

CERTIFIED PUBLIC MANAGER PROGRAM OF ILLINOIS

Program Requirements

WHO SHOULD ATTEND?

Supervisors, managers, directors, administrators and other employees located in non-profit, local, state, and federal public sector organizations and agencies. An Associate or Bachelor degree is not required to attend any of the Certified Public Manager classes or to be a candidate for CPM Certification. **Anyone can attend the workshops.** Most are one-day classes.

COURSE REQUIREMENTS

The CPMPPI program consists of 300 hours or 29 trainings in three levels. You must complete all three levels to be certified. Level III is open only to those people who have completed Levels I and II. The requirements are:

Level I:

Effective Supervision (62 Hours or 6 Training Days) Begin with the class 100 Leadership and Management: A Self Assessment, which must be taken during the first year after enrollment. This class gives you both an understanding of your strengths as a manager and an overview of the program. Complete a professional development plan to guide you in your management training. Provide evidence of at least 40 hours of supervisory training. If you have not completed this, you must do so before beginning Level III.

You are required to complete a written project or a comprehensive examination. The paper demonstrates your ability to apply supervisory concepts in a work situation. More information on the project is provided during the CPM 101 Introduction to Effective Supervision. Upon completion of Level I you will receive a certificate in Effective Supervision.

Level II:

Core Competencies: Effective Management Training (70 Hours or 7 Training Days) - Complete seven required core competency area trainings and Level II Core Competency Electives (144 or 14 Training Days).

You are required to complete a take-home review demonstrating what you have learned.

Level III:

Capstone Project (See description of Capstone Project on page 41 of the Participant Handbook)

Leadership Symposium (24 Hours or 2 Training Days) Participants demonstrate the skills and knowledge gained during their time in the CPM Program to their applied project.