



STATE OF NEW JERSEY CERTIFIED PUBLIC MANAGER PROGRAM INSTRUCTION SHEET

Dear CPM Candidate:

Thank you for applying to the State of New Jersey Certified Public Manager Program. Your application should include the following:

- Application Form HR1-CPM

Applicant Information

Please provide full name, email address, employee ID, job title, mailing address and phone numbers. Your department/agency/jurisdiction, division/unit, work address and work phone number is also required.

Please indicate if any accommodations are needed to assist you in completing the program.

Select your first and second training location preference. **SEE SCHEDULE BELOW**

Select the highest level of education you have obtained.

Experience

Provide the total number of years you worked as a supervisor/manager and your total number of years in public employment.

Please indicate if you currently supervise staff.

If you do not currently supervise staff but, are responsible for managing, coordinating, or overseeing a program area that has significant impact beyond your division or unit, please describe this responsibility. Add additional sheets if necessary.

Approvals

Supervisory and departmental approval is required including title, printed name, signature, and date.

Supervisor Statement of Approval:

Please have your supervisor complete this form. Additional pages may be added if necessary. The form must contain the CPM applicant's name, supervisor's signature, date, and supervisor's title.

Applicant Statement of Commitment:

This form must contain your signature, printed name, date and title.

The information provided should be legible and filled out correctly. Failure to provide all the requested information will delay processing your application.

If you have any questions or concerns about the application package, please contact Tira McCants at (609) 777-1599.



CPM APPLICATION

NEW JERSEY CERTIFIED PUBLIC MANAGER PROGRAM

STATE OF NEW JERSEY CIVIL SERVICE COMMISSION
DIVISION OF ADMINISTRATION AND TRAINING
44 South Clinton Avenue
PO Box 318, Trenton, NJ 08625-0318
Phone: (609)777-1599, Fax: (609)777-2336

APPLICANT

Name: (Last, first and middle initial)

Email Address:

Employee ID#: (not SS#)

Department / Agency / Jurisdiction:

Job Title:

Division / Unit:

Mailing Address:

Work Address:

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Check here if you need an accommodation to assist in completing training

Please indicate your first & second location choice: Camden _____ Mahwah _____ Newark _____

New Brunswick _____ South Brunswick _____ Trenton _____

EDUCATION (Select highest level completed)

High School

Some College

Associate

Bachelor

Some Post Graduate

Doctorate

Masters

Area of Study: _____

EXPERIENCE

Total years Supervisory / Management experience: _____

Total years of Experience in Public Employment: _____

Do you currently supervise staff? _____

*If no, are you responsible for managing, coordinating or overseeing a program area that has significant impact beyond your division or unit? _____

* If yes, please describe this responsibility. (Add additional sheets if necessary)

APPROVAL

Supervisory Approval

TITLE: _____

Printed Name

Date

(Signature) _____

Departmental Approval

TITLE: _____

Printed Name

Date

(Signature) _____



**STATE OF NEW JERSEY CERTIFIED PUBLIC MANAGER PROGRAM
LETTER OF COMMITMENT**

STATE OF NEW JERSEY CIVIL SERVICE COMMISSION
DIVISION OF ADMINISTRATION & TRAINING
44 South Clinton Avenue
P.O. Box 318, Trenton, NJ 08625-0318

Supervisor Statement of Approval

Please provide a brief statement describing why your employee is a good candidate for the CPM program. The statement should focus specifically on the applicant's current skills, knowledge, abilities, and professional experience reflective of the CPM mission and eligibility requirements.

(Please attach additional sheets if necessary)

Name of Candidate: _____

This employee has the capability to participate in a rigorous professional development program and perform their current job responsibilities in a proficient manner. I will encourage his/her professional development throughout the program.

Supervisor Signature: _____ **Date:** _____

Title: _____



**STATE OF NEW JERSEY CERTIFIED PUBLIC MANAGER PROGRAM
LETTER OF COMMITMENT**

STATE OF NEW JERSEY CIVIL SERVICE COMMISSION
DIVISION OF ADMINISTRATION & TRAINING
44 South Clinton Avenue
PO Box 318, Trenton, NJ 08625-0318

Applicant Statement of Commitment

CPM Applicant:

I hereby express my intent to fulfill the requirements of the CPM program. I recognize that my participation will require time away from work and participation in professional development activities. I commit to take full advantage in applying the methodologies and techniques covered throughout the program to enhance the mission and goals of my organization. I fully commit to:

- Complete all components of the program
- Meet all course requirements
- Complete all program hours and complete the final CPM project
- Respect and adhere to the specified time frame for all assignments
- Actively engage in the learning process
- Apply the skills learned through the CPM program in my work environment

