**Name: Reed Altman**

|  |  |
|---|---|
| **Organization:** | North Carolina Office of State Human Resources |
| **Phone:** | 9842361021 |
| **Address:** | 101 West Peace St. Raleigh, NC 27603 |
| **Email:** | Reed.Altman@nc.gov |
| **CPM Program Represented:** | North Carolina |

**PROGRAM ADMINISTRATION**

**1.   What is the name of the agency(ies) responsible for administrative support for the program?**

North Carolina Office of State Human Resources

**2.   What type of organization provides the primary administrative support for the CPM program?**

State Agency

**3.   Name of the Program Director**

Reed Altman, Ed.D.

**4.   Program Director's Title**

NC CPM Program Director

**5.   Name of the Program Co-director (if any)**

**6.   Program Co-director's Title**

**7.   Year this program initially joined the CPM Consortium**

1981

**8.   Year of Initial Accreditation**

1987

**9.   Most recent continued accreditation year**

2017

**10.   Formal Authorization**

Yes

**11.   Source of Authorization**

25 NCAC 01K .0701

(http://reports.oah.state.nc.us/ncac/title%2025%20-%20state%20human%20resources/chapter%2001%2

## CPM FUNDS DETAIL

**12.  Percentage of funds - Program Fees**

76-99%

**13.  Percentage of funds - Government Appropriations**

1-49%

**14.  Percentage of funds - Donations or Grants**

**15.  Percentage of funds - Funding from Your Organization**

**16.  Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17.  Change in percentage of funds received - Program Fees**

Decreased

**18.  Change in percentage of funds received - Appropriations**

**19.  Change in percentage of funds received - Donations or Grants**

**20.  Change in percentage of funds received - Funding from Your Organization**

Increased

**21.  Change in percentage of funds received - Other**

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.  Pricing Options - Select those options your program offers**

Open Enrollment - Fixed Price per person

**23.  Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

1400

**24.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

**25.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26.  If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27.  What percent of the enrollment fee is typically paid by the Organization**

100%

**28.  What percent of the enrollment fee is typically paid by the Participant**

**29.  What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

**30.  What percent of the enrollment fee is typically paid by a Scholarship?**

**PROGRAM STAFF**

31.  **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

   1-4

32.  **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

   1-4

33.  **# of Program Staff assigned to Contract Staff- Full Time Staff**

34.  **# of Program Staff assigned to Contract Staff- Part Time Staff**

35.  **# of Program Staff assigned to Contract Trainers - Full Time Staff**

36.  **# of Program Staff assigned to Contract Trainers - Part Time Staff**

   1-4

37.  **# of Program Staff assigned to Volunteers - Full Time Staff**

38.  **# of Program Staff assigned to Volunteers - Part Time Staff**

## ADMINISTRATIVE STRUCTURE

**39. Program Administration**

State/Government Agency

**40. Curriculum Design**

State/Government Agency

**41. Evaluating the Program**

- Advisory Board
- State/Government Agency

**42. Promoting the Program**

- Advisory Board
- State/Government Agency

**43. Selecting Participants**

State/Government Agency

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

State/Government Agency

**46. Securing Program Funding**

State/Government Agency

**47. If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.  Were there any program policy changes introduced during the last year?**

No

**49.  Were there any program design or curriculum changes introduced during the last year?**

Yes

**50.  Were there any program delivery changes introduced during the last year?**

Yes

**51.  Please summarize major policy changes during the last year.**

**52.  Please summarize the program design or curriculum changes during the last year.**

Full vILT was offered in place of blended learning for the entire program. This impacted only the synchronous portion of the learning program.  An informal graduation get-together was also held online for the second year in a row, this year including keynote speaker remarks in addition to graduates' remarks. Short "mini-sessions" were added, addressing capstone project design and implementation earlier in the program.

**53.  Please summarize program delivery changes during the last year.**

More shorter sessions were offered to reduce usual all-day sessions, and more online p2p interactions were integrated into the full day sessions.

