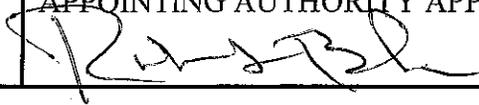




OHIO CERTIFIED PUBLIC MANAGER PROGRAM

POLICY NUMBER: 600-06	EFFECTIVE DATE: 1/04/2013	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: 01/06/2008	AUTHORITY:	

I. POLICY

- A. The Certified Public Manager (CPM) Program is an accredited national comprehensive training and development program for public managers and supervisors throughout twenty-one states. The program's primary goal is to develop public sector managers who meet a prescribed set of professional standards.
- B. The study of management indicates that certain skills, attitudes, and behaviors characterize successful managers. Modern management, in theory and practice, is a dynamic blend of focus-on-task and focus-on-process. It reflects the relatively new belief that long-term productivity and effectiveness require careful attention to human, fiscal, and technical resources.
- C. The Ohio Certified Public Manager (CPM) Program's intent is to guide public managers to incorporate state-of-the-art theory (the academic side) into their management behaviors through practical training (the applied side). The Department of Administrative Services, the Ohio Public Management Consortium, and the National CPM Consortium are working to professionalize the practice of public management, in much the same way other associations organize to professionalize their occupations.

II. PROCEDURES

A. GOALS OF THE OCPM PROGRAM

1. To strengthen organizational performance through improving the performance of Ohio's public managers;
2. To encourage the recognition of public management as a profession established upon an underlying body of knowledge;
3. To set out a course of study by which such knowledge about self, groups, and organizations can be acquired;
4. To foster and maintain high educational and ethical standards in the practice of public management;
5. To assist state and local governments by establishing a more objective assessment for a public manager's professional knowledge and performance; and
6. To provide enhanced professional recognition of management development attainment by public managers.

B. ELIGIBILITY REQUIREMENTS

1. Successful completion of the OCPM courses and course work require a high degree of conceptual ability, reading comprehension skills, and written and oral communication skills.
2. Candidates for the OCPM Program must hold a management or management staff position and be exempt from all bargaining units. A management position is defined as one which requires direction and supervision of at least two full-time, permanent, civil service employees or management of a defined program area.
3. Candidates for the OCPM Program must receive endorsement of her/his immediate supervisor, division/office chief, and agency director or designee.
4. Candidates for the OCPM Program must commit to completing the entire program, usually over a two-year period.

C. APPLICATION PROCESS

1. Eligible employees wishing to apply for the OCPM Program must receive approval from their supervisor. Application forms are available from the HR Administrator. The OCPM Program policy requires that the employee, employee's supervisor, division/office chief, and agency director or designee sign the application form. The Department of Administrative Services HR Administrator will obtain approval of the Director, provide the final signature and forward the application to the Department of Administrative Services, Human Resources Division. Selected candidates will be scheduled for the first available opening.
2. The applicant must provide the following information as a separate attachment package:
 - a. Explain in approximately 200 words why you are interested in the OCPM Program and how you expect OCPM certification to help you further your development as a manager.
 - b. List and describe positions you have held in government agencies, managerial positions held and educational background.
 - c. Provide a letter of recommendation from your immediate supervisor that addresses **both** the appropriateness of training for your current job responsibilities and evidence of your management aspirations.
3. In the event an applicant applies for the OCPM Program and all allotments have been filled, their application packet will stay on file for one year. However, when vacancies are posted, the employee is required to resubmit a completed Application to the Office of Employee Services as notification of the employee's reapplication and of the supervisor's continued approval and support.
4. The Department of Administrative Services is committed to equal opportunity and will not discriminate against any individual on the basis of race, color, religion, national origin, sex, age, handicap, disability, or veteran's status in its admissions, program accessibility, or services.

D. SELECTION CRITERIA

1. Employee must be a permanent employee (full-time permanent or part-time permanent).
2. Employee must have no disciplinary actions within the last 12 months from application date

E. PROGRAM ATTENDANCE REQUIREMENTS

It is critical for the employee and the employer to understand the importance of commitment to this program. Attendance is required for all OCPM required core-training classes. In the event of an unavoidable circumstance that keeps the employee from attending a training class, the employee's situation will be reviewed on a case by case basis by the HR Administrator to determine if the employee shall be allowed to complete the program. The HR Administrator will work with any candidate to identify other times and locations for making up missed coursework. However, it is a mandatory requirement that the employee attends the first and last quarter of training classes of the OCPM curriculum; otherwise, the employee will be removed from the program.

F. PROGRAM FINANCIAL RESPONSIBILITY

The Department of Administrative Services will be responsible for the entire fee for six full scholarship participants per year, as long as they maintain their eligibility status and are an employee of the agency. If the employee is required to travel, they must follow the current travel rules for travel costs and expenses.

G. PROGRAM BENEFITS

The OCPM training program has immense benefits both to the organization and to the employee.

1. The OCPM Program is designed for high achieving, career public managers.
2. The OCPM curriculum is designed to enhance leadership by raising awareness of new developments in the theory and practice of public administration.
3. Participation encourages managers and supervisors to create and apply new and innovative ideas and approaches to job-related issues.
4. OCPM Program projects are an outstanding opportunity to engage in workplace efficiency ideas, work-related problem solving, research and future planning.
5. Agencies can use the required OCPM projects to accomplish various research tasks and studies previously contracted to consultants.
6. Rewarding high achievement via enrollment in the OCPM Program will help reduce turnover in key positions.
7. Agencies will experience improved management skills of managers and supervisors by enrolling them in the OCPM Program.
8. Managers and supervisors receiving OCPM certification will be eligible for membership in the American Academy of Certified Public Managers, which is a national professional association of public sector managers. To be eligible for membership, an individual must have earned the designation of Certified Public

Manager (CPM) through a management program accredited by the National Certified Public Manager Consortium.

III. REVISION HISTORY

Date	Description of Change
9/01/2000	Original Policy Release
3/20/2003	Update
1/06/2008	New appointing authority
1/04/2013	New appointing authority

BILLING INFORMATION

There are three payment options. Please check one of the following:

- The cost will be paid by the sponsoring agency .
- The participant will pay the cost
- The participant and his/her agency will share the cost

Name and title of authorized official to receive invoice:

Agency/Division/Local Government:

Street Address:

City: _____ County: _____ Zip

Code: _____

Phone: _____ Fax: _____

E-mail: _____

Candidate Demographics (optional)

Although not required, the following information is helpful for reporting purposes as required by the National Certified Public Manager Consortium.

Total years in Ohio government: _____ Local _____ State
_____ University _____ Federal

Education: High School
 College Degree

Date of Birth:

_____ Graduate Degree

Race/Ethnic Origin

African American American Indian or Alaskan Native

Sex: Male

Female

- Asian Latino
- Hispanic White
- Other _____

Please indicate any special needs:

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