

# ***Certified Public Manager Program***

The Human Resource Development Services (HRDS) of the state Office of Personnel Management is pleased to provide the Certified Public Manager Program for public employees in the state of Oklahoma.

Oklahoma's CPM Program is part of the national CPM Consortium. This group of more than 25 states has established a rigorous set of standards for all CPM candidates to meet before CPM certification can be awarded.

The CPM Program includes required and elective classroom work, job-related projects and four exams.

A CPM candidate must complete 300 hours of classroom work. Two hundred thirty-seven of these classroom hours are required (see second page) and 63 are elective hours, available through the current HRDS workshop curriculum. The CPM course curriculum is approved by the Oklahoma CPM Advisory Board and the National CPM Consortium.

HRDS also works with the Higher Education Network in support of the CPM Program to evaluate the four required job-related projects.

The Higher Education Network makes available to the CPM Program the faculties and resources of the University of Oklahoma, Oklahoma State University, and the University of Central Oklahoma.

## ***Who is Eligible for CPM?***

Employees wishing to enter the CPM Program must be nominated by their employing agency. Nominations must be approved by the employee, the employee's immediate supervisor and the employing agency administrator.

There are no educational requirements to enter the CPM Program, but a CPM nominee should express an interest in a management career in state government.

Agency officials should understand that a CPM Program nominee will need time to attend classes, prepare class assignments, study for exams and work on the required job-related projects. Agency administrators should look for the following items when nominating an employee for the CPM Program.

- ◆ The employee's expressed interest toward receiving a CPM certificate.
- ◆ The employee's probability of completing the program.
- ◆ The employee's potential for a career in state government in a management position.
- ◆ The time needed to complete the CPM Program (approximately 2 years).

## ***Program Cost***

For state agencies, the CPM Program fee is \$1080 per CPM nomination. Of this total fee, \$1,000 will be paid by the agency in two annual \$500 payments. The CPM candidate pays \$10 per exam and \$10 per project (for a total of \$80). This fee covers grading and evaluation. For city, county, and federal agencies, an additional charge of \$300 is added to the enrollment fee to cover processing and course material.

***For more information, contact:  
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**State of Oklahoma**  
**Office of Personnel Management**  
**Certified Public Manager Program**

***Required Curriculum***

◆ **Level I**

Challenges of Supervision	12
Delegation and Control	6
Writing Skills for Managers	6
Effective Time Management	6
Certified Public Manager Orientation	3
Effective Communication in Management	6
Sexual Harassment and Discrimination	6
Performance Management Process (PMP)	6
Progressive Discipline	6
How to Conduct On-the-Job Training	6
<u>Management 2000 - Part I</u>	<u>12</u>
<b>Total Hours</b>	<b>75</b>

◆ **Level II**

Applied Leadership	6
Conducting Group Meetings	6
Effective Negotiation	6
Conflict Management	6
Motivating for Performance	6
Problem Solving Skills	6
Ethics in Public Management	12
Legislative Process	6
Structured Interview Process	6
Administrative Law	6
Personnel Policies and Practices	6
<u>Public Speaking and Effective Presentations</u>	<u>12</u>
<b>Total Hours</b>	<b>84</b>

◆ **Level III**

Management 2000 - Part II	12
Policy Analysis	6
Program Evaluation	6
Systems Management	12
Directed Reading: Fifth Discipline Fieldbook	4
Awards and Recognition	6
<u>Workplace Violence-A Supervisor's Guide</u>	<u>6</u>
<b>Total Hours</b>	<b>52</b>

◆ **Capstone**

<u>Executive Development Seminar</u>	<u>26</u>
<b>Total Required Hours</b>	<b>237</b>
<b>Total Elective Hours</b>	<b>63</b>
<b><u>Grand Total Hours</u></b>	<b><u>300</u></b>