

# MCPM Program



## Participant Handbook and Policies

January 2011

**MS Certified Public Manager Program**

**MS State Personnel Board  
Office of Workforce Development  
Robert G. Clark, Jr. Building  
301 North Lamar St., Suite 203  
Jackson, MS 39201**

## **MCPM PROGRAM BACKGROUND**

The Mississippi Certified Public Manager (MCPM) Program is a systematic approach to management development in Mississippi's governmental organizations. It is designed for public administrators who wish to learn both current management theory and useful techniques in order to improve their performance as managers in the public sector. Professional and developmental in character, the Program is designed to prepare managers for the increasingly complex and demanding governmental issues confronting Mississippi. The Certified Public Manager (CPM) designation, like the Certified Public Accountant (CPA) designation, is a professional rather than an academic credential.

The MCPM Program is part of the expanding National Certified Public Manager Program Consortium. The purposes of the National Consortium are to (1) facilitate program expansion, (2) ensure content quality, and (3) provide an information clearinghouse. In addition to Mississippi, there are over thirty-nine members of the consortium including the USDA. Other states are also in the process of adopting the Program.

### **PROGRAM OVERVIEW**

#### Goals:

1. To encourage the recognition of public management as a profession established upon an underlying body of knowledge;
2. To set out a course of study by which such knowledge can be acquired;
3. To foster and maintain high educational and ethical standards in the practice of public management;
4. To assist Mississippi's governmental organizations by establishing a more objective assessment for a public manager's professional knowledge and performance; and
5. To provide enhanced professional recognition of management development attainment by public managers.

## **Program Administration:**

Overall administration of the MCPM Program is provided by the State Personnel Board through the MCPM Program Director with guidance from the MCPM Advisory Board. This Board is composed of a representative from each of the following: Office of the Governor, State Personnel Board, State Personnel Advisory Council, MCPM Curriculum Committee, MS Society of Certified Public Managers, higher education, and representatives from various governmental organizations. One State Senator and one State Representative serve as advisors to the Board. The MCPM Advisory Board along with the MCPM Curriculum Committee is responsible for policy direction and approval of course curriculum and instructors. The State Personnel Board is responsible for the administration of the program.

## **Program Administrators**

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\* indicates direct program administration

## **Eligibility Requirements**

Participants in the MCPM Program typically hold a management or management staff position in or with a Mississippi governmental organization, including local and federal governmental organizations located in Mississippi. A management position is defined as one which requires direction and supervision of more than one other employee. A management staff position is defined as one which, while not requiring direction and supervision of others, directly serves management by providing high-level technical or professional expertise.

An organization may wish to nominate an individual for participation that does not presently hold a management or management staff position but shows great potential for advancement into such positions. Such endorsements are encouraged in the interest of providing maximum educational opportunity to public employees in Mississippi.

The MCPM Program is committed to the principle of equal opportunity and will not discriminate against otherwise qualified persons on the basis of race, color, religion, national origin, sex, age, handicap, disability, or veteran's status in its admissions, program accessibility, or services.

## **Application Process:**

Eligible employees wishing to apply for the MCPM Program must receive approval from their agency. Application forms are available from the MCPM Program Director, MCPM Training Coordinator or the State Personnel Board website ([www.mspb.ms.gov](http://www.mspb.ms.gov)). Participants may also apply on-line via the Mississippi Enterprise Learning Management System (MELMS). Applicants may request a date for Level I or indicate "First Available" if no dates are scheduled. Participants will be notified approximately 25 days prior to a session they are registered for. Questions concerning scheduling may be directed to the agency MCPM Coordinator or the State Personnel Board Office of Training.

Participants will be considered accepted in the Levels I - III or Levels IV - VI of the MCPM Program upon receipt of the MCPM Program Application or on-line registration via MELMS by the State Personnel Board Office of Workforce Planning. Participants will be scheduled for the first available Level I or Level IV as appropriate.