## PROGRAM GOALS OR PLANS

**54.  Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- · Add/increase use of technology
- · Enhance and expand marketing
- · Increase/expand program participation
- · Review/modify program delivery systems

## CPM PROGRAM TEACHING DESCRIPTION

**55.  Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

**56.  Faculty Members as Contract Instructors**

**57.  Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

>  51-75%

**58.  State Employees-Percentage of CPM courses taught**

>  1-25%

**59.  CPM Program Staff-Percentage of CPM courses taught**

>  1-25%

**60.  Other (please explain)-Percentage of CPM courses taught**

## INSTRUCTOR RECRUITMENT

**61.  How does the CPM program recruit instructors? (Select all that apply):**

·  Agency/Institution Employees
·  RFPs

## INSTRUCTOR TRAINING

**62.  Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

>  Yes

**63.  Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

>  Yes

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64.  Required classroom hours**

>  184

**65.  Directed study hours**

>  60

**66.  Required project hours**

>  56

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

    - Assessments
    - Case Studies
    - Examinations
    - Projects
    - Required Readings
    - Simulations

68. **Are there any other program requirements?  If so, please describe**

    Presentations, Environmental scans, Discussion boards

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

    14

70. **Does your program offer instruction in the following formats?**

    Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

71. **For hybrid courses, what percent of the coursework is offered on-line?**

    100%

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

    No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

    Yes

75. **Are program participants able to earn the following by completing the CPM program:**

    Graduate Credit

76. **If yes, how many Undergraduate credits?**

77. **If yes, how many Graduate credits?**

    9

78. **If yes, how many Continuing Education credits?**

**79.　If yes, how many Transfer Equivalent credits?**

9, limited to one MPA Program at North Carolina State University

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**PROGRAM JURISDICTION**

**80.　Do you offer the program outside of your approved jurisdiction?**

No

**81.　If inside the United States, in which areas do you offer the program?**

not yet, but if we repeat full online version again we may include participants who work for the State of NC in remote locations outside of NC.

**82.　If outside the United States, in which countries do you offer the program?**

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**CONTINUOUS LEARNING**

**83.　Are you currently assessing the Continuous Learning needs of your graduates?**

Yes

**84.　Do you currently offer a continuous learning program for your CPM graduates?**

Yes

**85.　If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

collaboratively managed through the state alumni group (NC Society of Certified Public Managers)(www.ncscpm.org). NC CPM Director has ex-officio set on BOD

**86.　If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

NA

**87.　If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Conference/Vendor Exhibits
- Meetings with decision makers
- Other (describe): (Agency training coordinators network)
- Presentations
- Social Media
- Website
- Word of Mouth

**89. How effective are Brochures?**

Do Not Use

**90. How effective is Website?**

Somewhat Effective

**91. How effective is Social Media?**

Somewhat Effective

**92. How effective are Presentations?**

Very Effective

**93. How effective are Conference/Vendor Exhibits?**

Somewhat Effective

**94. How effective are Meetings with decision makers?**

Very Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Very Effective

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98. If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

99. **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**
    - Agency Recommendation
    - Applicant Essay
    - Current Supervisory Position
    - Some Supervisory Experience
    - Supervisor Approval/Recommendation

100. **How do individuals apply to your CPM program? (Please select all that apply)**

    Agency Nomination

101. **Is the CPM offered in the following formats? (Please select all that apply)**

    Cohort Based

102. **If you would like to provide more information about how the program is offered, please do below.**

103. **How many training days did your program offer during the past calendar year? Enter whole number of days**

    30

104. **If you would like to provide additional information about the number of sessions, please do so below**

    added mini-sessions together to come up with number of whole days

## CPM PROGRAM STATISTICS

105. **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

    37

106. **How many of those who were accepted enrolled in the CPM program last year?**

    36

107. **How many active participants (new and previously enrolled) attended sessions last year?**

    38

108. **How many individuals completed the CPM program last year?**

    36

109. **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

    1701

## PARTICIPANTS BY ORGANIZATION

**110. State**

34

**111. County**

1

**112. City/Municipal**

1

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

0

**117. Other (please specify)**

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

10/3/2022

**120. Does your state/jurisdiction have a local CPM society?**

yes

**121. If yes, what is the size of the local CPM society membership?**

about 60

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

Other (describe): (1, 2 & 3)

## PROGRAM ASSESSMENT

**123.** **Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of participant reaction to individual courses or sessions
- Pre-program skill assessments

**124.** **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Individual Presentations
- Individual Written Projects
- Other (describe): (Team process 360, Project eval 360, Competency pre and post)
- Test/Exam

**125.** **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from participants
- Evaluation of review projects
- Survey of participants
- Survey of participants' direct reports
- Survey of participants' peers
- Survey of participants' supervisors

**126.** **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

Capstone Project or Course

**127.** **Where do participants get their capstone project ideas?  (Please select all that apply)**

- Agency assigned
- Self selected

**128.** **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants

**129.** **How often is the course content and delivery format reviewed?**

Annually

**130.** **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Don't know

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131.  If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132.  If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Dr. Oluwafemi Banjoko**

|  |  |
|---|---|
| **Organization:** | University of the Virgin Islands |
| **Phone:** | 340-725-9183 |
| **Address:** | #2 John Brewers Bay St. Thomas, VI 00802 |
| **Email:** | oluwafemi.banjoko@uvi.edu |

**CPM Program Represented:** U.S. Virgin Islands

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**PROGRAM ADMINISTRATION**

**1.    What is the name of the agency(ies) responsible for administrative support for the program?**

University of the Virgin Islands

**2.    What type of organization provides the primary administrative support for the CPM program?**

University

**3.    Name of the Program Director**

Haldane Davies, Ph.D.

