

## ***CPM® Program Nomination & Application Process***

## Instructions for all Stakeholders

1. Potential applicant
2. Potential applicant's immediate supervisor
3. Agency training coordinator or designee
4. Agency/division leader
5. Responsible financial officer

*Review organizational needs and potential candidates' professional goals to determine if the [CPM program](#) is a good match using the [CPM Program Selection Guidelines](#). To Nominate applicants, Training Coordinators or Agency Leadership should forward the link to the online [Application Form](#) beginning 1/31.*

### 1) The potential applicant

Prior to nomination, complete the [Advanced Skills for Managers \(ASM\) program](#) and self-advocate to ensure you have support from all stakeholders, particularly your supervisor.

Once nominated, your agency Training Coordinator and/or leadership will forward you a link to complete the CPM application. Submitting your application signifies your commitment to complete all participant program requirements in a timely manner.

[illegible]

## 2) The applicant's supervisor

Prior to nomination, review organizational needs and your potential candidate's professional goals to determine if the CPM program is a good match. Use the CPM Program Selection Guidelines and consult with your agency leadership and Training Coordinator to facilitate this discussion.

Upon completion by your nominated applicant, your portion of the nominee's application form will be sent by email.

To: You

Jane Doe has requested to attend the Certified Public Manager® (CPM) Program. Please review and approve or deny this request.

Describe how you will ensure your nominee will be provided sufficient paid work time for completion of the 300 hour program in the space given under Assurance of Paid Work.

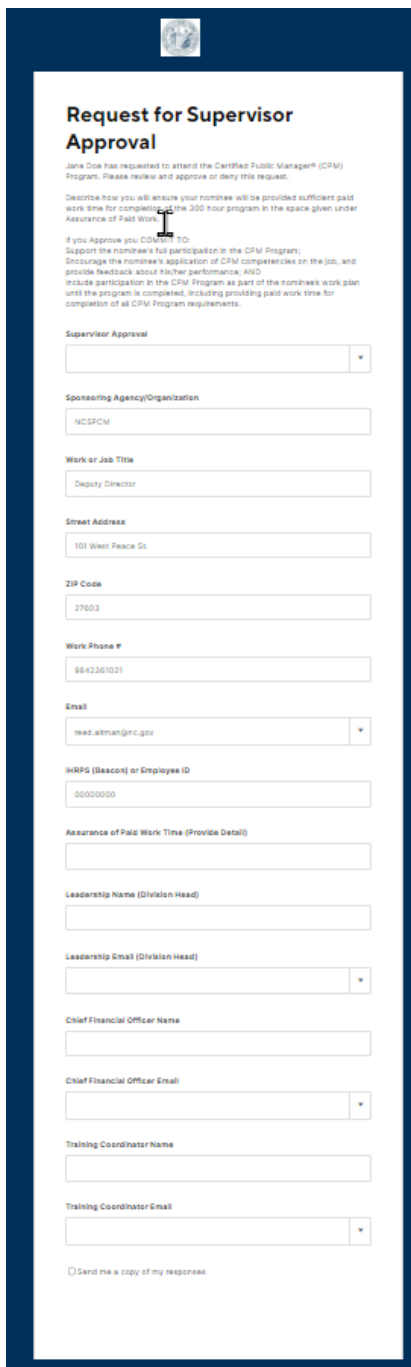
If you Approve you COMMIT TO:  
Support the nominee's full participation in the CPM Program;  
Encourage the nominee's application of CPM competencies on the job, and provide feedback about his/her performance; AND  
Include participation in the CPM Program as part of the nominee's work plan until the program is completed, including providing paid work time for completion of all CPM Program requirements.

[Open Update Form](#)

Row 1

Supervisor Approval	
Sponsoring Agency/Organization	NCSPCM
Work or Job Title	Deputy Director

Click on "Open Update Form" to approve your nominee.



**Request for Supervisor Approval**

Jane Doe has requested to attend the Certified Public Manager (CPM) Program. Please review and approve or deny this request.

Describe how you will ensure your nominee will be provided sufficient paid work time for completing the 300 hour program in the space given under Assurance of Paid Work.

If you Approve you COMMIT TO:  
 Support the nominee's full participation in the CPM Program;  
 Encourage the nominee's application of CPM competencies on the job, and provide feedback about his/her performance; AND  
 Include participation in the CPM Program as part of the nominee's work plan until the program is completed, including providing paid work time for completion of all CPM Program requirements.

Supervisor Approval

Sponsoring Agency/Organization

Work or Job Title

Street Address

ZIP Code

Work Phone #

Email

HRPS (Beacon) or Employee ID

Assurance of Paid Work Time (Provide Detail)

Leadership Name (Division Head)

Leadership Email (Division Head)

Chief Financial Officer Name

Chief Financial Officer Email

Training Coordinator Name

Training Coordinator Email

☐ Send me a copy of my responses

program competencies into the workplace, and to complete all feedback instruments, evaluations, and assessments needed for your employee to complete the program. (This could include making the employee's participation part of the unit's work plan.)

