**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 have supervised other supervisors, work directly with executives or professionals, or who have program management responsibilities which affect a wide geographic area or a vast number of stakeholders.

* The program requires 300 hours of work:
	+ Three pre-requisites totaling 92 hours must be completed prior to applying
		- Advanced Skills for Managers (ASM)
		- Leading at All Levels (LAAL)-M: High Performance Coaching
		- Equal Employment Opportunity & Diversity Fundamentals
* Agency leadership or their designees then nominate their vetted employees.
	+ Nominees then apply for admission during the application window (January 31-March 31)
	+ Upon admission, Certified Public Manager candidates complete 80 contact hours spread across four instructional modules from June-October (14 months to complete 12 classroom days).
	+ 120+ hours are required outside the classroom sessions to complete online courses & pre/post class assignments and a develop a Capstone NC CPM project.
* There is a program fee of $2,101.25 for the NC CPM program to be paid by the employee's agency.
* Guidelines recommend that nominations may be between November 30 - March 31. **The application period closes March 31st.**

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| **Organizational Leaders/Nominators**  | **Potential Candidates/Nominees**  |
| **Step 1:** Review the [NC CPM Selection Guidelines](https://oshr.nc.gov/media/4406/open) and [FAQ’s for Agency Leaders and Nominators](https://oshr.nc.gov/state-employee-resources/training/training-programs/north-carolina-certified-public-managerr-cpm-program#faqs-agency-leadersnominators)  | **Step 1:** Review the [N.C. CPM Program website](https://oshr.nc.gov/state-employee-resources/training/training-programs/north-carolina-certified-public-managerr-cpm-program) and [FAQs for Nominees/Participants.](https://oshr.nc.gov/state-employee-resources/training/training-programs/north-carolina-certified-public-managerr-cpm-program#faqs-nomineesparticipants)  |
| **Step 2:** Review organizational needs and potential candidates’ professional goals to determine if the CPM program is a good match. *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*](https://oshr.nc.gov/media/4406/open) *within your organization.*  | **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.  |
| **Step 3:** Nominate candidates by forwarding this electronic Smartsheet application link. [**CPM Application Link.**](https://app.smartsheet.com/b/form/f39ec44fc0244c9c837d69920df93de2) *(Note: The CPM program application link should only be sent to employees who are confirmed as nominees and meet the program requirements.)*  |  |
| **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: o 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 and Training Coordinator of program admission. |  |
| **Workflow of NC CPM Nomination/Application Process**  |  |

