**NC Certified Public Manager® (CPM) Program**

**Nomination Process and Nominee Selection Guidelines**

Nominations may be carried out between November 30 – March 31, after cost recovery fees and contact information has been updated in the [NC Learning Center](https://ncgov.csod.com/catalog/CustomPage.aspx?id=20000159&tab_page_id=20000159) and on the [Office of State Human Resources NC CPM Homepage](https://oshr.nc.gov/state-employee-resources/training/training-programs/north-carolina-certified-public-managerr-cpm-program).

# Nominee Qualifications

1. Nominees must be North Carolina **middle managers** within a North Carolina public sector 1) state agency or constituent institution of The University of North Carolina system 2) or a city/county local government organization. This may include UNC faculty members who have middle management responsibilities as a significant portion of their work assignment. The middle manager functions at the level between executive management and the first line supervisor. Ideal nominees form, implement, and/or influence policy.
2. The middle management role is defined, for purposes of nomination to the Certified Public Manager® Program (CPM), as meeting one or more of the following criteria:
   1. supervising the supervisors of first line employees
   2. managing a program which has broad impact upon delivery of core services of the agency/university/organization
   3. consulting and interacting on a regular basis with executive management.
3. The design of the CPM Program presupposes that (1) participants have subordinate employees, which requires the middle manager to carry out the managerial functions of supervision and performance management for supervisors and/or professionals and/or (2) participants provide program management to meet the needs of broad and varied groups of stakeholders/clients, necessitating the middle manager’s exercise of influence at or above their own organizational level.

# Expectations of Nominee

The CPM Program emphasizes participant self-awareness and self-managed learning. A participant should be open to receiving extensive and specific performance-based feedback concerning his/her learning, management and behavior styles from the participant's immediate supervisor, employees, peers, psychometric assessments and questionnaires, fellow participants, instructors and project coaches.

1. Although admission to the Certified Public Manager® Program is not necessarily dependent on the nominee's educational level, the nominee is advised that the level of instruction in the CPM Program is that of a college graduate. Advanced analytical and communication (oral and written) skills will be needed to successfully complete CPM Program requirements. CPM Program participants are expected to understand theories, principles and management models, and to transfer and apply these to their jobs. Written CPM Program assignments will include, but will not be limited to, an individual Growth and Learning Plan as well as a project proposal, first team meeting report, implementation plan and final paper (including a project log).
2. The nominee is expected to:
   1. Come with a readiness and willingness to learn.
   2. Complete all CPM Program classes and assignments (including the final CPM project) in the scheduled time frames.
   3. Apply CPM Program competencies back on the job.
3. The nominee will be expected to commit to finishing **all** CPM Program requirements.
   1. CPM Candidates must complete all scheduled CPM Program module pre-class assignments, classroom sessions, online meetings, and post-class assignments in a complete and timely manner. In the event of schedule conflicts, participants may be able to reschedule classroom sessions in some cases, or complete equivalent makeup assignments).
   2. If a participant misses a scheduled classroom session and does not make up the assignment to the satisfaction of the responsible module instructor, it may prevent him/her from graduating from the CPM Program with his/her class.
   3. Due to the sequential, integrated nature of the curriculum, the CPM Program will not accept state agency/university or local government organization substitutes if a participant drops out during the core CPM Program period, nor will any portion of the program fee be refunded *after* completion of the core CPM Program’s initial classroom session (Management Development Planning Workshop).

# CPM Course Prerequisites

Agencies may nominate prospective applicants if they are scheduled to complete all three prerequisites prior to close of the NC CPM application window on March 31.