## **Attendance:**

**Levels I - III:** To be recognized as having completed a Level of CPM course work, the candidate must have attended at least 80% of each of Levels I - III. Every effort will be made to work with any candidate who has missed a portion of any Level to identify other times and locations for making up the course work.

**Levels IV - VI:** A 90% attendance is required for Levels IV - VI, with some sections of the week requiring 100% attendance (during preparation and presentation times) at the discretion of the MCPM Program Director. Participants in Levels IV - VI unable to meet the attendance requirements should select an alternate date for attending the session.

## CERTIFICATION

### Requirements:

The MCPM Program offers two levels of certification: Certificate in Supervisory Management (CSM) and the Certified Public Manager (CPM) designation. The Certificate in Supervisory Management (CSM) is awarded to participants who successfully complete the first level of certification which includes:

1. Orientation
2. Levels I - III of CPM core course material
3. Thirty (30) professional development course elective hours
4. One required outside reading
5. Examinations on required levels
6. One job-related project
7. MCPM Advanced Writing Workshop (effective 07/2002)

The Certified Public Manager (CPM) designation is awarded to participants who successfully complete both levels of certification which includes:

1. Levels I - VI of CPM core course material
2. Eighty-eight (88) professional development course elective hours (including 30 hours completed in CSM)
3. One required outside reading
4. Examinations/Evaluations for each level
5. Three job-related projects
6. MCPM Advanced Writing Workshop
7. Level VI Writing Assignment
8. Executive Seminar
9. Extended Learning Activity (ELA) or additional required outside reading

## **Certification Sequence Chart:**

The recommended sequence of steps to complete the requirements for the award of both the CSM and CPM designations is as follows:

### ***Certificate in Supervisory Management (CSM)***

1. MCPM Program Orientation
2. CPM Level I (Core Course)
3. Exam I (Level I)
4. Elective Hours in Progress
5. CPM Level II (Core Course)
6. Exam II (Level II)
7. MCPM Advanced Writing Workshop (effective 7/2002)
8. Elective Hours in Progress
9. CPM Level III (Core Course)
10. Exam III (Level III)
11. Required Reading I
12. Project 1 (Implementation Required)
13. Thirty (30) Elective Hours Completed

**\*\*Participant Awarded CSM Designation\*\***

### ***Certified Public Manager (CPM)***

Steps 1 - 13 must be completed prior to beginning Level IV.

14. CPM Level IV (Core Course)
15. Project 2 (Assessment of Problem - paper)
16. Elective Hours in Progress
17. CPM Level V (Core Course)
18. Extended Learning Activity or Required Reading II
19. Elective Hours in Progress
20. Project 3 (Solution of Problem – implementation required)
21. CPM Level VI (Core Course)
22. Level VI Writing Assignment
23. Executive Seminar (Part of Level VI)
24. Fifty-eight (58) Elective Hours Completed

**\*\*Participant Awarded CPM Designation\*\***

## **Examination:**

The purpose of the MCPM examinations is to evaluate the participant's level of understanding of the content of the CPM Levels I-VI entitled "Managing Government in Mississippi" course series. The examinations are structured in a multiple-choice format.

### **Participants must pass the required examinations with a score of 80%.**

Examination papers will be the property of the MCPM Program. Neither the examinations nor copies of examination papers will be returned.

Participants will be notified of examination results by email. Organization Directors and CPM Coordinators will be provided with pass/fail status upon request to the State Personnel Board.

Permanent records are maintained by the Office of Training of the State Personnel Board on every participant who takes a CPM examination. These records are not part of the participant's official personnel file and will be used only in relation to the MCPM Program. These records are considered private to the participant and will be kept in the strictest confidence.

Each examination may be retaken twice, for a total of three attempts. However, if the examination is being taken as part of a reinstatement option, the participant has only one opportunity to pass the examination. If the participant fails any tested Level, he or she must reenter the MCPM Program as a new participant.

## **Executive Seminar**

During the week of the Level VI session, participants will select a leading edge topic or topics to be discussed during their two day Executive Seminar. This fourteen hour session is part of the requirements for successful completion of Level VI.

