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| Approved CPM Logo  Use Policy    **Certified Public Manager® Program**  **Tucson 2401-CT Cohort Application** | | | | | | | | |
| **Ignite Leadership**  **Academy** | | | | | Arizona’s CPM Program is administered by:Bob Ramsey Executive EducationSchool of Public AffairsWatts College of Public Service & Community Solutions bob_ramsey_logo_color | | | |
| |  | | --- | |  | | As an employee-focused organization, the City of Tucson is committed to helping employees “Deliver Exceptional Service to the People of Tucson.” The City of Tucson's Ignite Leadership Academy has been designed to develop the effectiveness of supervisors and managers. The City of Tucson leadership team is opening this custom program to qualified, government supervisors and managers outside of the City of Tucson, as well.  The Certified Public Manager (CPM) program is a nationally accredited leadership development program for government managers. The highly competitive CPM Program aligns with the City of Tucson's vision to be “the destination for sustainable living, growth, and opportunities.” As a City of Tucson employee, the cost of the CPM Program will be absorbed by your department. Other applicants will be responsible for program costs.  The program will begin on Thursday, **January 25, 2024**, and will be held most **Thursdays from 8:30 AM to 4:30 PM** at **ASU Tucson**, 340 N Commerce Park Loop, Tucson, AZ 85745. The CPM Program will end with a graduation ceremony in October 2024. |   **Applicant Information** | | | | | | | | |
| First Name: | | | Last Name: | | | | Title (Ms., Mr., Rank): | |
| Department: | | | Job Title: | | | | Employee I.D.: | |
| Business Address: | | | | | | | City/State: | ZIP: |
| Phone: | Cell: | | Work Email: | | | | Secondary Email: | |
| **Program Eligibility**  **To be eligible for the Certified Public Management® Program, applicants are required to have completed at least 60 hours of learning activities that address the CPM competencies.** Of those hours, **City of Tucson applicants must have completed the** ***Ignite Supervisor Academy (24 hours) through the City,*** **plus additional competency-based training/education to total 60 hours**. It is highly-suggested that participants are current supervisors. Department heads will review the leadership needs of the employee and department, ensure employee has not had disciplinary action in the last 12 months, and ensure supervisor support to attend a minimum 240 hours of training, which should be reflected in the supervisor letter of recommendation. The Application Review Committee and Executive Leadership Team will then recommend participation in the CPM Program. Applicants must submit an application no later than **Wednesday,** **January 3, 2024**. | | | | | | | | |
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| **Required Training for City of Tucson employees**  **A copy of your certificate of completion or training transcript is required.** | | | | | | | | |
| City of Tucson - Ignite Supervisor Academy (24 hours) | | | | | | | | |
| **Option 1 – Pre-Approved Training (Tucson Employees Only)**  **A copy of your certificate of completion or training transcript is required.** | | | | | | | | |
| Ignite Leadership Summit (16 hours)  Supervisory Core Series (72 hours)  Ignite Leadership Academy (128 hours) | | | | | | | | |
| **Option 2 – Additional Training/Education**  **Please list your remaining required contact hours through academic courses and/or professional development/training classes that address the CPM competencies (see below). The total number of hours between Required Training, Option 1, and Option 2 should be 60. Be sure to identify which CPM competencies your training/course meets, and provide a brief explanation of how they meet the competencies.**  *(1 academic credit is considered the equivalent of 15 contact hours of instructor led classes, therefore, 4 academic credit hours equals 60 contact hours.)*  ***Attach additional sheets if needed.*** | | | | | | | | |
| Training/Course Name: | | Training/Course Name: | | Training/Course Name: | | Training/Course Name: | | |
| Provider: | | Provider: | | Provider: | | Provider: | | |
| Contact Hours: | | Contact Hours: | | Contact Hours: | | Contact Hours: | | |
| Completion Date: | | Completion Date: | | Completion Date: | | Completion Date: | | |
| *continues on next page* | | | | | | | | |
| CPM Competencies: | | CPM Competencies: | | CPM Competencies: | | CPM Competencies: | | |
| Explanation: | | Explanation: | | Explanation: | | Explanation: | | |
| **CPM Competencies**   * **Personal and Organizational Integrity** – Increasing awareness, building skills and modeling behaviors related to identifying potential ethical problems and conflicts of interest; appropriate workplace behavior; and legal and policy compliance. * **Managing Work** – Meeting organizational goals through effective planning, prioritizing, organizing and aligning human, financial, material and information resources. Empowering others by delegating clear job expectations; providing meaningful feedback and coaching; creating a motivational environment and measuring performance. Monitoring workloads and documenting performance. Dealing effectively with performance problems. * **Leading People** – Inspiring others to positive action through a clear vision; promotes a diverse workforce. Encouraging and facilitating cooperation, pride, trust, and group identity; fostering commitment and team spirit. Articulating a vision, ideas and facts in a clear and organized way; effectively managing emotions and impulses. * **Developing Self** – Demonstrating commitment to continuous learning, self-awareness and individual performance planning through feedback, study and analysis. * **Systemic Integration** – Approaching planning, decision-making and implementation from an enterprise perspective; understanding internal and external relationships that impact the organization. * **Public Service Focus** – Delivering superior services to the public and internal and external recipients; including customer/client identification, expectations, needs and developing and implementing paradigms, processes and procedures that exude positive spirit and climate; demonstrating agency and personal commitment to quality service. * **Change Leadership** – Acting as a change agent; initiating and supporting change within the organization by implementing strategies to help others adapt to changes in the work environment, including personal reactions to change; emphasizing and fostering creativity and innovation; being proactive. | | | | | | | | |

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| **Supporting Documentation** | | |
| Please attach the following applicable supporting documentation:   * Certificate of completion from the City of Tucson Ignite Supervisor Academy (only for City of Tucson employees) * Training records or certificate of completion for professional development, or in-house training * Unofficial transcript for post-secondary education * Letter of support from your current supervisor | | |
| **Management Experience** | | |
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| Are you currently a supervisor for the City of Tucson or another public place of employment?  Yes  Supervisor / Manager  Program Manager- no direct reports  No  How many years of total supervisory or management experience do you have?    If you are not currently a supervisor, or have not had previous management experience, why are you interested in attending this program, and in what ways will you be able to practice some of the management skills? | | |
| **Program Commitments** | | |
| I understand I am expected to complete all program requirements, including:   * **Attend all program class sessions** (*missed sessions will need to be completed during the next cohort*) * Complete all assignments within the specified time frame * Actively engage in the learning process   I recognize that I will not receive the Certified Public Manager® designation unless I fulfill the above commitments. | | |
| Name: | Signature: | Date: |
| **For Additional Information:** | | |
| **Stephanie Graupmann**  Phone: 602.496.2197  Email: [stephanie.graupmann@asu.edu](mailto:stephanie.graupmann@asu.edu)  Web: <https://ramseyexecutive.asu.edu/content/cpm-city-tucson-cohort-jan-2024> | | |