Certified Public Manager® Program of Illinois
University of Illinois at Springfield

Promoting Leadership and Management Excellence in Public Service

Meeting the Needs of the Public Sector in the 21st Century

The Certified Public Manager® Program of Illinois (CPMPI) is a nationally recognized professional development certification program designed specifically for public sector managers. This unique training program provides cost-effective, practical, job related instruction that can be used immediately to deal with real work and organizational challenges. Most CPMPI trainings are one-day classes conducted by experts in areas of public management and administration.

To meet the high performance demands of today’s public sector and to keep up with the evolving needs and requirements of the public sector of the future, CPMPI incorporates a Competency-Based approach to teaching and learning. CPMPI has eight core competency content areas:

- Leadership Development
- Effective Supervision
- Cultural Competency
- Organizational Management
- Program/Project Management
- Human Resources
- Public Policy
- Building Effective Partnerships

INVESTING IN SUCCESS

The Certified Public Manager Program of Illinois draws upon the rich resources and long tradition of Public Affairs at University of Illinois at Springfield. UIS excels in public affairs instruction, research, and service delivered through community partnerships that contribute to the social progress, governmental effectiveness, educational excellence, and economic development of the State of Illinois. Give us a call at (217) 206-0260 visit our website: http://cspl.uis.edu/illaps/CPMPI/index.htm
Program Overview

The Certified Public Manager® Program of Illinois is a 300 hour professional development training program. Don’t panic! The 300 hours includes:

- 20 CPM trainings or 210 CPM hours
- 40 hours of credit for prior learning;
- 30 hours for the CPM Professional Development Learning Portfolio
- 20 hours for the CPM Capstone Project.

On average, it takes 12-18 months to complete the program.

Certified Public Manager® Program of Illinois Learning Portfolio:

The learning portfolio is a collection of your learning drawn from your work in the IACAA CPM trainings. It provides reflection and documentation of your efforts and professional development. The portfolio is a compilation of materials that exemplifies your knowledge, skills and experiences. It provides insight into your approach to leadership and management and your work ethic. All in all, it is a representation of your professional development.

Certified Public Manager® Program of Illinois Capstone Project:

Capstone Project is the culminating written work for the CPMPI Program and it is offered to participants who have completed 100 hours in the CPM Program. The purpose of the capstone project is for participants to apply what they have learned in the program to an issue, problem or situation. The Capstone Project is an independently conducted activity which enables participants to further explore a matter of interest or benefit to his or her organization.

Who Should Attend

The CPMPI Program is designed for supervisors, managers, and directors 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 the CPM Certification. Anyone can attend the workshops; you do not need to be a CPMPI candidate.
CPM Certification Benefits

- A nationally recognized professional certification for public managers (www.cpmconsortium.org).
- A professional credential for the 21st Century.
- Recognition of your commitment to professional standards and achievement in management in the public sector through the attainment of the professional designation.
- Confidence in being prepared to assume the responsibilities of public management in the 21st Century.
- Awareness of new developments in the theory and practice of public management and innovation through the application of new ideas and approaches gained through participation in the CPM Program.
- The knowledge and skills needed to achieve your career advancement goals.

CPM Certification Candidate

You have two options for completing the CPM certification: our traditional open-enrollment format or as part of a Candidate Group. The open enrollment format is for participants interested in taking CPM professional development trainings at their own pace. The Candidate Group attends trainings collectively, on average three times per month, becoming Certified Public Managers together in 18-24 months.

PROFESSIONAL CERTIFICATION

CPM is a professional development certification for the 21st Century. The rapidly changing work environment requires new methods and approaches. CPMPI builds advanced understandings and skills in management integrating best practices and the latest evidence based research.
CPM Certification Candidate Group Benefits

**Collegiality!!** You will participate in the entire program with the same group; this allows you to develop professional networks and to work on group projects.

**Responsiveness!!** The curriculum will be tailored to the needs of the class; information from the initial sessions will be used to select instructors or instructional materials that respond to your individual and agency-specific needs.

**Easier Registration!!** Fewer Decisions!! You only have to register once, and you will not have to choose between elective classes, or be concerned that the class you need is not available in a given semester.

**Cost Savings!!** Offering a candidate-based program saves significant program administration costs; we pass those savings on to you. The cost of this program is less than if you were to register for classes on an individual basis.

**HOW TO APPLY to the Candidate Group**

Go to the CPMPI website located at [http://cspl.uis.edu/illaps/CPMPI/index.htm](http://cspl.uis.edu/illaps/CPMPI/index.htm) and download the application form. Complete and submit the application form with a $50 application fee to the Certified Public Manager Program® of Illinois. Applications will not be processed until the application fee of $50 has been received. The application fee is devoted to the administrative cost of processing all applications received, and is not refundable under any circumstances, regardless of the outcome, the date of filing, time of review, or if, for whatever reason, the application is withdrawn. For more information contact CPM Program Director Lorena Johnson at ljohn04s@uis.edu or call (217) 206-6079 to hold your place in the next class. Questions? Contact us!

**LEARNING WITH AND FROM EACH OTHER**

CPM Candidate Groups are not merely a method of course delivery, but a vehicle for networking, learning and supporting the professional development of group members. It is where mutual respect flourishes, where support is given to take risks, a place for critical reflection and the development of shared understanding, and where you are encouraged to engage with others who may hold multiple perspectives.
COST: For participants admitted into the CPM Program in 2013 and who are working toward a CPM Certification, the cost for attending each training is $150. CPM classes are open to all public sector employees. You need not be a candidate in the certificate program to attend. However, if you are not a candidate for the CPM Certification the cost for each training is $200.

