Millersville University – PA Certified Public Manager® Affiliate Process

Purpose:

The PA Certified Public Manager® (CPM) Affiliate Process is designed to enable training organizations to apply to have their courses/trainings (up to 56 contact hours) evaluated for approval. Approved courses/training can be transferred to Millersville University as official, documented contact hour, credit in the PA CPM program. Documenting your leadership offerings as CPM eligible will enhance the marketability of your courses; and potentially open the door to the local and state government market. If you already provide training to local or state agencies, the CPM designation can enhance your organization’s image to this market.

What is CPM?

CPM is a nationally-recognized, public-sector, leadership development program governed by the National CPM Consortium. It is the foundation of AACPM membership; and recognized by ASPA. Accredited programs, of which there is only one per state, are reviewed and reaccredited every five years for continued compliance with the national CPM standards. In 2010, approximately 40 CPM programs, including Washington, D.C., and the federal government, were operating in the United States. As the sole provider of this nationally recognized Certified Public Manager® (CPM) designation in the Commonwealth, it is our responsibility to maintain the integrity of the National Certified Public Manager Consortium’s competency model within all courses/programs associated with obtaining CPM status. (The competency model can be found on page 2 of this document.) For more information please visit http://blogs.millersville.edu/corpu2/pa-cpm/

Defining a Contact Hour

• One Contact Hour is defined as one hour of participation in an organized, non-credit experience under responsible sponsorship, capable direction, and qualified instruction.
• A Contact Hour is offered for true educational experiences, not for participation in entertainment, social, or athletic activities.
• Contact Hours are not awarded for time spent in breaks/lunch/registration or an other non-educational or administrative activities

Criteria for Awarding Contact Hours

Contact Hours may be awarded based on programs meeting the following criteria:

• Planning -The program must be of strong educational content geared for professionals in a particular field or discipline related to the National CPM Competency Model (http://www.txstate.edu/cpmconsortium/Bylaws.html or see p2)
• Purpose – A clear statement of the course objectives/goals must be on file from the Affiliate before accepting Contact Hour transfer requests from individuals.
• Program Evaluation – An evaluation form or method must be on file from the Affiliate before accepting Contact Hour transfer requests from individuals.
• Records and Registration – A confidential and transferable record of all Contact Hours is kept by the Millersville University, College of Graduate and Professional Studies.
• **Performance** – Contact Hours are available to individuals who provide a Certificate of Completion for the course(s) listed from the Affiliate.

• **“Grandfathered Contact Hours”** – Once approved, Individuals from Affiliate programs may submit contact hours earned retroactively back to a period of 2 years prior to the date of request listed on the Affiliate Application.

**Affiliate Benefits:**

- Ability to designate each approved course as a PA CPM Affiliate course on their website/materials which publicizes their coursework.
- Use of PA CPM / Millersville University set of logos that can be utilized.
- Listing as a Millersville / PA CPM Affiliate organization on the PA CPM website with links back to your website.

**The National CPM Consortium Competency Model:** (Adopted 9/06; amended 10/10)

All courses being submitted for consideration must align with one of the following 7 core competencies.

1. **Personal and Organizational Integrity**
   Increasing awareness, building skills and modeling behaviors related to identifying potential ethical problems and conflicts of interest; appropriate workplace behavior; and legal and policy compliance.

2. **Managing Work**
   Meeting organizational goals through effective planning, prioritizing, organizing and aligning human, financial, material and information resources. Empowering others by delegating clear job expectations; providing meaningful feedback and coaching; creating a motivational environment and measuring performance. Monitoring workloads and documenting performance. Dealing effectively with performance problems.

3. **Leading People**
   Inspiring others to positive action through a clear vision; promotes a diverse workforce. Encouraging and facilitating cooperation, pride, trust and group identity; fostering commitment and team spirit. Articulating a vision, ideas and facts in a clear and organized way; effectively managing emotions and impulses.

4. **Developing Self**
   Demonstrating commitment to continuous learning, self-awareness and individual performance planning through feedback, study and analysis.

5. **Systemic Integration**
   Approaching planning, decision-making and implementation from an enterprise perspective; understanding internal and external relationships that impact the organization.

6. **Public Service Focus**
   Delivering superior services to the public and internal and external recipients; including customer/client identification, expectations, needs and developing and implementing paradigms, processes and procedures that exude positive spirit and climate; demonstrating agency and personal commitment to quality service.

7. **Change Leadership**
   Acting as a change agent; initiating and supporting change within the organization by implementing strategies to help others adapt to changes in the work environment, including personal reactions to change; emphasizing and fostering creativity and innovation; being proactive.
Application Process

Complete the PA CPM Program Affiliate application and submit it to the College of Graduate and Professional Studies for approval at least four weeks prior to when individuals may begin to submit certificates of completion for Level I PA CPM credit. Applications are reviewed by the Director of the Corporate University and Director of the PA CPM Program. Once the application is reviewed, the program contact (as listed on the PA CPM Program Affiliate application) will receive notification of approval and a detailed letter outlining the program contact’s responsibilities for registration and record keeping.

Fees

A one-time, $500.00 Affiliate fee will be charged by the College of Graduate and Professional Studies to cover all fees associated with the processing of an Affiliate application. Upon approval, the new affiliate will be invoiced the fee above.
PA CPM Affiliate Program Application

Date Request is being submitted ____________________________________________

Title of Program(s) or Course(s) and Associated Contact Hours: (do not include breaks/lunch/registration in the contact hour number provided):

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<th>Program or Course Title</th>
<th>Associated CPM Competency</th>
<th>Total Contact Hours</th>
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To determine which Competency is most closely associated with each program; please reference page 2 or visit http://www.txstate.edu/cpmconsortium/Bylaws.html.

Organization Name (please include mailing address) __________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Name of primary contact: ______________________________
Contact Phone______________________ Contact e-mail _________________________________________________

Please include the following in your application packet

- Program/Course description for each course listed above
- Program/Course objectives for each course listed above
- Program/Course outline for each course listed above
- Resume/Vita(e) of at least one facilitator(s)/speaker(s) providing instruction within the proposed program
- Evaluation form utilized at the conclusion of the course/program

Return Completed Application and all requested documentation to...

Millersville University – CPM Program
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Millersville, PA 17551
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E-mail: Lynnea.Holler@millersville.edu