



Certified Public Manager Program

for state, city, county and federal managers

About the Program

The Certified Public Manager® designation is recognized in over 36 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 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 a month apart.

- Pre-approved training programs may be substituted for the Management Academy. See Training Credit policy for details.
- Fee: \$1,395 for tuition and materials

Phase II—CPM

Over the course of 10 months candidates attend classes 2 or 3 consecutive days each month.

- CPM Workshops
- Capstone Project
- Reading and assignments
- Fee: \$3,195 for tuition and materials

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
 Business Writing
 Legal Issues for Public Managers
 Public Personnel Management
 Financial Management & Budgeting
 Intergovernmental Relations
 Safety and Security in the Public Sector
 Process Improvement Techniques
 Organizational Change

CPM Program Objectives

- Provide a foundation of knowledge and skills in management practices for managers at all levels of government
- Offer opportunities for professional and personal growth for the public-sector employees
- Foster effective management practices in government organizations

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.

Apply Now for 2009
Call MDI for more information
1.800.733.3203



Applicant to apply for:

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

Applicant Information

Application is requested for the calendar year _____ Location Preference: Jefferson City Springfield

Name _____ Birth Date ____/____/____ (optional)
mm/dd

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 2 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.

Signature & Approvals

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 schedule workshop days 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

1. Application (Phase I or Phase II)
2. Supervisors letter of recommendation (Phase II CPM only)
3. Candidate letter of interest (Phase II CPM only)
4. Documentation of Management Academy if not taken through MDI (as needed)

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/transferred 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/transferred 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.