## **Job-Related Projects:**

One common concern of the MCPM Program staff, sponsoring organizations, and program participants is the relevance of instruction to the workplace. The MCPM Program deals with this in a systematic way by extending the core course learning to on-the-job practice through three projects. These projects are designed to demonstrate transfer of knowledge and techniques to the participant's workplace.

Successful completion of the first project is required for the Certificate in Supervisory Management (CSM). Successful completion of all three projects is required for the Certified Public Manager (CPM) designation. It is suggested that the participant conduct project work according to the sequence of completion of MCPM Program requirements.

*Level 3 and Level 5 projects may be conducted by individual participants OR jointly with other MCPM participants who are completing projects for the same Levels.*

*Level 4 projects must be conducted on an individual basis. Level 4 projects CANNOT be conducted jointly with other MCPM participants due to the nature of content and format of these projects.*

Instructions for completing job-related projects will be provided in the MCPM Program Orientation and covered in-depth throughout the program.

Projects should be submitted to the MCPM Program Director to be forwarded to the assigned MCPM Project Evaluator for review. Projects are evaluated on the quality and completeness of the work, their relevance to the participant's job, and their conformity to the stated project guidelines. Projects should reflect learning outcomes of current levels of training. Participants will be notified of the approval of the project by mail within 15 days of receipt of the project evaluation. If the project is not acceptable, formal notification will include a description of project deficiencies.

Because all projects become the property of the MCPM Program and will not be returned to the participant; participants should retain an individual copy of their projects. Projects are considered confidential and will only be discussed with the participant who submits them. It is recommended that actual names of individuals in the work environment, other than the participant, not be included in the project.

### **Required Reading:**

The required reading program has three purposes: (1) to complement and enrich the concept of the core courses; (2) to introduce the participant to some of the best management literature and (3) to encourage the participant in a habit of independent management development that will extend beyond the MCPM Program.

The MCPM Program participant is responsible for reading from the recommended reading list. An abstract will be required after the reading. Abstract forms are included in the MCPM Orientation materials and also available on the State Personnel Board website ([www.mspb.ms.gov](http://www.mspb.ms.gov)).

### **Extended Learning Activity (ELA) - optional:**

The Extended Learning Activity has three purposes: (1) to complement and enrich the concept of the core courses; (2) to introduce the participant to some of the current management literature and (3) to encourage the participant in a habit of continuous research for professional development that will extend beyond the MCPM Program.

The MCPM Program participant is responsible for researching a topic related to their Level 5 project from credible internet sources. An ELA abstract will be required to report on the research. ELA abstract forms are included in the MCPM Orientation materials and also available on the State Personnel Board website ([www.mspb.ms.gov](http://www.mspb.ms.gov)).

## **Professional Development Courses (Electives):**

In addition to the core CPM courses offered, participants must complete thirty hours of professional development elective courses in Levels I-III to receive the CSM designation. These courses are selected by the participant based on need and interest and must be management related and can be organization specific.

Additionally, participants will take a total of fifty-eight (58) elective hours during Levels IV - VI. The participant is responsible for scheduling these hours. Approved electives are SPB sponsored electives facilitated by SPB approved instructors. A listing of electives with their approved instructors is included with the MCPM Orientation materials and is also available on the State Personnel Board website ([www.mspb.ms.gov](http://www.mspb.ms.gov)).

MCPM Program Elective Credit may be earned by attending:

1. Management/professional development courses offered by SPB Office of Training (including the Basic Supervisory Course);
2. Relevant courses offered by universities, colleges, companies or associations (including the State Executive Development Institute);
3. Outside organization directed courses; and
4. Documented on-line training related to the field of management for a maximum of six hours of elective credit.

The maximum number of outside elective credit hours accepted for CPM credit is thirty (30). Requests for approval of professional development elective hours taken prior to admission in the MCPM Program should be made on the *Elective Instruction Review Application*. Prior credit can only be given for credit hours taken within two years of entering the MCPM Program with the exception of the SPB sponsored courses, including the Basic Supervisory Course (BSC), which have no time limitations. A copy of this form and other MCPM Program related forms is provided with the MCPM Orientation materials and also available on the State Personnel Board website ([www.mspb.ms.gov](http://www.mspb.ms.gov)).

