), College of Humanities and Public Affairs at Missouri State University and the Office of Administration, Division of Personnel to deliver the CPM program in Missouri.

The program is designed to comply with the guidelines and standards established by the National Certified Public Manager® consortium and its curriculum requirements. (www.cpmconsortium.org)

Schedule
To earn the CPM designation, participants must complete Phase I & Phase II.

Phase I—Management Academy
Eight days scheduled in 2 four-day blocks.
• Pre-approved training programs may be substituted for the Management Academy. See Training Credit policy for details.
• Tuition: $3,195 for tuition and materials

Phase II—CPM
Over the course of 12 months (Jan. - Dec.) participants experience a blended In-class and On-line learning format
• CPM Workshops
• Capstone Project
• Reading and assignments
• Tuition: $3,195 for tuition and materials

Application Requirements
Phase I—Management Academy
• Complete application information
• Training Credit: Applicants may be awarded training credit toward completion of Phase I: Management Academy. Please, see Training Credit policy for details.

Phase II—CPM
• Completion of Management Academy or equivalent
• Complete application information
• Submit a letter of recommendation from your supervisor
• Submit a one page letter explaining why you wish to participate in the CPM program.
• Candidates will receive written notification regarding their admission into Phase II—CPM program.
• Complete the CPM Program Application and submit with your letter of recommendation to:
  MDI—CPM Program
  901 S. National Ave.
  Springfield, MO 65897

College Credit
Graduates of the CPM program may be eligible to receive college credit at the baccalaureate or graduate degree level. Please confirm with your educational institution. At Missouri State contact Dr. Kant Patel, MPA Director at 417.836.6424.

CPM Program Topics
- Public Service 101
- Team Building
- The Foundation of Leadership
- Motivation and Ownership
- Managing Different Generations
- Problem Solving and Decision Making
- Organizational Culture In the Public Sector
- History and Culture of Politics in Missouri
- Strategic Visioning
- Policy Analysis
- Legal Issues for Public Managers
- Public Personnel Management
- Financial Management & Budgeting
- Intergovernmental Relations
- Safety and Security in the Public Sector
- Organizational Change

Apply Now! Classes start Jan. 23, 2012
Call MDI for more information
Applicant to apply for:

❑ Phase I—Management Academy
❑ Phase II—CPM
❑ Phase I & II Combined

Applicant Information

Application is requested for the calendar year________

Name______________________________________________________________ Birth Date____/____ (optional)

Organization______________________________________________________________ Title/classification______________________________

Business address_________________________________________ City, State, Zip___________________________________________________

Business phone___________________ Email___________________________________ Cell Phone___________________________________

Please check the category below that most accurately describes your current position:

❑ Senior manager  ❑ Middle manager  ❑ Supervisor  ❑ Employee  ❑ Other

Number of employees you currently supervise_______ Years of experience in government_______

Your highest level of education completed:

❑ High School  ❑ Associate's degree  ❑ Bachelor's degree  ❑ Graduate degree  ❑ MBA  ❑ MPA

From what institution(s):____________________________________________________________

Special Accommodations ❑: If you need special accommodations, please mark the box and a member of MDI will contact you.

Training Credit

Applicants must complete Phase I: Management Academy (MA), or equivalent, prior to receiving the CPM designation.

❑ Currently enrolled in the Management Development Institute Management Academy
❑ Completed through Management Development Institute on following date:_______________ Please provide a copy of your MA Certificate.
❑ Completed pre-approved Division of Personnel or Agency training program.* Please attach documentation of training with date of completion.
❑ Currently enrolled in Division of Personnel, State Agency or other pre-approved training program.* Documentation of training will be required prior to receiving the CPM designation.

Please, list any management/leadership professional development workshops or coursework you have had in the past 5 years. Course work may or may not transfer for credit into the Management Academy. No transfer of credit will be accepted for Phase II: CPM.

Workshop Title Provider Duration Date

_______________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________

Attach additional sheet for more entries.

* Please, see list of pre-approved training credit programs at www.mdi.missouristate.edu.

Application good for one year from date received by MDI.
Applicant’s Signature

I have read the policy statements at the bottom of this application. I understand that this is a rigorous program and it will require a substantial time commitment over a 12 month period.

Applicant’s Signature ___________________________ Date ___________________________

Supervisor’s Name (print) ______________________________________________

Supervisor’s business address: □ Same as candidate □ Other: Fill in below

Business address_____________________________ City, State, Zip_____________________________

Supervisor’s Phone_____________________________ Supervisor’s Email_____________________________

Supervisor Approval

I am aware of the MA/CPM program dates and this candidate will be allowed to attend all scheduled conference dates for the MA/CPM program.

Supervisor’s signature __________________________________ Date ___________________________

Designated Organizational Authority (if different from supervisor)

Name (print)________________________________ Signature______________________________

Organization________________________________ Title/classification____________________________

Fiscal Officer contact for billing

Name (print)________________________________ Signature______________________________

Billing Representatives address □ Same as candidate □ Other: Fill in below Email_____________________________

Business Address ______________________________ City, State, Zip_____________________________

Submit completed application and attachments to:

MDI—CPM Program

901 S. National Ave.

Springfield, MO 65897

Refund & Cancellation Policy

Phase I - Management Academy there is no charge for cancellation received 1 week prior to the program start. Applicants who withdraw within 1 week will be charged an administrative fee of $150. A full fee credit may be applied/transfered to another participant in that program or a participant in the following program.

Phase II – CPM there is no charge for cancellation received 2 months before the program start date. Applicants who withdraw within 1 month will be charged an administrative fee of $150. A full fee credit may be applied/transfered to another participant in that program or a participant in the following program.

Program Accessibility

We accommodate persons with disabilities. Please call 1-800-733-3203 or mark the space on the registration form and a MDI representative will contact you to discuss your needs. To ensure accommodation, please indicate your special needs at least two weeks before the start of the program.

Missouri State University is a community of people with respect for diversity and committed to providing programs and activities to all persons.

Privacy Policy

MDI does not share, sell or rent their mailing lists. You have our assurance that any information you provide will be held in confidence by MDI. We occasionally use mailing lists that we have leased. If you receive unwanted communication from MDI it is because your name appears on a list we have acquired from another source. In this case, please accept our apologies.

Likeness Policy

MDI may take photographs during workshop sessions to use for CPM publicity material in print or on the web. Additional information will be provided in the first workshop. Please provide MDI with written notification if you do not wish to be photographed.

Release of Information

MDI typically releases directory information in the form of a participant roster unless written notification to withhold this information is received at least one week before the program.