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 11 months participants experience a blended In-class and On-line learning format
• CPM Workshops
• Capstone Project
• Reading and assignments
• Fee: $2,795 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
Legal Issues for Public Managers
Public Personnel Management
Financial Management & Budgeting
Intergovernmental Relations
Safety and Security in the Public Sector
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 2010
Call MDI for more information
1.800.733.3203

Missouri State University
901 South National Avenue
Springfield, Missouri 65897

Management Development Institute
College of Business Administration
(417) 836-5667 or (800) 733-3203
Fax: (417) 836-7666
www.mdi.missouristate.edu
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.

Missouri State University
901 South National Avenue
Springfield, Missouri 65897

(417) 836-5667 or (800) 733-3203
Fax: (417) 836-7666
www mdi missouristate edu
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

1. Application (Phase I or Phase II)
2. Supervisor’s 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/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.