For office use only
Appr: _____
ST: _____
PDE: _____
__Notify __DB __ML__PD

Application Certified Public Manager Program of Illinois

Name:	
Position:	
Agency:	
Mailing Address**	
street	
city/state/zip	
Phone ( )	( )
Business	Home
FAX ( )	E-mail

** If State agency, please list *both* Inter-departmental address *and* USPS address.

☐ *Check here if you DO NOT want your name and address printed in the CPM Program Directory*

Supervisory Experience

☐ I currently hold a supervisory position.

☐ I previously held (a) supervisory position(s).

Previous Positions

If you are unable to check either box, your supervisor must complete additional recommendation on back of form.

Other Public Sector Oriented Experiences (e.g., work in non-profits, participation in political or special interest groups, volunteer work, etc.):

Education	Name and Location	Degree/Diploma Major/Specialization	Year

The following information is collected to enhance the programming efforts at UIS and is voluntary.

SEX:

- ☐ Female
- ☐ Male
- ☐ Handicapped

BIRTHDATE:	Month	Day	Year

HERITAGE:

- ☐ American Indian
- ☐ Asian/Pacific Islander
- ☐ African American
- ☐ Hispanic
- ☐ White or Other

OCCUPATIONAL AREA:

- ☐ 100 professional, technical and managerial occupations
- ☐ 700 Other occupation

Required Supervisory Training

Level I of the CPMPI Program requires 24hours of supervisory training. You may have taken this training prior to enrollment in the CPM Program. Please list below past supervisory training taken at any time in your career. Approved training may include university credit or non-credit courses, state-sponsored classes—including required supervisory training, training offered by your unit, vocational/technical classes, and professional training seminars that focus on supervision. Topics could include:

- The Personnel System EEO/Affirmative Action Time Management
- Introduction to Supervision/Role of Supervisor Delegation Leading Meetings
- Motivation/Coaching and Counseling Conflict Management
- Performance Planning and Evaluation Discipline/Grievance
- Planning/Goal Setting for the Work Unit Basics of Decision Making and Problem Solving
- Group Process/Group Decision Making/Teambuilding Leadership/Interpersonal Communication/Understanding others

Date	Title of Course	Location/Offered	Number of hrs.

Required Professional Development Electives
The CPMPI Program also requires 24 hours of *other* professional development training. Please list below (in the same format as above) any professional training taken within the past year. If you list less than 24 hours, you may complete this requirement while completing your CPM certification.

Please use the space below to comment on the applicant's abilities, work record, professional potential and personal qualities. (Attach extra sheet if needed.)

Please submit this form with a $50.00 check payable to *UIS* to:

Certified Public
Manager Program of
Illinois
1 University Plaza
MS PAC 451
Springfield, IL 62703