



Washington Certified Public Manager Program

The Professional Credential For Today's Rapidly Changing World

About the program

The Washington Certified Public Manager (WCPM) Program focuses on helping individuals develop the leadership and management competencies they need to effectively improve team and organizational performance. It consists of a structured, integrated curriculum combined with an assessment process, one project, and a comprehensive certification exam. Cost of the hybrid program is \$3580.

When classes are offered

Classes are offered during the business day and are scheduled to occur 2 consecutive days per month. The entire schedule for the given cohort is distributed prior to the beginning of the program.

How long it takes

Participants will spend a total of 300- 350 hours in the program over a 9-month period. One hundred forty-four hours are spent in the classroom, while the remaining hours are spent on outside reading, group assignments and the project. Total time spent on the capstone project will vary. The final certification exam may take several hours. Candidates can complete the program in less than one year.

Who is eligible

Washington's CPM program is designed for new and experienced managers serving in the public sector, as well as those who aspire to become public managers. It is open to anyone interested in developing or updating public management skills. The rigor of the CPM requires a high degree of conceptual ability, reading comprehension, and written and oral communication skills.

Paying for the program

Cohort starts are based on the number of participants accepted. Finalizing the start date for the cohort constitutes participant commitment to the full program amount. If your organization is paying, it will be billed in full at the start of the program or at the beginning of each quarter, depending on the agreed terms. Individuals may pay in full at the start of the program, quarterly, or per month. This program qualifies for state tuition assistance and for agency training dollars, pursuant to agency approval.

Application instructions

Complete the following application. If your organization is sponsoring you, be sure to include approval and signatures from your immediate supervisor and agency head or designee. Attach a brief letter explaining why you are an appropriate candidate for this program, and how you expect CPM certification to help you manage more effectively. **DUE DATE: Applications are accepted on a continuous basis. Call for next start date.**

Name: _____ Birth Date: _____
Note: SPSCC uses birth dates to create student ID numbers

Agency/ Department: _____

Work Mailing Address: _____
_____ Mail stop

Work Phone: () _____ Fax: () _____

Work E-mail Address: _____

Home Mailing Address: _____

Home Phone: () _____

PAYMENT INFORMATION:

Who is responsible for tuition payment?

Employer (Please complete section below) Self (Personal Check, Credit Card, Cash) AVOTEC Other _____

Payment information: please provide the following:

Billing Contact: _____
Agency: _____
Street Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

PLEASE READ:

- I understand that the cost of the program is \$3580. I understand that this agreement constitutes a commitment to the full program amount. If a participant quits the program, the paying individual, program or agency will continue to be billed using the agreed payment schedule until the amount is paid in full. Participants have up to five years from their start date to complete the certification requirements.

Payment Authorizing signature: _____ Date: _____

IF YOUR EMPLOYER IS PAYING, PLEASE COMPLETE THE FOLLOWING:

IMMEDIATE SUPERVISOR:

- I recommend and support this applicant's participation in the CPM program, including such things as attending training sessions and working on projects.
- I understand that the project required for completion of this program may involve my assistance, needs to have benefit for the agency and may require up to 100 hours of the participant's time.
- I understand that classes are scheduled during regular working days.

Immediate supervisor signature: _____ Date: _____

I concur with this recommendation and approve this applicant for admission to the WCPM program.

Agency head or designee: _____ Date: _____

Forward completed application and letter to:
Washington Certified Public Manager Program
SPSCC, Hawks Prairie
1401 Marvin Rd. Suite 201
Lacey, WA 98516

South Puget Sound Community College's equal opportunity policy prohibits discrimination in our services and in employment against any person on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, Vietnam era or disabled veteran status, or the presence of any sensory, physical, or mental disability except in the case of a bona fide occupational qualification. South Puget Sound Community College is an Equal Opportunity Affirmative Action Employer and complies with the Americans with Disabilities Act (ADA).