Certified Public Manager Program Policy

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§ 1. North Carolina Certified Public Manager Program Administration

The State of North Carolina shall provide competency-based training for mid-level managers through the North Carolina (NC) Certified Public Manager (CPM) Program.

The North Carolina Certified Public Manager Program is a joint effort of North Carolina State Government and The University of North Carolina System. The program shall be based in and administered by the Office of State Human Resources.

§ 2. Purpose

The North Carolina Certified Public Manager Program shall provide middle managers employed by North Carolina public sector entities with practical training aimed to increase their managerial performance in public sector organizations. The goal is to improve the efficiency and effectiveness of state government operations.

§ 3. Accreditation

The North Carolina Certified Public Manager Program shall be conducted in full compliance with the curriculum requirements and program accreditation standards specified by the National Certified Public Manager Program Consortium.

§ 4. Curriculum

The program shall consist of workshops and assignments related to the workshops. The program requires attendance and participation in all activities as well as demonstrated ability to apply the knowledge and skills learned. Agencies are responsible to

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ensure their participants have sufficient availability in their schedules to successfully complete all activities associated with the program.

§ 5.   **Agency Candidate Nomination, Admission and Records Retention**

The North Carolina Certified Public Manager Program Director shall design and implement a process that allows each agency an equitable opportunity to participate in the North Carolina Public Manager Program. Management is responsible to design an internal nomination process to select prospective applicants within their agency or organization. Provided the maximum number of seats is not exceeded, the Office of State Human Resources shall approve participation for those applicants who meet prerequisite requirements.

The employing agency or the North Carolina Public Manager Program Director is responsible for keeping the following records for each participant in that employee's personnel file: the completed application form, agency approvals, and program accomplishments.

§ 6.   **Certification of Completion**

A certificate of completion shall be awarded to participants of the Certified Public Manager Program upon successful completion of established requirements. A record of program participation shall also become part of the employee's permanent personnel file.

§ 7.   **Funding for the Program**

Unless fully funded by the General Assembly, funds for the operation of the CPM program shall be derived from fees charged to agencies for approved participants. Fees shall be based on actual costs of development, instruction, materials and administration.

§ 8.   **Sources of Authority**

This policy is issued under any and all of the following sources of law:

•   N.C.G.S. § 126-4

It is compliant with the Administrative Code rules at:

•   25 NCAC 01K .0700

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§ 9.   **History of This Policy**

Date	Version
February 1, 1982	• Policy on Public Manager Program adopted.
December 1, 1984	• Amended section on fees for the PMP. Since appropriation was made to OSP for PMP, we will not assess the agencies; but policy still allows assessments if necessary.
December 1, 1995	• Revised to update program provisions.
December 15, 2019	• Revised to update to include change (2016) to program name to Certified Public Manager and edit text for clarification.
October 17, 2024	• Text edited for clarification.