## **Program Activity Status**

Participants are expected to participate in the Program and make progress within a twelve month period to remain in an active status. **Activity will include the attendance of a level of CPM entitled "Managing Government in Mississippi," completing an outside reading, completing an ELA, completing a project, completing the MCPM Advanced Writing Workshop\*, or completing the total number of elective hours.** *Attendance of individual elective hours will not constitute remaining "active."* If there is no activity in the twelve month period, a letter of **Warning** will be sent to the participant with a copy to the Agency CPM Coordinator stating that activity is necessary within the next six months to avoid being transferred to *Inactive Status*.

## **Inactive Status**

After eighteen months with no activity, a letter will be sent to the participant with copies to the Agency CPM Coordinator and the Agency Director placing the participant on ***Inactive Status***.

## **Permanent Inactive Status**

After six months of *Inactive Status* (a total of twenty-four months), the participant will transfer to a ***Permanent Inactive Status***. Due to the fluid nature of the Program content, participants on *Permanent Inactive Status* will lose credit for all work previously completed within the section of the Program in which they last participated (includes Levels, electives, readings and projects).

## **Reinstatement**

### **Levels I - III**

Participants placed on *Permanent Inactive Status* participating in the CSM portion of the MCPM Program have two options for reinstatement:

1. Reapply as a new participant and complete all requirements.
2. If Permanent Inactive Status was achieved due to circumstances beyond the participant's control (illness, return to state service after an absence, etc.) a formal request for reinstatement can be made via the Appeals Committee. A class registration, approved by the appropriate authority, a letter of request from the participant stating the reason for previous inactivity, and a letter of support from the agency will be forwarded to the MCPM Program Director who will notify the Chair of the Appeals Committee of the request. The Appeals Committee will review the request and make a recommendation to the MCPM Advisory Board. Participants reinstated under this option will be required to re-test all Levels; submit electives current within the last two years; submit a new book report and a new project. The cost of testing will be set by the State Personnel Board Office of Workforce Planning. Participants failing to successfully complete the current examination for the Level(s) will be required to retake the Level(s) at the regular cost minus the testing cost.

## Levels IV - VI

Participants placed on *Permanent Inactive Status* participating in the CPM portion of the MCPM Program have two options for reinstatement:

1. Reapply as a new participant and complete all requirements.
2. If Permanent Inactive Status was achieved due to circumstances beyond the participant's control (illness, return to state service after an absence, etc.) a formal request for reinstatement can be made via the Appeals Committee. A class registration; approved by the appropriate authority; a letter of request from the participant stating the reason for previous inactivity; and a letter of support from the agency will be forwarded to the MCPM Program Director who will notify the Chair of the Appeals Committee of the request. The Appeals Committee will review the request and make a recommendation to the MCPM Advisory Board.

Participants in the CPM portion of the program, Levels IV - VI, reinstated under the second option will be required to submit a new book report. Additionally, the participant must conduct one of the following: attend all levels previously taken OR provide a written report pertaining to the levels previously attended which will be reviewed by the CPM Curriculum Committee for approval. The written report must cover all levels attended of Levels IV – VI and contain a one (1) paragraph summary of each module covered in each level along with an additional paragraph for each module of each level describing how the information learned from the module can be applied in the work environment.

**NOTE:       SINCE REAPPLICATION IS REQUIRED TO ENTER LEVELS IV -VI, THE TIME BETWEEN THE COMPLETION OF THE CSM AND THE ENTRY INTO THE SECOND HALF OF THE PROGRAM IS NOT LIMITED BY THE TWENTY - FOUR MONTH TIME PERIOD.**

### Request for Certification

Participants who have successfully completed all MCPM Program defined requirements for either the CSM or CPM designations must request certification for the completed designation within thirty days of the next scheduled graduation ceremony. This form will be sent to potential graduates for completion approximately 2 months prior to the graduation ceremony.

