Elective Credit Application

DHRM USE ONLY
Date: Denied _____ Apvd _____
By:_____
Agency_____
Credit Hours_____

Certified Public Manager® (CPM) candidates are required to complete 300 hours of credit to obtain certification eligibility. 260 of those hours are required program core courses. Candidates must additionally complete 40 hours of approved elective credit. All 300 hours must be completed within a 5 year time frame. Elective credit can be obtained through courses offered by approved elective credit providers, alternative or continuing education documentation, independent study, or service in the Utah Society of Certified Public Managers®. A maximum of 10 hours of independent study and 10 hours of USCPM service can be applied toward the 40 required hours. All elective credit requests submitted must be at least 2 contact hours in duration. Contact hours do not include breaks, lunch or registration time, and must be rounded to the nearest whole hour. Candidates are responsible for obtaining certificates as proof for all credit completed. Credit documentation is required for graduation application beginning Fall 2009.

Agency Offered Course / Workshop

Public agencies offering management training courses or workshops may apply to the Utah Certified Public Manager® Program for approval to offer CPM elective credit for a specific course or event. The course content must directly align with CPM objectives and the specific criteria outlined on this form.

Applicants will be notified of approval or disapproval once reviewed by CPM program administrators. Approved courses and events will be assigned a credit value in whole numbers only. Credits will be rounded to the nearest whole hour of educational time. Registration, breaks, meals, networking, out of class time, etc. will not be included in credit hours.

Providers who are approved to offer CPM elective credit for a course/event will be supplied with a certificate template for their course or event. This certificate is to be awarded to participants requesting CPM credit. Candidates will not be awarded credit without a certificate. Providers may use the same certificate template to award all participants regardless of CPM candidacy. The certificate template will enumerate the approved credit hours for the course/event.

Once a course is approved, the provider may continue to award CPM credit as long as the course remains consistent with the information provided. If the course changes, providers are expected to keep the CPM program up to date by submitting current information. CPM administrators may periodically audit approved courses by requesting information found on this form. The Utah Certified Public Manager® Program reserves the right to amend approved credit value or to revoke a course approval for any reason. Providers will be notified in writing in such cases. In such cases, credit will be recognized for participants who have completed courses prior to an amendment or revocation.

Utah CPM Program, 2120 State Office Bldg., PO Box 141531, Salt Lake City, Utah 84114-1531 *Fax 801-538-3081*

Print Form | Submit by Email

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Please complete the following information

General Information

A. Course/event title:

B. To whom is this training available?

C. Is there a fee for this course/event?

D. Name of agency providing/hosting the course or event:

E. Primary contact for the course/event:

Phone:

E-mail:

Course/Event Instructor(s)

Please provide instructor name(s) and qualifications. You may attach biographical information.

Course Content

The course/event must specifically address management/leadership knowledge or skills.

A. Please attach or list learning objectives for the course or event.

B. Please attach or list a course schedule or agenda with times.

Course Duration

A. How often do you anticipate this course will be offered?

B. How many educational hours are contained in this course? Do not include registration, breaks, meals, networking, unsupervised out of class time, etc. Round course hours to the nearest whole hour.

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