To: ***{Certified Public Manager (CPM®) Nominee}***

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.

Use the following link to access the Smartsheet application.

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

Please be prepared to attach certificates for the three prerequisites or proof of registration (completed no later than March 31) 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

Failure to provide these certificates may delay or disqualify your acceptance into the upcoming program year. We strongly recommend you contact your supervisor prior to completing your portion of the application. Notify them that an emailed approval form from the Smartsheet application requiring follow up will arrive shortly after you complete your nominee portion of the application. In order for the application to move forward, the approval requires that your supervisor accurately complete all fields, including:

* a description of how you, the nominee, will be provided sufficient paid work time for completion of the 200+ hours of required training activities
* name and email addresses of the agency leadership, training coordinator, and fiscal officer.
* Deadline for all applications is March 31.

OSHR Admission status emails will be sent the second and third weeks of April. This email will contain a link to a scheduling preferences survey to determine your preference/availability for the first workshop (1. MDP):

\*NC CPM In-person workshops & timeframes

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

A full calendar with the specific calendar dates will be available after June 30:

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