All other MCPM forms are included with the MCPM Orientation materials and are also available on the State Personnel Board website ([www.mspb.ms.gov](http://www.mspb.ms.gov)).

# MCPM Program



## Policies

January 2011

The following policies were adopted by the MCPM Advisory Board and the State Personnel Board for operation and administration of the MCPM Program.

## **I. CERTIFICATION**

The MCPM Program offers two types of certification. The Certificate in Supervisory Management (CSM) is awarded to candidates who successfully complete the first segment which includes:

1. Orientation
2. Levels I - III of CPM core course material
3. Thirty (30) professional development course elective hours
4. One required outside reading
5. Examinations on required levels
6. One job-related project
7. MCPM Advanced Writing Workshop

Successful completion of each core level and the accompanying examination is required before entering the next level. All requirements for the CSM designation must be completed before a candidate enters Level IV, or the CPM portion of the Program. The Certified Public Manager (CPM) designation is awarded to candidates who successfully complete both segments of certification which includes:

1. Levels I – VI of CPM core course material
2. Eighty-eight (88) professional development course elective hours (including 30 completed in CSM)
3. One required outside reading
4. Examinations/evaluations on each level
5. Three job related projects
6. MCPM Advanced Writing Workshop
7. Level VI Writing Assignment
8. Executive Seminar
9. Extended Learning Activity (ELA) or second required outside reading

## II. JOB-RELATED PROJECTS

### ***Job-Related Project Proposals:***

Approved project proposals will be kept on file for a period of one year from the date of approval by a MCPM Program Project Evaluator. If a completed project is not received during this time period, the participant will be required to resubmit a new project proposal for review and begin the proposal approval process again. Participants may request a six month extension in cases of extenuating circumstances by sending a written request to the MCPM Program Director. The participant will be notified in writing of approval or disapproval of the extension request and will be given a new expiration date upon approval.

### ***Returned Project Reports:***

Completed projects returned to a participant by a MCPM Program Project Evaluator or the MCPM Program Director for revision should be corrected and resubmitted to the MCPM Program Director within sixty (60) days of the date of the revision notification. Failure to meet this requirement **will** affect the participant's activity status in the Program. *Note: Participants who are currently in Permanent Inactive Status **must** resubmit their revised project within this sixty day period or retain Permanent Inactive status and lose credit for all work completed in the Program to date.*

## III. ATTENDANCE

**Levels I - III:** In order to be recognized as having completed a Level of CPM course work, the candidate must have attended at least 80% of each of Levels I - III. Every effort will be made to identify other times and locations for making up the course work.

**Levels IV - VI:** A 90% attendance is required for Levels IV - VI, with some sections of the week requiring 100% attendance (during preparation and presentation times) at the discretion of the MCPM Program Director. Participants in Levels IV - VI who are unable to meet the attendance requirements should select an alternate date for attending the session.

## IV. TIME LINES FOR COMPLETION OF REQUIREMENTS

Participants will be considered enrolled in the Levels I - III or Levels IV - VI of the MCPM Program upon receipt of an agency approved MCPM Program Application by the State Personnel Board Office of Training. Participants will be scheduled for the first available Level I or Level IV as appropriate.

### **Active Status**

Participants will be expected to participate in the program and make progress within a twelve month period to remain in an active status. **Activity will include the attendance of a level of CPM entitled "Managing Government in Mississippi," completing an outside reading, completing an ELA, completing a project, completing the MCPM Advanced Writing Workshop or completing the total number of elective hours.** Attendance of individual elective hours will not constitute remaining "active." If there is no activity in the twelve month period, a letter of **Warning** will be sent to the participant

stating that activity is necessary within the next six months to avoid being transferred to inactive status.

### **Inactive Status**

After eighteen months with no activity, a letter will be sent to the participant placing the participant on inactive status.

