



# Winter 2016 Registration

**The Utah Certified Public Manager<sup>®</sup> Program** increases the professional performance of current and future government managers. Certified Public Manager<sup>®</sup> is a professional designation granted by nationally accredited programs in state and federal governments. The Utah CPM program focuses on competencies and learning outcomes. Completion of all three courses is required to earn the designation of Certified Public Manager<sup>®</sup>.

**Winter classes begin the week of January 4<sup>th</sup>.** Classes are 8 hours in length, one day each week throughout the term. Work with your supervisor to determine which class time will best support other work duties. Fee is \$750.

**Please register early as class sizes are limited. Registration deadline is December 22<sup>nd</sup>**

**Attendees must read the Utah CPM Handbook** and become familiar with the Policies and Procedures section prior to the beginning of classes. Click [here](#) to access this handbook, or go to [cpm.utah.gov](http://cpm.utah.gov) and click on the CPM Handbook link.

Notice to State of Utah Employees: Enrollment is open to individuals receiving authorization from supervisors and may be contingent upon department policies and funding.

In addition to completing all three Courses, students must submit elective credit hours to receive the Certified Public Manager<sup>®</sup> designation. See the Policies and Procedures of the CPM handbook for full details.

## Please "click" on the class you wish to register for!

### Course 1 is 11 weeks, 1 day each week:

CPM Course 1- Classes held Tuesdays, 8: 30 a.m., 1/5/16—3/15/16, Location TBD.

CPM Course 1- Classes held Wednesdays, 8:30 a.m., 1/6/16—3/16/16, Location TBD.

### Course 2 is 10 weeks, 1 day each week:

CPM Course 2- Classes held Tuesdays, 8:00 a.m., 1/5/16—3/8/16, State Office Building, Capitol Complex, Room B110.

CPM Course 2- Classes held Thursdays, 8:30 a.m., 1/7/16—3/10/16, Dept. of Workforce Services, 720 S 200 E, Room 100.

### Course 3 is 12 weeks, 1 day each week:

CPM Course 3- Classes held Wednesdays, 8:30 a.m., 1/6/16—3/23/16, Location TBD.

**Course 1 and Course 2 must be complete prior to registering for Course 3.**



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Register through the HRE<sub>venture</sub> events management system.

(<https://hreventure.dhrm.utah.gov/utc/>)

Login using your LAN/Employee Gateway information. Non-state employees wishing to register for CPM classes may contact Gary Schow at the contact information shown below.

**If you have questions regarding enrollment, please contact Gary Schow at [gschow@utah.gov](mailto:gschow@utah.gov) or 801-538-3489.**