Signature **Print Name** **Date**

Title: _____

State of New Jersey Certified Public Manager Full Program
 2013 Class Schedule
 8:30 to 4:30

Camden Cohort (Friday-8:30am-4:30pm)

Date	Course #	Topic
September 6th & 13th	#1	Orientation and Introduction to Public Management in the 21st Century
September 20th & 27th	#2	Developing Self: Knowing and Managing Yourself
October 4th & 11th	#3	Developing Personal and Organizational Integrity
October 18th & 25th	#4	Communicating Effectively
November 1st & 8th	#5	Analytical Thinking
November 15th & 22nd	#6	Problem Solving
December 6th & 13th	#7	Leading Change
January 3rd and 10th	#8	Systemic Integration: Strategic Thinking, Planning and Work Process Management
January 17th & 24th	#9	Managing for Results
January 31st & Feb. 7th	#10	Project Management
February 14th & 21st	#11	Quantitative Techniques
February 28th & March 7th	#12	Administrative Law
March 14th & 21st	#13	Human Resources Management
March 28th & April 4th	#14	Budget Process and Financial Management
April 11th & 25th	#15	Managing Information Systems (MIS)
May 2nd & 9th	#16	Managing Teams
May 16th & 17 (Fri/Sat)	#17	Leading and Managing in the Public Sector
May 30th & June 6th	#18	Understanding and Using Public Policy
Nov. 29, Dec. 20, April 18, May 23		No classes on Thanksgiving, Christmas, or Memorial Weekends, or Good Friday unless for make-up
June 6th		Capstone Project Due
June 27th		Capstone Project Presentation & Graduation

State of New Jersey Certified Public Manager Full Program
 2013 Class Schedule
 8:30 to 4:30

Mahwah Cohort (Friday only-8:30am-4:30pm)

Date	Course #	Topic
October 4th & 11th	#1	Orientation and Introduction to Public Management in the 21st Century
October 18th & 25th	#2	Developing Self: Knowing and Managing Yourself
November 1st & 8th	#3	Developing Personal and Organizational Integrity
November 15th & 22nd	#4	Communicating Effectively
December 6nd & 13th	#5	Analytical Thinking
December 20th & Jan. 3rd	#6	Problem Solving
January 10th & 17th	#7	Leading Change
January 24th & 31st	#8	Systemic Integration: Strategic Thinking, Planning and Work Process Management
February 7th & 14th	#9	Managing for Results
February 21st & 28th	#10	Project Management
March 7th & 14th	#11	Quantitative Techniques
March 21st & 28th	#12	Administrative Law
April 4th & 11th	#13	Human Resources Management
April 25th & May 2nd	#14	Budget Process and Financial Management
May 9th & 10 (Fri/Sat)	#15	Managing Information Systems (MIS)
May 16th & 30th	#16	Managing Teams
June 6th & 7th (Fri/Sat)	#17	Leading and Managing in the Public Sector
June 13th & June 20th	#18	Understanding and Using Public Policy
Nov. 29, Dec. 20, April 18, May 23		No classes on Thanksgiving, Christmas, Memorial Day weekends, or Good Friday unless for make-up
June 6th		Capstone Project Due
June 27th		Capstone Project Presentation & Graduation

State of New Jersey Certified Public Manager Full Program
2013 Class Schedule
8:30 to 4:30

Newark Cohort (Fridays only- 8:30am-4:30pm)

Date	Course #	Topic
September 6th & 13th	#1	Orientation and Introduction to Public Management in the 21st Century
September 20th & 27th	#2	Developing Self: Knowing and Managing Yourself
October 4th & 11th	#3	Developing Personal and Organizational Integrity
October 18th & 25th	#4	Communicating Effectively
November 1st & 8th	#5	Analytical Thinking
November 15th & 22nd	#6	Problem Solving
December 6th & 13th	#7	Leading Change
January 3rd and 10th	#8	Systemic Integration: Strategic Thinking, Planning and Work Process Management
January 17th & 24th	#9	Managing for Results
January 31st & Feb. 7th	#10	Project Management
February 14th & 21st	#11	Quantitative Techniques
February 28th & March 7th	#12	Administrative Law
March 14th & 21st	#13	Human Resources Management
March 28th & April 4th	#14	Budget Process and Financial Management
April 11th & 25th	#15	Managing Information Systems (MIS)
May 2nd & 9th	#16	Managing Teams
May 16th & 17 (Fri/Sat)	#17	Leading and Managing in the Public Sector
May 30th & June 6th	#18	Understanding and Using Public Policy
Nov. 29, Dec. 20, April 18, May 23		No classes on Thanksgiving, Christmas, or Memorial Weekends, or Good Friday unless for make-up
June 6th		Capstone Project Due
June 27th		Capstone Project Presentation & Graduation

