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| **Certified Public Manager® Program****Application** |
| Approved CPM Logo  Use Policy | **Arizona’s CPM Program is administered by:**Bob Ramsey Executive EducationSchool of Public AffairsWatts College of Public Service & Community Solutions | bob_ramsey_logo_color |
| **Please select your format choice, enter the CPM Cohort Number, and Program start date below:** |
| Visit our website <https://ramseyexecutive.asu.edu/content/cpmprogram> for program information and schedule. |
| **[ ]  Classroom Format** N/A | **[ ]  Online Format** CPM Cohort Number: 2401-O Starting Date: January 22, 2024 |
| **Applicant Information:** |
| First Name:      | Last Name:      | Title (Ms., Mr., Rank):      |
| Department:      | Job Title:      | Organization:      |
| Business Address:      | City/State:      | ZIP:      |
| Personal/Mailing Address:      | City/State:      | ZIP:      |
| Phone:      | Cell:      | 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 below. This requirement can be fulfilled through completion of either Option 1 or 2 in the next section.** * **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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| **OPTION 1: Supervisory Academy (Arizona residents only)****Please note which Approved Supervisory Program you have completed. A copy of your certificate of completion is required.** |
| [ ]  AGTS[ ]  Central Arizona Project Supervisors Academy | [ ]  Certified Municipal Clerks (IIMC)[ ]  City of Peoria | [ ]  City of Phoenix[ ]  City of Tempe | [ ]  Pinal County[ ]  City of Mesa (Lead Mesa Academy) |
| **OPTION 2: Education and/or Training***(Please complete A* ***and*** *B as detailed below)***Please list below your 60 contact hours through completed conferences, seminars, academic courses and/or professional development classes that address the CPM competencies (listed on page 1, under Program Eligibility). Be sure to identify which CPM competencies your learning activities meet 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 separate sheet if needed.*** |
| 1. **Learning Activities**
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| Learning Activity:      | Learning Activity:      | Learning Activity:      | Learning Activity:      |
| Provider:       | Provider:       | Provider:       | Provider:       |
| Contact Hours:      | Contact Hours:      | Contact Hours:      | Contact Hours:      |
| Completion Date:      | Completion Date:      | Completion Date:      | Completion Date:      |
| CPM Competencies:      | CPM Competencies:      | CPM Competencies:      | CPM Competencies:      |
| 1. **Competency Statement**

For each Learning Activity listed above in Section A, describe how it addresses the CPM competencies you identified. |
| Explanation:      | Explanation:      | Explanation:      | Explanation:      |

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| **Supporting Documentation:** |
| Please attach the following applicable supporting documentation:* Certificate of completion from an approved supervisory program
* Unofficial transcript for post-secondary education
* Training records or certificate of completion for professional development or in-house training
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| **Management Experience:**  |
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| How many years of management experience do you have?      |
| **Program Commitment:** |
| I understand I am expected to complete all program requirements, including:* Attend all program class sessions
* Complete all assignments (individual/group) 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 commitment. |
| Name:      | Signature:      | Date:      |
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| For Additional Information, please contact: |
| CPM Program Manager:**Michelle Hill**Phone: 602.496.13062Email: mhill1@asu.edu Web: <https://ramseyexecutive.asu.edu/content/cpm-online>  |