To: Certified Public Manager (CPM®) Nominees

Congratulations, our agency has nominated you to participate in the NC CPM program! As a CPM participant, you will complete online and in-person courses, as well as other e-learning activities, applying content and practicing skills in the classroom with peers and in the workplace. You will also develop a Capstone Project in your workplace.

CPM In-person workshops & timeframes

1. Management Development Planning: July-mid August
2. Managing Daily Operations: October
3. Interacting Across All Levels: January-February
4. Strategic Leadership: April-May

OSHR Admission status emails will be sent April 8-15. This email will contain a link to a scheduling preferences survey to determine your preference/availability for the first workshop (MDP). All other synchronous and asynchronous assignments are online. ([A complete calendar may be downloaded here](https://oshr.nc.gov/download-24-25-py-calendar), or you may prefer wait to synchronize your personal Outlook calendar with the 2024-25 PY CPM online calendar, available after June 30.

Please be prepared to attach certificates for the three prerequisites or proof of registration (completed no later than July 15, 2024) with the application :

1. [Advanced Skills for Managers (ASM)](https://oshr.nc.gov/state-employee-resources/training/training-programs/advanced-skills-managers) program
2. Equal Employment Opportunity and Diversity Fundamentals course
3. LAAL: M High Performance Coaching course

Also, contact your supervisor prior to completing the application. Notify them that an emailed approval form from the Smartsheet application will arrive shortly after you complete the nominee portion of the application. In order for the application to continue processing, the approval requires that your supervisor complete all fields, including:

* a description of how you, the nominee, will be provided sufficient paid work time for completion of the 212+ hours of required training activities
* name and email addresses of the agency leadership, training coordinator, and fiscal officer.

Use the following link to access the Smartsheet application.

[**https://app.smartsheet.com/b/form/f39ec44fc0244c9c837d69920df93de2**](https://app.smartsheet.com/b/form/f39ec44fc0244c9c837d69920df93de2)

Participants who complete all CPM requirements by July 31, 2025 may participate in the graduation ceremony on October 6, 2025 to receive their CPM® designation

Deadline for all applications is March 31, 2024.

Visit the [Certified Public Manager® Program’s Homepage](https://oshr.nc.gov/state-employee-resources/training/training-programs/certified-public-manager-program)