



CPM ENROLLMENT PACKET

Instructions

The enrollment packet includes agency, participant and manager sections. All sections must be completed for the enrollment to be processed.

Enrollment requires agreement to some or all of the statements in this packet. Review all statements and sign the necessary section of the form.

CPM Student Learning Outcomes

All CPM participants must agree to put forth great effort in learning and developing in the following competencies established by the National Certified Public Managers Consortium:

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; promoting a diverse workforce. Encouraging and facilitating cooperation, pride, and 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.

Agency Requirements

Agency Representative

We recommend each agency designate a representative to serve as the point of contact for CPM. This allows the agency to submit all of the applications for the program at once and receive updates and communication about the CPM program.

If an agency does not have a designated representative, enrollment applications must be signed by someone in the agency who has the authority to encumber funds for the program.

Fee Policy

A fee of \$1,300 is due to OMES at the time of enrollment for each employee participating in the CPM program. In order for a participant to be counted in the cohort, a purchase order must be sent. No refund is given for participants who violate the attendance policy or do not complete the program. However, the participant will be eligible to re-enroll in future cohorts.

Manager Involvement Agreement

A pre- and post-program survey may be asked of each participant's immediate supervisor. This will enable the CPM program to assess the growth of each participant. Provide time for the candidate during his or her workday to attend training courses, prepare class assignments, study for examinations and work on program projects. Participate in the employee's involvement in the program for activities, such as attending project presentations, answering survey questions or providing employee assessments.

Participant Requirements

Attendance Policy

Participants are required to attend all scheduled courses and activities. Make-up work is provided for all in-person classes. Missed project sessions will require the agreement of all members of the project team to determine the necessary make-up requirements. Even if all make-up work is completed but the candidate has failed to attend at least 75% of the required sessions, they are eligible to be removed from the cohort. Any candidate who fails to complete a cohort will be given two additional cohort cycles or three years (whichever is greater) to re-enroll in another cohort. There will be no credit given for previously attended sessions or work.

Schedule Agreement

By enrolling in the Certified Public Manager Program, you are acknowledging that you have seen and reviewed the cohort schedule and are agreeing that you have the availability to attend each scheduled course.

Pre-Program Enrollment Requirements

- Three leadership courses (18 credit hours).
- Leadership Experience Report – assigned after the enrollment period and due prior to orientation. Exact dates are provided with enrollment confirmation details.
- Attend the CPM orientation.

Cohort Placement

Cohorts are limited to 36 participants and are filled on a first come, first served basis. A completed application and approved purchase order is necessary for placement in the cohort.

CPM Coordinator

Tenysha Green

Leadership Programs Coordinator

405-522-3617

tenysha.green@omes.ok.gov

AGENCY SECTION

Agency: _____

Agency representative: _____

Agency representative email: _____

Agency representative phone number: _____

Employees enrolling in CPM Cohort 1 2020-2021

Participant name	Employee ID

Optional

Please describe your agency's selection process.

Submission

Attach each individual application to the agency application and send completed CPM enrollment packet in PDF format to omes.certifiedpublicmanagerprog@agency.ok.gov. This packet must come from the agency representative to be considered.

By signing this document, your agency is agreeing to all fee, schedule and participation requirements stated above.

Agency representative signature _____ Date _____

INDIVIDUAL APPLICATION

Last name, first name: _____

Employee ID: _____

Email address: _____

Agency: _____

Mailing address: _____

Job title: _____

Supervisor name: _____

Supervisor email/phone number: _____

Brief statement of intent (250 words or less)

List three leadership courses (18 credit hours) taken in the last two years.

Course	Date

By signing this document, you are agreeing to all fee, schedule and participation requirements stated above.

Participant signature _____ Date _____

By signing this document, you are agreeing to all fee, schedule and participation requirements stated above.

Supervisor signature _____ Date _____



Oklahoma Certified Public Manager® Program

CPM Schedule Co-Hort 2020-2021

Application Period: 10-1-2019 - 1/17/2020

Reflective Case Study/ Leadership Experience Report deadline: 3/2/2020

CPM Orientation: 3/5/2020

Date	Course Topic
Assessment 4/3/2020 Class 4/16/2020-17/2020	Emotional Intelligence/MBTI - 2 Day Course
Book Study - Class 5/14/2020	Radical Candor/Professional Communication and Influence
5/28/2020	Project Session
6/18/2020	Conflict Resolution
7/9/2020	HR & Ethics
7/23/2020	Creativity & Innovation
8/6/2020	Continuous Improvement
8/20/2020 - 8/21/2020	Project Management - 2 Day Course
9/10/2020	Project Session
9/24/2020	Change Leadership
10/8/2020 - 10/9/2020	Diversity & Inclusion - 2 Day Course
10/22/2020	Coaching
11/5/2020	Team Building
11/17/2020 - 11/18/2020	Oklahoma Leadership Conference
12/3/2020	Stress Management
12/17/2020	Project Session
1/7/2020	Employee Engagement
1/21/2021	Time Management
2/4/2021	Organizational Development
3/4/2021	Project Session
4/1/2021- 4/2/2021	The Culture of Management/Customer Service Culture - 2 Day
5/13-5/14	Public Service/Servant Leadership - 2 Day Course
6/10-6/11	Facilitation Skills
7/9/2021	Project Session

Program Completion

Project Deadline - August 21, 2021

Portfolio Deadline - September 21, 2021

Leadership Conference/Graduation Ceremony - November 2021

For more information: <http://omes.ok.gov/services/training/certified-public-manager>