

North Carolina Certified Public Manager® (CPM) Program

The North Carolina Certified Public Manager® (CPM) Program is an in-depth, comprehensive, competency-based, nationally certified professional development program for middle managers from state, federal, local and tribal government organizations. The program is designed for those who supervise other supervisors, or professionals who have program management responsibilities which affect a wide geographic area or a vast number of stakeholders.



Certified Public Manager® Program

- The core NC CPM Program is an intensive 14-month curriculum.
- The program is a total of 300 hours which includes the following:
 - Approximately 12 classroom or virtual instructor-led training days totaling 80 contact hours
 - This training is divided across four NC CPM instructional modules.
 - Additionally, 120+ hours are required outside the classroom sessions to complete online courses, pre/post class assignments and an NC CPM project.
 - Completion of one pre-requisite course Advanced Skills for Managers (ASM).
 - Completion of several co-requisite training courses, including LAAL-M: High Performance Coaching, provide the final 100 instructional hours.
- There is a program fee of \$2,050 for the NC CPM program to be paid by the employee's agency.
- Organizations and agency leadership must nominate applicants and sponsor participation.
- **The application period closes March 31st.**

See the information below for additional details regarding the nomination process and selection guidelines for both Organizational Leaders/Nominators and Potential Candidates/Nominees

Organizational Leaders/Nominators	Potential Candidates/Nominees
<p>Step 1: Review the NC CPM Selection Guidelines and FAQ's for Agency Leaders and Nominators</p>	<p>Step 1: Review the N.C. CPM Program website and FAQs for Nominees/Participants.</p>
<p>Step 2: Review organizational needs and potential candidates' professional goals to determine if the CPM program is a good match.</p> <p><i>Once you have completed a review of the Guidelines and FAQ's, understand the program requirements, and have determined the CPM program to be a good match for potential candidates based on business need, nominate a middle manager within your organization.</i></p>	<p>Step 2: Review your professional goals and discuss with your supervisor to determine if the CPM program is a good match based on organizational needs.</p>
<p>Step 3: Nominate candidates by forwarding this electronic Smartsheet application link. CPM Application Link.</p> <p><i>(Note: The CPM program application link should only be sent to employees who are confirmed as nominees and meet the program requirements.)</i></p>	

Step 4: Complete the CPM® Program Application Process which include the following steps:

- **APPLICATION:** Nominee completes their section of the electronic Smartsheet application and submits to their supervisor for approval.
- **SUPERVISOR APPROVAL:** Supervisor completes their section of the electronic Smartsheet application for approval and submits.

This includes providing the following:

- Assurance of Paid Work Time detailed statement.
- Names and email addresses for:
 - Agency Leadership (Division Director or Designee)
 - Financial Officer
 - Training Director/Coordinator
- Emails are generated and sent to these individuals simultaneously for confirmation, endorsement, and acknowledgement, respectively.

- **STAKEHOLDER APPROVALS:** Each stakeholder completes their section of the electronic Smartsheet application and submits.

Please ensure the electronic Smartsheet is received by each recipient (Training Coordinator, Agency Leadership/Division Director or Designee and Financial Officer) and completed. Failure to take action will result in a delay in processing the application.

- **PROGRAM ADMISSION:** CPM Program Director notifies applicant, supervisor, and Training Coordinator of program admission.

Workflow of NC CPM Nomination/Application Process

