

Certified Public Manager

2017 Program Application



South Carolina Budget and Control Board

Human Resources Division

8301 Parklane Road, Suite A220

Columbia, SC 29223

(803) 896-5300

Certified Public Manager 2017 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.

| | |
|--|--|
| Name: | |
| Job Title: | |
| Per Number | |
| Agency: | |
| Agency name, if not listed above: | |
| Phone: | |
| Fax: | |
| E-mail: | |
| Agency Street Address: | |
| City/Town: | |
| Zip Code: | |

| | |
|--|--|
| Number of years frontline supervisory experience: | |
| Completes employee performance appraisals: | |

| | |
|---|--|
| Number of years middle management experience: | |
| Completes supervisors' performance appraisals: | |

| | |
|--|--|
| Please describe your managerial role: | |
|--|--|

| | |
|---|--|
| Describe briefly your functional or programmatic responsibilities: | |
|---|--|

| | |
|--|--|
| Why should you be selected to participate in the CPM Program? | |
|--|--|

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Participant 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:

Applicant's Supervisor / Manager Commitment

I commit to:

- Support the applicant's participation in the CPM Program
- Develop the applicant's managerial skills, knowledge and abilities
- Encourage and support CPM learning on the job

Supervisor Signature: _____

Date:

Agency Director / Deputy Director Signature: _____

Date:

Agency Payment Options

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.

Deadline for application is June 5, 2015.

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Program Completion Schedule

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.

CPM Program Prerequisite

Completion of Supervisory Practices (**offered through the SC Budget and Control Board's Human Resources Division**). Course must have been completed after September 1, 2010. Please list date of completion. A Supervisory Practices session has been scheduled for CPM candidates on August 12-13 and 19-20, 2015. Course registration is **\$300**. If these dates are not suitable please contact Dene DuPre at (803) 896-5027 for instructions to be enrolled in another session. We do encourage you to make every effort to attend with your CPM group.

I have not completed Supervisory Practices:

Supervisory Practices course was completed on this date:

Level of Instruction

Applicants are not required to have a college degree to participate in the program. However, readings, written assignments, testing and projects are designed at the college level. Participants are expected to have verbal, reading and writing skills commensurate with the level of the program.

CPM Refund Policy

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

If full tuition is paid:

- Before October 1, 2015 \$2,150
- October 1, 2016 no refund

If one-half tuition is paid each fiscal year:

- Before October 1, 2015 \$1,075
- October 1, 2015 – June 30, 2016 no refund / no further payment due
- After July 1, 2016 second installment is due (no refund)

PLEASE PRINT AND SUBMIT COMPLETED APPLICATION TO:

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

OR

SCAN and E-mail to ddupre@ohr.sc.gov

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