

**Certified Public Manager**  
**Class of 2018**  
**Application**



THE SOUTH CAROLINA  
DEPARTMENT *of* ADMINISTRATION

**Division of State Human Resources**  
**8301 Parklane Road, Suite A220**  
**Columbia, SC 29223**  
**(803) 896-5300**

## Certified Public Manager 2018 Program Application

*The application process for the Certified Public Manager (CPM) program has been revised. Please read requirements for application below.*

CPM applicants are required to have a **Bachelor's Degree or equivalent experience**.

CPM applicants must have **three years of experience** with South Carolina State Government.

CPM applicants are required to have **three years of management experience**; this experience can include supervising human capital (people) or programs. The experience does not have to be with State Government.

CPM applicants must have completed the DSHR's **Supervisory Practices** program within five years of the application date. (A four day Supervisory Practices class has been scheduled in August 2016 to satisfy this requirement for those who need this prerequisite).

**Deadline for application is June 17, 2016. Size of class is limited to 50 participants.**

**Applications received after this date will be held and considered only if space is available.**

South Carolina Department of Administration  
Division of State Human Resources  
8301 Parklane Road, Suite A220  
Columbia, SC 29223  
(803) 896-5300

# Certified Public Manager 2018 Program Application

*To Be Completed By CPM Candidate*

Instructions for completing the application:

Save this application to your desktop and use the form fields to type in your information.

You can tab from field to field on this page only.

<b>Name:</b>	
<b>Job Title:</b>	
<b>Per Number (SCEIS)</b>	
<b>Agency:</b>	
<b>Agency name, if not listed above:</b>	
<b>Work Phone:</b>	
<b>Cell Phone: (alt. contact)</b>	
<b>Fax:</b>	
<b>Work E-mail:</b>	
<b>Agency Street Address:</b>	
<b>City/Town:</b>	
<b>Zip Code:</b>	

<b>Number of years supervisory experience:</b>	
<b>Number of years in State Government</b>	
<b>Educational Background</b>	
<b>Yearly number employee performance appraisals completed</b>	
<b>Number of years middle management experience:</b>	
<b>Yearly number supervisor's performance appraisals completed</b>	

**Please describe your managerial role:**

**Describe briefly your functional or programmatic responsibilities:**

**Why are you interested in becoming a Certified Program Manager graduate? How will it benefit you and your agency?**

*For this question, attach a word document to this application with your thorough answer.*

**South Carolina Department of Administration**  
Division of State Human Resources  
8301 Parklane Road, Suite A220  
Columbia, SC 29223  
(803) 896-5300

# Certified Public Manager 2018 Program Application

**\*Our South Carolina Certified Public Manager Program consists of 300 hours of required coursework, two overnight retreats, two small group projects, a final project and an exam. Only three days of absences are excused. \***

The Certified Public Manager Program (CPM) is a nationally recognized professional development program for supervisors or managers in government. The National Certified Public Manager consortium monitors and accredits our program.

## Applicant Commitment

I commit to:

- Fully participate in all components of the program
- Attend all scheduled courses
- Complete each assignment in the **specified time frame**
- Actively engage in the learning process
- Apply workshop learning on the job

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Supervisor of Applicant Commitment

As the applicant's supervisor/manager, I commit to:

- Support the applicant's participation in the CPM Program
- Work with the applicant to ensure they receive the support to allow them to commit to this program
- Develop the applicant's managerial skills, knowledge and abilities
- Encourage and support CPM learning on the job

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency / Deputy Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**South Carolina Department of Administration**  
Division of State Human Resources  
8301 Parklane Road, Suite A220  
Columbia, SC 29223  
(803) 896-5300

# Certified Public Manager 2018 Program Application

## Agency Payment Options (Must choose one for complete application.)

Please check the payment option your agency prefers.

\_\_\_\_\_ Total tuition fee to be paid in full during the fiscal year candidate begins the CPM program (\$2,150)

\_\_\_\_\_ Tuition to be paid over two fiscal years. One half of the tuition fee payable during the fiscal year candidate begins the CPM program (\$1,075). Remaining balance payable during the following fiscal year.

## Supervisory Practices Prerequisite

Completion of Supervisory Practices (**offered through the Division of State Human Resources**) is a prerequisite for admission to the CPM program. Course must have been completed after **September 1, 2011**. Please list date of completion below.

**Supervisory Practices course was completed on this date:** \_\_\_\_\_ **OR**

A Supervisory Practices session has been scheduled for CPM candidates on August 16-17 and 23-24, 2016. The cost of the four day session is **\$300** and your agency will be invoiced upon completion of the class.

**I have not completed Supervisory Practices:  and wish to be enrolled in the August, 2016 session.**

## Participation Requirements

CPM candidates participate in classes generally two days a month over an 18-month period. Additional time is needed for developmental activities required outside of classes. There are two overnight retreats as well.

**Only three days of absences will be excused.**

**Deadline for application is June 17, 2016. Class size is limited to 50 participants.**

**South Carolina Department of Administration**  
Division of State Human Resources  
8301 Parklane Road, Suite A220  
Columbia, SC 29223  
(803) 896-5300

# Certified Public Manager 2018 Program Application

## CPM Refund Policy

In the event that a participant must withdraw from the program and cannot re-enroll the following year, a refund may be given according to the following guidelines:

If full tuition is paid and participant withdraws:

- On or before October 1, 2016 ..... \$2,150 refunded
- After October 1, 2017 ..... no refund

If one-half of the tuition is paid each fiscal year and participant withdraws:

- On or before October 1, 2016 ..... \$1,075 refunded
- Between October 2, 2016 – June 30, 2017 ..... no refund / no further payment due
- After July 1, 2017 ..... second installment is due (no refund)

**Deadline for application is June 17, 2016. Size of class is limited to 50 participants.**

**Scan (pages 3-5 only) completed application with all required signatures and attached document stating why you wish to be considered for CPM 2018.**

**Email to: [Dene.dupre@admin.sc.gov](mailto:Dene.dupre@admin.sc.gov) and CC: [Stephanie.duncan@admin.sc.gov](mailto:Stephanie.duncan@admin.sc.gov) .**

**We will send you acknowledgement of receipt of your application.**

**You will be notified via email of your acceptance in the program after the June 17, 2016 deadline.**

Division of State Human Resources  
ATTN: Dene DuPre  
8301 Parklane Road, Suite A220  
Columbia, SC 29223

South Carolina Department of Administration  
Division of State Human Resources  
8301 Parklane Road, Suite A220  
Columbia, SC 29223  
(803) 896-5300