State of New Jersey Certified Public Manager Full Program
2013 Class Schedule
8:30 to 4:30

New Brunswick Cohort (Friday/Saturday Twice a Month-8:30am-4:30pm)

Date	Course #	Topic
September 20th & 21st	#1	Orientation and Introduction to Public Management in the 21st Century
October 4th & 5th	#2	Developing Self: Knowing and Managing Yourself
October 18th & 19th	#3	Developing Personal and Organizational Integrity
November 1st & 2nd	#4	Communicating Effectively
November 15th & 16th	#5	Analytical Thinking
December 6th & 7th	#6	Problem Solving
January 3rd & 4th	#7	Leading Change
January 17th & 18th	#8	Systemic Integration: Strategic Thinking, Planning and Work Process Management
January 31st & Feb 1st	#9	Managing for Results
February 14th & 15th	#10	Project Management
Feb 28th & March 1st	#11	Quantitative Techniques
March 14th & 15th	#12	Administrative Law
March 28th & 29th	#13	Human Resources Management
April 11th & 12th	#14	Budget Process and Financial Management
April 25th & 26th	#15	Managing Information Systems (MIS)
May 9th & 10th	#16	Managing Teams
June 6th & 7th	#17	Leading and Managing in the Public Sector
June 13th & 14th	#18	Understanding and Using Public Policy
Nov. 29/30, Dec. 20/21, April 18/19, May 23/24		No classes on Thanksgiving, Christmas, or Memorial Weekends, or Good Friday unless for make-up
June 6th		Capstone Project Due
June 27th		Capstone Project Presentation & Graduation

South Brunswick Cohort (Thursday only-8:30am-4:30pm)

Date	Course #	Topic
September 19th & 26th	#1	Orientation and Introduction to Public Management in the 21st Century
October 3rd & 10th	#2	Developing Self: Knowing and Managing Yourself
October 17th & 24th	#3	Developing Personal and Organizational Integrity
October 31st & Nov. 7th	#4	Communicating Effectively
November 14th & 21st	#5	Analytical Thinking
December 5th & 12th	#6	Problem Solving
December 19th & Jan. 2nd	#7	Leading Change
Januray 9th & 16th	#8	Systemic Integration: Strategic Thinking, Planning and Work Process Management
January 23rd & 30th	#9	Managing for Results
February 6th & 13th	#10	Project Management
February 20th & 27th	#11	Quantitative Techniques
March 6th & 13th	#12	Administrative Law
March 20th & 27th	#13	Human Resources Management
April 3rd & 10th	#14	Budget Process and Financial Management
April 17th & 24th	#15	Managing Information Systems (MIS)
May 1st & 8th	#16	Managing Teams
May 15th & 22nd	#17	Leading and Managing in the Public Sector
May 29th & June 5th	#18	Understanding and Using Public Policy
		No classes on Thanksgiving, Christmas, Memorial Day weekends, or Good Friday unless for make-up
June 6th		Capstone Project Due
June 27th		Capstone Project Presentation & Graduation

State of New Jersey Certified Public Manager Full Program
2013 Class Schedule
8:30 to 4:30

Trenton Cohort (Friday only-8:30am-4:30pm)

Date	Course #	Topic
September 20th & 27th	#1	Orientation and Introduction to Public Management in the 21st Century
October 4th & 11th	#2	Developing Self: Knowing and Managing Yourself
October 18th & 25th	#3	Developing Personal and Organizational Integrity
November 1st & 8th	#4	Communicating Effectively
November 15th & 22nd	#5	Analytical Thinking
December 6th & 13th	#6	Problem Solving
December 20th & Jan. 3rd	#7	Leading Change
January 10th & 17th	#8	Systemic Integration: Strategic Thinking, Planning and Work Process Management
January 24th & 31st	#9	Managing for Results
February 7th & 14th	#10	Project Management
February 21st & 28th	#11	Quantitative Techniques
March 7th & 14th	#12	Administrative Law
March 21st & 28th	#13	Human Resources Management
April 4th & 11th	#14	Budget Process and Financial Management
April 25th & May 2nd	#15	Managing Information Systems (MIS)
May 9th & 16th	#16	Managing Teams
May 30 & May 31 (Fri/Sat)	#17	Leading and Managing in the Public Sector
June 6th & June 13th	#18	Understanding and Using Public Policy
Nov. 29, Dec. 27, April 18, May 23		No classes on Thanksgiving, Christmas weekends, or Good Friday unless for make-up
June 6th		Capstone Project Due
June 27th		Capstone Project Presentation & Graduation