CPM Certification Application

UTAH CERTIFIED PUBLIC MANAGER® PROGRAM

DHRM USE ONLY
Date: Denied _____ Apvd _____
By:_____

Please complete this form. Then print and send to CPM program administration by email, fax or mail. Be sure approved electives have been tracked in your training profile.

Deadline for certification submissions is June 17, 2016

Personal Information

EIN (State Employees) _____

Name _____

Agency _____

email _____

Core Completions Indicate the term you completed each core course

Course 1 ○ Winter ○ Spring ○ Fall Year

Course 2 ○ Winter ○ Spring ○ Fall Year

Course 3 ○ Winter ○ Spring ○ Fall Year

The form will calculate elective requirement based on your Course dates. See page 2 for elective requirements for your specific situation.

Elective Credits Required

Please list all elective credits as tracked in your HREventure training record.

	Elective Name	Date mm/yy	Course	Project	Service	Reading	Credits
1	Online Fundamentals of Supervision (REQUIRED 1/2014 forward)		●	○	○	○	
2			○	○	○	○	
3			○	○	○	○	
4			○	○	○	○	
5			○	○	○	○	
6			○	○	○	○	
7			○	○	○	○	
8			○	○	○	○	
9			○	○	○	○	
10			○	○	○	○	
11			○	○	○	○	
12			○	○	○	○	
13			○	○	○	○	
14			○	○	○	○	
15			○	○	○	○	
16			○	○	○	○	
17			○	○	○	○	
18			○	○	○	○	
19			○	○	○	○	
20			○	○	○	○	

Total Credits Submitted

Print

Utah CPM Program, 2120 State Office Building, Salt Lake City, Utah 84114-1531 *Fax 801-538-3081*

Revised 1-26-2016

CPM Elective Credit Requirement Change effective January 2014

Changes to CPM curriculum for Courses 1 and 2, effective January 2014, have affected the elective credits requirements of most CPM students. The changes do not affect the overall requirements for CPM certification which include a total of 300 credit hours of coursework, satisfactory completion of each module, and completion of all requirements within a five-year period. Refer to the CPM Handbook for more detail.

Below is a visual representation, in three separate charts, of requirement scenarios based on when a student attended CPM Courses.

Completing all Courses beginning January 2014 or later		
Course	Modules	Hours
Course 1 2014	Self-Knowledge for Leaders (2 days)	16
	Politics and Government in Utah	8
	Systems & Strategic Thinking	8
	Organizational Values & Ethics	8
	Personal Communication	8
	Facilitation & Meeting Management	8
	Work Contracting (2 days)	16
	Managing Conflict	8
	Developing Workforce Capacity	8
	Course 1 Comprehensive Exam	2
	Total Classroom/Assignment Hours	90
Course 2 2014	Managing Differences in the Workplace	8
	Group Dynamics/Team Development (2 days)	16
	Data Gathering & Decision-Making (3 days)	24
	Customer Relations	8
	Financial Planning & Management	8
	Presentation & Promotion (2 days)	16
	Project Management (online course)	5
	Total Classroom/Assignment Hours	85
Course 3	Capstone Project	100
	Total Classroom/Assignment Hours	275
Fundamentals of Supervision online module (required)		4.5
	Total Classroom and Online Hours	280
	Total hours required for Certification	300
	Total Electives Hours Required	**21.5**

Completed Course 1 prior to 2014, completing Courses 2 and 3 January 2014 or later		
Course	Modules	Hours
Course 1 pre 2014	Self-Knowledge for Leaders (2 days)	16
	Systems & Strategic Thinking	8
	Organizational Values & Ethics	8
	Personal Communication	8
	Facilitation & Meeting Management	8
	Work Contracting (2 days)	16
	Managing Conflict	8
	Developing Workforce Capacity	8
	Total Classroom/Assignment Hours	80
Course 2 2014	Managing Differences in the Workplace	8
	Group Dynamics/Team Development (2 days)	16
	Data Gathering & Decision-Making (3 days)	24
	Customer Relations	8
	Financial Planning & Management	8
	Presentation & Promotion (2 days)	16
	Project Management (online course)	5
	Total Classroom/Assignment Hours	85
Course 3	Capstone Project	100
	Total Classroom/Assignment Hours	265
	Total hours required for Certification	300
	Total Electives Hours Required	**35**
Fundamentals of Supervision online module (not required but highly encouraged)		4.5
	Remaining electives if Fundamentals is completed	31.5

Completed Course 1 and 2 prior to 2014, completing Courses 3 January 2014 or later		
Course	Modules	Hours
Course 1 pre 2014	Self-Knowledge for Leaders (2 days)	16
	Systems & Strategic Thinking	8
	Organizational Values & Ethics	8
	Personal Communication	8
	Facilitation & Meeting Management	8
	Work Contracting (2 days)	16
	Managing Conflict	8
	Developing Workforce Capacity	8
	Total Classroom/Assignment Hours	80
Course 2 pre 2014	Managing Differences in the Workplace	8
	Group Dynamics/Team Development (2 days)	16
	Data Gathering & Decision-Making (3 days)	24
	Customer Relations	8
	Financial Planning & Management	8
	Presentation & Promotion (2 days)	16
	Total Classroom/Assignment Hours	80
Course 3	Capstone Project	100
	Total Classroom/Assignment Hours	260
	Total hours required for Certification	300
	Total Electives Hours Required	**40**
Fundamentals of Supervision online module (not required but highly encouraged)		4.5
	Remaining electives if Fundamentals is completed	36.5

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