### **Permanent Inactive Status**

After six months of inactive status (a total of 24 months), the participant will be transferred to a permanent inactive status. Due to the fluid nature of the Program content, participants on permanent inactive status will lose credit for all work previously completed within the section of the Program in which they last participated (includes Levels, electives, readings and projects). (EXAMPLE: A participant placed on permanent inactive status after completing only Levels I and II would be required to retake those levels before taking Level III.)

### **Reinstatement**

#### **Levels 1 - III**

Participants in the CSM portion of the MCPM Program placed on *Permanent Inactive* status have two options for reinstatement:

1. Reapply as a new participant and complete all requirements.
2. If Permanent Inactive Status was achieved due to circumstances beyond the participant's control (illness, return to state service after an absence, etc.) a formal request for reinstatement can be made via the Appeals Committee. A class registration, approved by the appropriate authority, a letter of request from the participant stating the reason for previous inactivity, and a letter of support from the agency will be forwarded to the MCPM Program Director who will notify the Chair of the Appeals Committee of the request. The Appeals Committee will review the request and make a recommendation to the MCPM Advisory Board. Participants reinstated under this option will be required to re-test all Levels, submit electives current within the last two years, submit a new book report and a new project. The cost of testing will be set by the State Personnel Board Office of Training. Participants failing to successfully complete the current examination for the Level(s) will be required to retake the Level(s) at the regular cost minus the testing cost.

#### **Levels IV - VI**

Participants placed on *Permanent Inactive Status* participating in the CPM portion of the MCPM Program have two options for reinstatement:

1. Reapply as a new participant and complete all requirements.

2. If Permanent Inactive Status was achieved due to circumstances beyond the participant's control (illness, return to state service after an absence, etc.) a formal request for reinstatement can be made via the Appeals Committee. A class registration, signed by the appropriate authority, a letter of request from the participant stating the reason for previous inactivity, and a letter of support from the agency will be forwarded to the MCPM Program Director who will notify the Chair of the Appeals Committee of the request. The Appeals Committee will review the request and make a recommendation to the MCPM Advisory Board.

Participants in the CPM portion of the program, Levels IV - VI, reinstated under the second option will be required a new book report. Additionally, the participant must conduct one of the following: attend all levels previously taken OR provide a written report pertaining to the levels previously attended which will be reviewed by the CPM Curriculum Committee for approval. The written report must cover all levels attended of Levels IV – VI, contain a one (1) paragraph summary of each module covered in each level along with an additional paragraph for each module of each level describing how the information learned from the module can be applied in the work environment.

**NOTE: SINCE REAPPLICATION IS REQUIRED TO ENTER LEVELS IV -VI, THE TIME BETWEEN THE COMPLETION OF THE CSM AND THE ENTRY INTO THE SECOND HALF OF THE PROGRAM IS NOT LIMITED BY THE TWENTY - FOUR TIME PERIOD.**

## **V. EXAMINATION**

All candidates for the Certified Public Manager (CPM) and Certificate in Supervisory Management (CSM) designations **must pass the required examinations with a minimum score of 80%**. Examination papers are the property of the MCPM Program. Neither the examinations nor copies of examination papers will be returned.

Candidates will be notified of examination results by email within fifteen days of the date of examination. Agency Directors and CPM Coordinators will be provided with pass/fail status upon request to the State Personnel Board.

### **Retesting:**

In the event that a participant does not achieve the **minimum score of 80%** on an initial examination, each examination may be re-taken twice, for a total of three attempts. Participants must retake examinations within sixty (60) days of notification of failure.

*Note: If the examination is being taken as part of a substitution option for reinstatement into the MCPM Program, the candidate has only one opportunity to pass the examination. If the candidate fails, he or she must complete the appropriate CPM course work, after which the examination may be re-taken.*

Participants who miss a scheduled examination due to pre-approved circumstances, must reschedule the examination within fourteen days following the original examination

date. It is the responsibility of the participant to contact the MCPM Program Director and schedule a missed examination within this fourteen day period.

