

CPM® Program Nomination Process

All stakeholders (*applicant, applicant's immediate supervisor, agency training coordinator or designee, agency/division leader, responsible financial officer*) should review organizational needs and potential candidates' professional goals to determine if the [CPM program](#) is a good fit. Use the CPM program [Selection Guidelines](#) before forwarding the link to the [Application Form](#) to your nominee.

- 1) **The applicant:** discuss & get permission from your supervisor to apply. Complete the applicant section. A *signature* indicates understanding and commitment to complete all participant program requirements.
- 2) **The applicant's supervisor:** review organizational needs and your potential candidate's professional goals to determine if the CPM program is a good match. Use OSHR CPM program Selection Guidelines to facilitate this discussion. The supervisor commits to making the employee's participation part of the unit's work plan. A *signature* indicates understanding and commitment to encourage and support the participant's application of the CPM program competencies in the workplace, and to complete all feedback instruments, evaluations, and assessments. Send the application to your agency's Training Coordinator or designee, along with the proposed funding source contact information.
- 3) **The agency's Training Coordinator** or designee: oversees the agency review of organizational needs and potential candidates' professional goals with the applicant's supervisor to determine if the CPM program is a good match for this employee. To ensure diversity and prioritize limited agency resources, review all other CPM applications in order to recommend priority candidates for the program.
 - a. Your agency A) **executive management** (e.g. Commissioner, Division Head) or Training Director may nominate candidates for the CPM program by sending an invitation to apply with a [link to the CPM online application](#).
 - b. The nominee completes the application, which is sent to their supervisor for additional information (contact information for themselves, agency leadership, and the agency **fiscal officer's** contact information and *signature* is provided).
 - c. The training coordinator or designee adds his or her **signature**, then sends the completed application to [CPM Program Director](#).
- 4) Notification of admission will be provided by the **CPM Director** between April 6 and April 17 to the CPM participant & copied to the agency Training Coordinator via email.

Online Application Steps

