2009 CPM Module Changes, Elective Credits Information And Implementation Plan

Revised 3/3/09

Introduction:
Reducing the number of core modules and implementing a system of awarding electives or credits within the Utah CPM Program will integrate CPM with current training and professional development efforts of public organizations in Utah. This is intended to:
- Meet customized needs of agencies
- Reinforce workplace transference
- Influence agency culture
- Stimulate an environment of collaboration
- Promote CPM participation
- Involve more folks in program feedback
- Encourage independent study projects utilizing CPM management practices
- Support service in the Utah Society of Certified Public Managers

The following conditions will be met:
- Meet National Bylaws and accreditation standards (see below)
- Integrate with logistical operations
- Track student records effectively and easily
- Does not increase needed administrative resources beyond current capacity

Excerpt from National Bylaws:
C. Program Hours. The program must be at least 300 hours of structured learning activities. At least 250 hours must be instructor or facilitator directed and at least 200 hours address the competencies of the core curriculum. The remaining hours must be approved learning activities with specific learning objectives. Such learning activities may include but are not limited to application projects, structured readings, comprehensive examinations, and other approved workshops/courses. (Amended 9/06)

Definitions:
Course- The CPM program is divided into three courses. Each course is composed of a number of modules.
Class- A class is a body of students meeting on a particular day for ten weeks to complete one of the courses (EX: Course 1, Mondays).
Elective Credit- A training course or workshop, independent study or service in the Utah Society of Certified Public Managers that has been approved for CPM credit hours.
Module- An instructional subject area in which the instructor is responsible for introducing content to students and evaluating them on defined performance outcomes. Modules may be one day or longer.

Program Hours:
A total of 300 credit hours are necessary to obtain CPM certification eligibility. In 2009, the CPM Program will implement, in stages, a new CPM curriculum which will require elective credits in addition to the core courses. Beginning Fall quarter 2009, the CPM Program will require 40 hours of approved elective credit towards CPM certification eligibility. Students will have five years to complete all credits.

Modules in CPM Courses 1, 2, and 3 have been adjusted to 260 core program hours. Course 1 now consists of eight modules totaling 80 credit hours; Course 2 consists of five modules totaling 80 credit hours, and Course 3 is one module of 100 credit hours. Specific changes to courses and modules are detailed on an Excel spreadsheet which is available upon request. View new module descriptions and performance outcomes by clicking the links provided.

Course changes will be integrated into the CPM program as follows:
- Winter (January) 2009 – New Course 1
- Spring (April) 2009 - New Courses 1 and 2
- Fall (September) 2009 – New Courses 1, 2, and 3

<p align="center">Click here for 2009 Module Descriptions</p>

<p align="center">Click here for 2009 Performance Outcomes</p>

Matriculated students:
Students who have completed Course 1 from the previous curriculum model (prior to 2009) and are entering the new Course 2 in Spring 2009 or later will miss the content of the "Organizational Values and Ethics" and "Developing Workforce Capacity" modules previously included in Course 2. To remedy this:
- The "Organization Values and Ethics" and "Developing Workforce Capacity" module(s) (or ULI equivalent if determined appropriate by CPM Administration) could be taught as a short course if needed. These would be full-day classes, separate from CPM. Enrollment could be open to anyone, however, students _enrolled in Course 2 during Spring 2009 or later would be given first priority and will be permitted to attend free of additional charge._

    OR if there is only a limited number of students missing these modules who enroll in Course 2 during Spring 2009 or later, they may fulfill the requirement by attending the module when it is offered during a regular session of Course 1, with prior permission from a CPM program administrator.

Students who enrolled in Course 1 from the previous curriculum model (prior to 2009) but did not complete the modules Performing HR Functions 1, Performing HR Functions 2, or Risk and Liability Management will miss the content of these modules. To remedy this*:*
- Students who missed these modules in Course 1 will need to submit elective credit hours to fulfill the requirements for Course 1 completion. Each day missed will require 10 hours of elective credit in its place.

CPM Certification eligibility:
All students completing Course 3 in Fall 2009 or later will need to need to submit 40 hours of elective credit towards CPM certification eligibility in addition to completing all core courses.   All credit hours must be completed within a 5 year period. Five year period is counted forward from the earliest credit (Course 1 or elective) submitted towards CPM candidacy.

Elective Credit Policy Summary

Certified Public Manager® (CPM) candidates are required to complete 300 hours of credit to obtain certification eligibility. 260 of those hours are required program core courses. Candidates must additionally complete 40 hours of approved elective credit. All 300 hours must be completed within a 5 year time frame. Elective credit can be obtained through courses offered by approved elective credit providers, alternative or continuing education documentation, independent study, or service in the Utah Society of Certified Public Managers®. A maximum of 10 hours of independent study and 10 hours of USCPM service can be applied toward the 40 required hours. All elective credit requests submitted must be at least 2 contact hours in duration. Contact hours do not include breaks, lunch or registration time, and must be rounded to the nearest whole hour. Candidates are responsible for obtaining certificates as proof for all credit completed. Credit documentation is required for graduation application beginning Fall 2009.

Approved Elective Credit Providers

Public agencies offering management training courses or workshops may apply to the Utah Certified Public Manager® Program for approval to offer CPM elective credit for a specific course or event. The course content must directly align with CPM objectives and the specific criteria outlined on the *Approved Elective Credit Provider Application.*

Alternative or Continuing Education Elective Credit Documentation

Candidates may submit to the Utah Certified Public Manager® Program for approval of elective credit hours for management training courses or workshops they have attended. Course content must directly align with CPM objectives and the specific criteria outlined on the *Alternative or Continuing Education Elective Credit Application,* and must be completed before submittal for credit consideration.

Independent Project (10 credit hours max.)

Candidates may submit an *Independent Project Elective Credit Application* to the Utah Certified Public Manager® Program for approval of up to 10 credit hours. Modules of instruction relevant to Independent Projects are completed in Course 2. Independent study projects must involve the candidate in direct application of management practices in a project defined by: a charter, control or tracking mechanisms, and a documented product or outcome. The project must have a specific time frame with a definitive start and end date and must be completed before submitted for credit consideration. Projects may be part of a candidate's normal work duties.

Service in the Utah Society of Certified Public Managers® (10 credit hours max.)

Candidates are eligible for membership in the Utah Society of Certified Public Managers® upon completion of CPM Course 1. Society members are eligible to receive up to 10 credit hours for serving on committees or special projects commissioned by the Utah Society of Certified Public Managers®. Candidates must submit the *Society Service Elective Credit Application* to receive credit consideration.