## **VI. ELIGIBILITY**

Candidates for the MCPM Program should meet the following criteria:

1. Be employed by or with a Mississippi governmental organization, including local and federal governmental organizations located in Mississippi.
2. Hold a supervisory or managerial position responsible for directing employees or projects

OR

Hold a management staff position responsible for providing technical or professional support to the agency

OR

Be identified by the agency director as an individual showing potential for advancement into such positions.

3. Receive the endorsement of his/her immediate supervisor, division director (where applicable) and agency director.
4. Commit to complete the CSM certification upon entering Level I and to complete the CPM program upon entering Level IV.

The MCPM Program is committed to the principle of equal opportunity and will not discriminate against otherwise qualified persons on the basis of race, color, religion, national origin, sex, age, handicap, disability, or veteran's status in its admissions, program accessibility, or services.

## **VII. PAYMENT FOR PARTICIPATION**

It is the intent of the MCPM Advisory Board that payment for the MCPM Program be made by the sponsoring agency. In instances where budget constraints would prohibit the attendance of otherwise qualified participants, the agency director may request approval for an individual to attend on a self-payment basis with the understanding that the agency would support the participant with paid time off for attendance to the Program and would support the required job-related projects. Applications on which there is a question regarding eligibility or which indicate the applicant will pay course cost will be reviewed on an individual basis by the Executive Committee.

The MCPM Program operates under these policies and the directives and bylaws of the National Certified Public Manager Consortium and the MCPM Advisory Board.

### **VIII. Confidentiality:**

The participant files and reports/projects will be kept in the strictest confidence and privacy. All participant files, projects, materials and tests are the property of the MCPM Program and will not be returned to the participant. Participants must grant permission to share their “model” report/project for it to be included in the Profile of Excellence.

### **IX. ELECTRONIC COMMUNICATION DEVICE USAGE POLICY**

**Effective 01/17/2006** - The Mississippi State Personnel Board is committed to providing a positive training experience to all training participants. To uphold this commitment the Mississippi State Personnel Board requires participants *to set all electronic communication devices (including cell phones, pagers, blackberries, etc.) to silent and to use these electronic devices only during designated break times*. Electronic communication device usage (to include texting) during class time will count against class participation. Excessive electronic communication device usage and texting during class time is grounds for removal from the class. **The participant’s agency will be billed for the class.**

### **X. MCPM COMMITMENT TO HONESTY**

**Effective 01/17/2006** - The Mississippi Certified Public Manager (MCPM) program maintains a zero tolerance for cheating and plagiarism. Evidence of cheating and/or plagiarism by a participant is grounds for automatic dismissal from the MCPM program.

## Frequently Asked Questions

**Q.1. Who can participate in the MCPM Program?**

A.1. The MCPM Program is open to persons employed by or with Mississippi governmental organizations, including local and federal governmental organizations located in Mississippi, in a supervisory or managerial position. Agency or governmental unit directors may recommend individuals who show potential for advancement into supervisory positions. All participants must have the support of their supervisors and directors.

**Q.2. How does one get selected for the MCPM Program?**

A.2. Submit a MCPM application form to your immediate supervisor. Each organization may have its own selection procedures and require additional review and signature approval for MCPM participant selection. All MCPM participant selection procedures should adhere to EEO/Affirmative Action Policy and with the state's Fair Employment Practices Act in regard to review procedures, selection, and opportunity for application into the MCPM Program.

**Q.3. What are the requirements and costs for the Certificate in Supervisory Management and Certified Public Manager Program?**

A.3. The MCPM Program awards a Certificate in Supervisory management (CSM), an interim designation that recognizes partial completion of the CPM Program and mastery of fundamental management concepts and techniques. The Certificate in Supervisory Management is awarded to all participants upon successful completion of:

<u>Course work</u>	CPM Level I - 30 hours - \$300 CPM Level II - 30 hours - \$300 CPM Level III - 30 hours - \$300
<u>Electives</u>	Thirty hours of management training
<u>Reading</u>	One required outside reading and abstract
<u>Project</u>	One job-related project
<u>Exams</u>	Required testing on each level. A passing score is required before moving to the next level.
<u>Writing Workshop</u>	MCPM Advanced Writing - 6 hours

Additional requirements for the Certified Public Manager (CPM) designation are satisfactory completion of:

<u>Course work</u>	CPM Level IV - 33 hours - \$300 CPM Level V - 33 hours - \$300 CPM Level VI - 36 hours - \$300
<u>Executive Seminar</u>	14 hours
<u>Electives</u>	Fifty-eight hours of management training (selected from approved list)
<u>ELA or Reading</u>	Extended Learning Activity or second required outside reading
<u>Projects</u>	Two job-related projects.