**4.    Program Director's Title**

Vice President, Business Development and Innovation

**5.    Name of the Program Co-director (if any)**


**6.    Program Co-director's Title**


**7.    Year this program initially joined the CPM Consortium**

2013

**8.    Year of Initial Accreditation**

2014

**9.    Most recent continued accreditation year**

2021

**10.    Formal Authorization**

Yes

**11.    Source of Authorization**

National Certified Public Manager Consortium

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

0%

**13. Percentage of funds - Government Appropriations**

100%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

0%

**16. Percentage of funds - Other (List percentage and source here)**

0

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.** **Pricing Options - Select those options your program offers**

Cohort Enrollment - Fixed Price per person

**23.** **Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

$3,500 for governmental agencies and non-profit organizations
$4,200 private sector

**24.** **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

N/A

**25.** **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

N/A

**26.** **If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

N/A

## CPM PROGRAM FEE STRUCTURE

**27.** **What percent of the enrollment fee is typically paid by the Organization**

Not Used

**28.** **What percent of the enrollment fee is typically paid by the Participant**

100%

**29.** **What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

100%

**30.** **What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31.  **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32.  **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    0

33.  **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34.  **# of Program Staff assigned to Contract Staff- Part Time Staff**

    20-24

35.  **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36.  **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    0

37.  **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38.  **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39.  Program Administration**

   University

**40.  Curriculum Design**

   University

**41.  Evaluating the Program**

   University

**42.  Promoting the Program**

   · State/Government Agency
   · University

**43.  Selecting Participants**

   Advisory Board

**44.  Selecting Scholarship Recipients**

   N/A

**45.  Recruiting Instructors**

   University

**46.  Securing Program Funding**

   State/Government Agency

**47.  If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48. Were there any program policy changes introduced during the last year?**

No

**49. Were there any program design or curriculum changes introduced during the last year?**

No

**50. Were there any program delivery changes introduced during the last year?**

Yes

**51. Please summarize major policy changes during the last year.**

N/A

**52. Please summarize the program design or curriculum changes during the last year.**

N/A

**53. Please summarize program delivery changes during the last year.**

The classes for the 2021-2022 cohort were fully online via Zoom.

## PROGRAM GOALS OR PLANS

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Add/increase use of technology
- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty
- Review/modify program delivery systems

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56. Faculty Members as Contract Instructors**

76-99%

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

51-75%

**58. State Employees-Percentage of CPM courses taught**

1-25%

**59. CPM Program Staff-Percentage of CPM courses taught**

1-25%

**60. Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- Agency/Institution Employees
- CPM Graduate Pool
- CPM Graduate Recommendations
- Faculty Members
- Word of Mouth

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

No

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64.   Required classroom hours**

216

**65.   Directed study hours**

24

**66.   Required project hours**

84

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

    · Assessments
    · Case Studies
    · Projects

68. **Are there any other program requirements?  If so, please describe**

    In-Class assignments and reflective essays.

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

    13

70. **Does your program offer instruction in the following formats?**

    · Completely Face to Face Instruction (Instruction is primarily face-to-face, can have on-line materials and support.)
    · Completely on-line or e-learning instruction

71. **For hybrid courses, what percent of the coursework is offered on-line?**

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

    No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

    Yes

75. **Are program participants able to earn the following by completing the CPM program:**

76. **If yes, how many Undergraduate credits?**

    N/A

77. **If yes, how many Graduate credits?**

    N/A

78. **If yes, how many Continuing Education credits?**

    N/A

79. **If yes, how many Transfer Equivalent credits?**

    N/A

**Name: Dr. Oluwafemi Banjoko**

## PROGRAM JURISDICTION

80.  **Do you offer the program outside of your approved jurisdiction?**

     No

81.  **If inside the United States, in which areas do you offer the program?**

     U.S. Virgin Islands

82.  **If outside the United States, in which countries do you offer the program?**

     Republic of Ghana

## CONTINUOUS LEARNING

83.  **Are you currently assessing the Continuous Learning needs of your graduates?**

     Yes

84.  **Do you currently offer a continuous learning program for your CPM graduates?**