REGISTRATION: Class size is limited so you must register and submit payment at least ten business days prior to the training. Early registration is encouraged. We will confirm your registration via email ten days before the training date, including more specific Information about the workshop location at UIS. If you need earlier confirmation, please contact Lorena Johnson.

CANCELLATION: You may cancel your registration and receive a full refund of payment provided you notify UIS at least ten business days before the training date. We will refund your registration fee or alternatively, credit the full fee to another of our training programs. There will be a $10 cancellation fee. Withdrawals on or after the day courses begin are non-refundable. “No shows” are also non-refundable. UIS reserves the right to cancel scheduled trainings when insufficient enrollment is generated. In such an event, full refunds will be made to those registered for the cancelled training courses or, at the registrant’s request, fees may be applied to other CPMPI trainings.

COMPETENCY BASED APPROACH

The Certified Public Manager Program of Illinois is Competency-Based providing a learner-centered approach to professional development training. We focus on the standards of performance crucial to effective leadership and management in the public sector workplace.
Program Location and Schedule

The Certified Public Manager Program of Illinois provides training across the state, providing the program in other Illinois locations if there is sufficient interest. CPMPI also offers the program online and via webinar.

WEB CONFERENCING: Most of the CPM courses have web conferencing availability. With Blackboard Collaborate Live!, our web conferencing system, participants are connected online to a live CPM training. Blackboard Collaborate allows users with different Internet connection speeds to collaborate online. Blackboard Collaborate software is especially useful in providing audio exchanges, the sharing of desktop computer applications, text-based chatting, and interactive whiteboards. For more information about CPM courses via Blackboard Collaborate, please contact Lorena Johnson at (217) 206-6079 or ljohn04s@uis.edu

ONLINE: You can participate in our online courses from home, from your office, and even when you travel. A PC or MAC laptop modem and browser bring the virtual classroom to you when and where you want to participate. Trainings offered online will be clearly identified as online classes.

Online classes can be completed over the course of 1-6 weeks. You engage interactively with other managers in a virtual classroom. Reading/assignments and discussion encourage active and engaged learning.

ONLINE ASSIGNMENTS: All courses require assignment activities, which are facilitated online. These web-enhanced courses provide course information, assignments and activities online, but the training is delivered in a traditional face-to-face forum. CPMPI participants have 24/7 access to training agendas, assignments, resources, communication tools, and links to related websites that support and enrich their learning experience.

LEADERS IN ONLINE LEARNING

The University of Illinois Springfield is nationally recognized for exceptional leadership in advancing online education, receiving the 2010 Sloan Consortium Awards for Excellence in Online Teaching and Learning.
Customized Training and Technical Assistance

Certified Public Manager® Program of Illinois (CPMPI) Customized Training & Technical Assistance can design a customized training program to address your organization’s specific needs and interests and bring it on-site, delivered at University of Illinois at Springfield, or online. We help state, local and non-profit organizations and agencies stay informed and educated about advances and best practices pertinent to:

- Communication skills
- Leadership development
- Effective Supervision
- Financial Management
- Outcome Based Program management
- Program Evaluation
- Performance Measurement
- Technology Management
- Board Development and Management
- Social Entrepreneurship

CPMPI Customized Training and Technical Assistance can be based on an offering found in the Certified Public Manager® Program of Illinois training calendar, available online or we can work with you to develop a completely unique program, designed for your specific organizational needs.

ACHIEVING YOUR OUTCOMES

CPMPI Customized Training & Technical Assistance takes a personalized approach to every interaction with your organization, tailoring our services to your unique needs. We strive to ensure that every training provides you and your employees with useful knowledge and skills that will improve performance and help you to achieve your organizational goals and outcomes.
Getting the most from your professional development dollars

CPMPI Customized Training and Technical Assistance will identify and adapt training to meet your organizational objectives and collaborate with you to develop agency-specific professional development events.

We specialize in building successful partnerships that address organizational change strategies through human resource development. Our approach to partnerships is performance outcome driven.

We want to ensure that training and technical assistance lead to knowledge and skills that are applied immediately to improve performance and outcomes. To help us make this determination, we use a 360-degree training evaluation process. By obtaining input prior to and after the training from a complete circle of individuals within your organization, our evaluation method captures relevant insight on the effectiveness of the training and targets technical assistance support.

Feedback is collected through the following mechanisms:
- Organizational Assessment I
- Participant Self-Assessment I
- Training Evaluation
- Participant Self-Assessment II
- Training Integration Evaluation

The above feedback informs how well the knowledge, skills and tools provided are integrated into participants’ daily work.

Supporting your organization in the achievement of identified goals and outcomes is our top priority. We are your one source for training and technical assistance, working with you to ensure a responsive, efficient, and productive organization.

Certified Public Manager® Program of Illinois

The Certified Public Manager Program of Illinois is a nationally recognized professional development certification program designed specifically for public sector managers and leaders. Illinois is one of 42 states, the District of Columbia, and the federal government to have Certified Public Manager Programs (CPM). CPM programs are accredited through the National Certified Public Manager Consortium.

Like CPM Programs across the country the Certified Public Manager Program of Illinois incorporates a Competency-Based Learning approach to professional development training. This approach is designed to provide the public manager professional with the essential knowledge and skills needed to be successful in the public sector of the 21st Century.

Participants receiving training through the Certified Public Manager Program of Illinois Customized Training and Technical Assistance are awarded hours toward a CPM Certification. To obtain a CPM Certification participants must apply to the program and complete the program requirements.

For more information about the Certified Public Manager Program of Illinois please call Lorena Johnson, Program Director at (217) 206—6079 or visit our website http://cspl.uis.edu/illaps/CPMPI/index.htm