\*Overall cost of the Program depends on the cost of electives selected and number of open electives taken from other sources. Approximate cost of the entire Program is \$3500 and is usually over a two to three fiscal year period. It is the intent of the MCPM Advisory Board that payment for the MCPM Program is made by the sponsoring agency. Program participation based on applicant payment for courses will be reviewed on a case by case basis by the Executive Committee.

**Q.4. How long do I have to complete the program?**

A.4. There is no set time for completion of the MCPM Program, participants must have activity in a twelve month period (see policy on ESTABLISHMENT OF TIME LINES FOR COMPLETION). Most participants working at a steady, but comfortable pace will probably complete the Program in two to three years.

**Q.5. Are participants required to take an examination?**

A.5. Yes, participants are required to take an examination at the end of each level in order to receive the CSM or the CPM designations. Participants are given a multiple choice examination after some levels and are evaluated by use of other methods for the remaining modules. The minimum passing score for the multiple choice examinations is 80.

**Q.6. What happens if a participant fails an examination?**

A.6. Test results are emailed to the participants. If the participant fails an examination, he/she may take it again. (Up to 2 retakes)

**Q.7. Will elective credit be given for courses taken prior to participation in the MCPM Program?**

A.7. Requests for elective credit for courses taken within the two year period preceding acceptance into the MCPM Program can be made on the **Elective Instruction Review Application**. The course content must be management related. Proper documentation of objectives and proof of attendance is required. The Basic Supervisory Course (BSC) and other SPB Office of Training sponsored course do not have a two year limitation.

**Q.8. Who conducts the MCPM Program?**

A.8. The Office of Training of the State Personnel Board is responsible for program administration, including scheduling of classes, registration of participants, and maintenance of attendance records. The MCPM Advisory Board and Curriculum Committee are responsible for policies, procedures and approval of curriculum and instructors. Instructors for the MCPM Program come from a variety of settings including universities, colleges, government, and the business community.

**Q.9. What are the benefits of the Program?**

A.9. The benefits of the MCPM Program are many: recognition of a commitment to professional standards, association in a network of public professional managers in Mississippi and other states, awareness of new developments in the practice of public administration, innovation in the application of new ideas and approaches to management, and career development through the activities of the Program. MCPM Program graduates are eligible for an Educational Benchmark Award in accordance with established policies.

**Q.10. Where will the MCPM training be given?**

A.10. The majority of the training will take place in the Jackson area, but many of the training activities can be provided at various locations throughout the state on an as needed basis in order to provide employees with better opportunities to attend and to minimize travel costs. A schedule of dates and locations for each level of training will be published periodically and distributed to all agencies.

**Q.11. What if a participant changes organizations after becoming a MCPM participant?**

A.11. The participant and the new organization must agree on the status, and if the participant is still eligible, he or she is encouraged to continue in the Program.

**Q.12. What are job-related projects?**

A.12. The job-related projects provide an opportunity to apply the concepts presented in the class to the work environment. Projects are agreed upon by the participant, his/her supervisor and an MCPM Project Evaluator. There are three projects required in order to receive the CPM Certification, one due at the completion of Level III and prior to receipt of the Certificate

in Supervisory Management and two projects are due at the end of Levels IV and V.

**Q.13. What is the cancellation or date change policy?**

A.13. Training for the MCPM Program is a contractual service with restricted minimum and cancellation dates. A written cancellation (faxes and emails are acceptable) must be received by the State Personnel Board fourteen (14) days prior to the course start date. If a participant cancels after that time, his/her organization will be billed.