Elective Credit Application

UTAH CERTIFIED PUBLIC MANAGER® PROGRAM

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.

Society Service

Candidates are eligible for membership in the Utah Society of Certified Public Managers® upon completion of CPM Course 1. Society members are eligible to receive up to 10 credit hours for serving on committees or special projects commissioned by the Utah Society of Certified Public Managers®. Candidates must submit this form to receive credit consideration.

Candidate Name:

Number of hours committed to USCPM: Round hours to the nearest whole hour.

Project Begin/End Dates or Date(s) of Service: **to**

Description of work/assignments completed by candidate:

Product or outcome:

USCPM Board Member/Officer's Signature

Candidate's Signature

Print Form

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