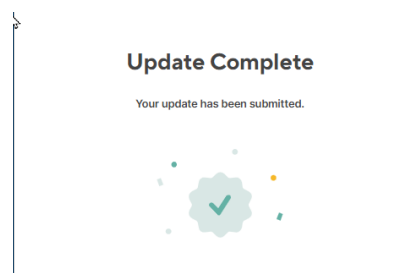
Your responses in the application will be used to request additional approvals for your nominee. When you click the "Submit Update" emails will be sent (From: automation@app.smartsheet.com) to the following persons with the respective subject lines:

- Training Coordinator or designee "Request for Confirmation of Training Completion"
- Agency Leadership "Request for Nominee Endorsement for CPM Program"
- Finance Officer: "Request for CPM Registration Fee Acknowledgement".

Please ensure these emails from Smartsheet are received by and attended to by the recipients. Failure to take action on these emails will result in a delay in processing the application.

**NOTE:** All applications must be received by March 31.

A confirmation will appear.



By approving the request, you commit to encourage and support the participant's application of the CPM

### 3) The agency's Training Coordinator or designee:

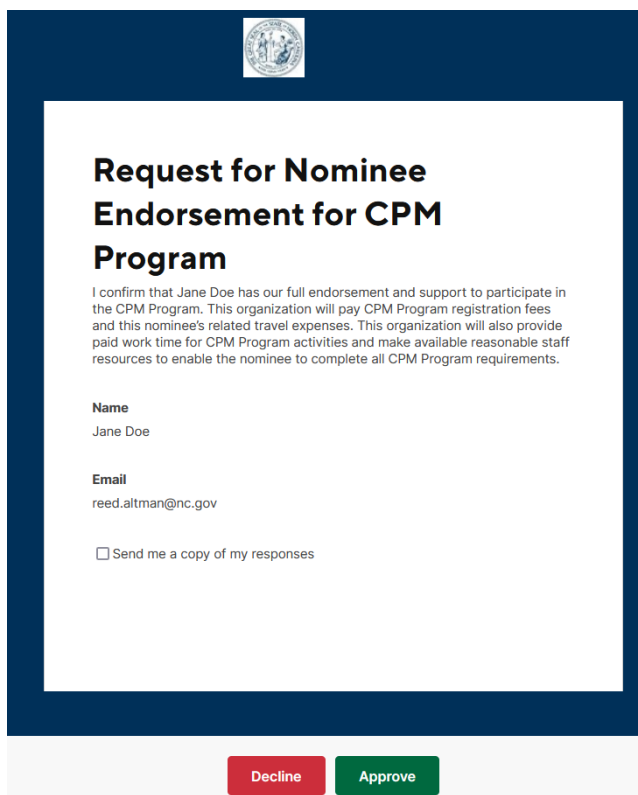
Recommended nomination process: Match your agency's current and future talent needs and potential candidates' professional goals. Rank priority candidates to recommend. Coordinate nominations with agency leadership ensuring a diverse pool of candidates and attend to available resources with your agency fiscal personnel. Recommend and/or nominate priority candidates to the program by [forwarding this application link](#). (Note: A forwarded link to the CPM program application indicates the candidate has been nominated by your agency).


- a. The nominee completes the application, which upon completion is sent to their supervisor
- b. The nominee's supervisor commits to support the nominee throughout the program and enters email addresses and names of the Agency Leadership, Training Coordinator, and Fiscal officer. Emails are sent to these individuals for confirmation, endorsement or acknowledgement, respectively

**DEADLINE: MARCH 31**

- c. Training coordinator confirmation
- d. Executive management endorsement

4) **Agency executive management** (e.g. Commissioner, Division Head) or Training Directors may nominate candidates for the CPM program by sending an invitation to apply with a [link to the CPM online application](#). An email request for leadership endorsement is sent:





### Request for Nominee Endorsement for CPM Program

I confirm that Jane Doe has our full endorsement and support to participate in the CPM Program. This organization will pay CPM Program registration fees and this nominee's related travel expenses. This organization will also provide paid work time for CPM Program activities and make available reasonable staff resources to enable the nominee to complete all CPM Program requirements.

**Name**  
Jane Doe

**Email**  
reed.altman@nc.gov

☐ Send me a copy of my responses

[Decline](#) [Approve](#)

5) **Training coordinator** confirms the training history of the nominee is accurate.

[External] Request for Confirmation of Training Completion

RA

Reed Altman via Smartsheet <automation@app.smartsheet.com>  
To: Altman, Reed A

Reply

Reply All

Forward

...

If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to Report Spam.

I CERTIFY that Jane Doe

Has successfully completed the Advanced Skills for Managers (ASM) course with a minimum examination score of 90%, or is scheduled to do so prior to the first CPM Program class meeting.

Has successfully completed, or is scheduled to complete High Performance Coaching co-requisite programs by its designated due date per the CPM Selection Guidelines

Open Update Form

Row 1

Training Coordinator Acknowledgement	<input type="checkbox"/>
ASM Date Completed/Scheduled for Completion	
High Perf Date Completed/Scheduled for Completion	

This notification was sent to reed.altman@nc.gov.

You are receiving this email because you are included as a collaborator in the rule Training Coordinator Update Request on sheet CPM Application.

- 6) **CPM Program Director** notifies applicant and Training Director of CPM program admission will be provided by the between April 6 and April 15 to the CPM participant & copied to the agency Training Coordinator via email.

**Summary of online application steps**