1. *Advanced Skills for Managers (ASM) program*
2. *LAAL-M:* *High Performance Coaching* course
3. *Equal Employment Opportunity and Diversity Fundamentals* (*EEODF*)

# Agency Nomination and the NC CPM application

Agency nomination demonstrates support for and commitment to the success of their CPM nominees. Agencies will also need to consider the best use of resources to achieve their agency strategic goals. Balancing the professional development needs of individual employees and the strategic direction of the agency requires many stakeholders and is a critical part of the nomination process. Once a list of priority candidates is selected and nominated, the application process essentially documents the agency support for each chosen nominee. The NC CPM Program, therefor, includes the following stakeholders in the application process: 1) CPM Nominee, 2) Nominee’s Supervisor, 3) Nominee’s Agency Leadership, 4) Nominee’s Agency Training Coordinator, 5) and Nominee’s Agency responsible Fiscal Officer. Applications completed between January 31 and March 31 will be reviewed to ensure the nomination process demonstrated support for and commitment to the success of each nominee (applicant):

# Expectations of Nominee

The CPM Program emphasizes participant self-awareness and self-managed learning. A participant should be open to receiving extensive and specific performance-based feedback concerning his/her learning, management and behavior styles from the participant's immediate supervisor, employees, peers, psychological instruments and questionnaires, fellow participants, instructors and project coaches.

1. Although admission to the Certified Public Manager® Program is not necessarily dependent on the nominee's educational level, the nominee is advised that the level of instruction in the CPM Program is that of a college graduate. Advanced analytical and communication (oral and written) skills will be needed to successfully complete CPM Program requirements. CPM Program participants are expected to understand theories, principles and management models, and to transfer and apply these to their jobs. Written CPM Program assignments will include, but will not be limited to, an individual Growth and Learning Plan as well as a project proposal, first team meeting report, implementation plan and final paper (including a project log).
2. The nominee is expected to:
   1. Come with a readiness and willingness to learn.
   2. Complete all CPM Program classes and assignments (including the final CPM project) in the scheduled time frame.
   3. Apply CPM Program competencies back on the job.
3. The nominee is expected to commit to finishing **all** CPM Program requirements in a timely, complete manner.
4. The participant must complete all scheduled CPM Program module pre-class assignments, classroom sessions, online meetings, and post-class assignments in a complete and timely manner. In the event of schedule conflicts, participants may be able to reschedule classroom sessions in some cases, or complete equivalent makeup assignments).
5. If a participant misses a scheduled classroom session and does not make up the assignment to the satisfaction of the responsible module instructor, it may prevent him/her from graduating from the CPM Program with his/her class.
6. Due to the sequential, integrated nature of the curriculum, the CPM Program will not accept state agency/university or local government organization substitutes if a participant drops out during the core CPM Program period, nor will any portion of the program fee be refunded *after* completion of the core CPM Program’s initial classroom session (Management Development Planning Workshop).

# Expectations of Supervisor

To earn the CPM designation, the [National Certified Public Manager® Consortium](https://cpmconsortium.org/What-is-a-Certified-Public-Manager) requires each candidate complete 300 hours of course work and develop a Capstone Project.

1. In addition to the prerequisites, the 208-hour core CPM Program curriculum format includes 80 contact hours in the classroom primarily for skill practice. and asynchronous online coursework. The core CPM Program curriculum, approximately twelve in-class or VILT days () and an additional 120+ hours of e-learning and other assignments will be required over a 14 month period.
2. Include CPM Program activities as a part of the nominee's work plan.
3. Encourage and support the application of CPM Program skills on the job through a variety of strategies, including the CPM final project.
4. Complete all required feedback instruments, evaluations and assessments.

# Expectations of Sponsoring Organization’s Leadership and Fiscal Officer

Each nomination carries with it the commitment of the applicant’s public sector organization to support the nominee. This includes:

1. Support of the nominee’s learning process:
2. Allocation of appropriate resources:
   1. Approval of funds for:
      * participant fees for the Certified Public Manager® Program, including pre- and co-requisite courses; and
      * travel costs (mileage and per diem) for nominees outside of Raleigh.
   2. Authorization of reasonable use of state or local government organizational resources (e.g., computers and software, clerical support, photocopiers) for participants to complete CPM Program requirements.

# Expectations of Agency Training Coordinators

Training Coordinators will assist stakeholders in navigating the nomination and application process

# Admission to the Certified Public Manager® Program

Upon timely receipt of completed CPM Applications, including all stakeholder portions, the CPM Program will review each application and, on the basis of the Selection Guidelines and available seats, determine those individuals to be admitted as CPM Candidates into to the CPM Program. A notification will be sent to Candidates, Supervisors, and Training Coordinators by e-mail in mid-April.