     No

85.  **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

     N/A

86.  **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

     N/A

87.  **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

## PROGRAM MARKETING

**88.   Do you use the following techniques to market the program?**

- Brochures
- Meetings with decision makers
- Social Media
- Website
- Word of Mouth

**89.   How effective are Brochures?**

Very Effective

**90.   How effective is Website?**

Somewhat Effective

**91.   How effective is Social Media?**

Do Not Use

**92.   How effective are Presentations?**

Do Not Use

**93.   How effective are Conference/Vendor Exhibits?**

Do Not Use

**94.   How effective are Meetings with decision makers?**

Somewhat Effective

**95.   How effective is Word of Mouth?**

Very Effective

**96.   How effective is (Other)?**

Do Not Use

**97.   Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98.   If you would like to provide more information about how the program is marketed, please do so below.**

N/A

## CPM TRAINING

**99.** **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Agency Recommendation
- Current Supervisory Position
- Some Supervisory Experience
- Supervisor Approval/Recommendation

**100.** **How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Letter(s) of Recommendation
- Self-nomination

**101.** **Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102.** **If you would like to provide more information about how the program is offered, please do below.**

**103.** **How many training days did your program offer during the past calendar year? Enter whole number of days**

40

**104.** **If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105.** **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

59

**106.** **How many of those who were accepted enrolled in the CPM program last year?**

59

**107.** **How many active participants (new and previously enrolled) attended sessions last year?**

59

**108.** **How many individuals completed the CPM program last year?**

40

**109.** **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

155

## PARTICIPANTS BY ORGANIZATION

**110. State**

59

**111. County**

0

**112. City/Municipal**

0

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

0

**117. Other (please specify)**

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

June 17, 2022

**120. Does your state/jurisdiction have a local CPM society?**

Still pending

**121. If yes, what is the size of the local CPM society membership?**

Pending

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

**PROGRAM ASSESSMENT**

123. **Do you use the following program evaluation methods? (Please select all that apply)**

    · Assessments of knowledge or skills from CPM used in the workplace

    · Assessments of organizational impact of the participant's CPM training

    · Assessments of participant reaction to individual course or session instructors

    · Assessments of participant reaction to individual courses or sessions

    · Assessments of participant reaction to overall program

    · Pre-program skill assessments

124. **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

    · Capstone Project or Course

    · Individual Presentations

    · Individual Written Projects

    · Team Presentations

    · Team Written Projects

125. **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

    · Evaluation of review projects

    · Survey of participants

    · Survey of participants' direct reports

    · Survey of participants' peers

    · Survey of participants' supervisors

126. **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

    · Capstone Project or Course

    · Individual Presentations

    · Individual Written Projects

    · Team Presentations

    · Team Written Projects

127. **Where do participants get their capstone project ideas?  (Please select all that apply)**

    · Agency assigned

    · Self selected

128. **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

    · Anecdotal information received from other individuals at participants' organization

    · Anecdotal information received from participants

    · Quantitative analysis of project impact on customer satisfaction

129. **How often is the course content and delivery format reviewed?**

    As needed, no formal review cycle

**Name: Dr. Oluwafemi Banjoko**

130. **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

    · Ability to substitute CPM for EDUCATIONAL experience
    · Ability to substitute CPM for WORK experience
    · Pay incentive
    · Promotional preferences

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

131. **If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

    Do Not Track

132. **If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

    Do Not Track

**Name: Susan Brasseur**

|  |  |
|--:|:--|
| **Organization:** | Saginaw Valley State University |
| **Phone:** | 989-964-2520 |
| **Address:** | 7400 Bay Road University Center, MI 48710 |
| **Email:** | brasseur@svsu.edu |
| **CPM Program Represented:** | Michigan CPM |

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## PROGRAM ADMINISTRATION

**1.  What is the name of the agency(ies) responsible for administrative support for the program?**

Office of Professional Development at Saginaw Valley State University

**2.  What type of organization provides the primary administrative support for the CPM program?**

University

**3.  Name of the Program Director**

Susan Brasseur

**4.  Program Director's Title**

Director, Center for Adult Learning & External Project Management

**5.  Name of the Program Co-director (if any)**

Kayla Pionk

**6.  Program Co-director's Title**

Special Projects Coordinator

**7.  Year this program initially joined the CPM Consortium**

2006

**8.  Year of Initial Accreditation**

2008

**9.  Most recent continued accreditation year**

2017

**10.  Formal Authorization**

Yes

**11.  Source of Authorization**

National CPM Consortium & Saginaw Valley State University

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

76-99%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

1-49%

**16. Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

Increased

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.  Pricing Options - Select those options your program offers**

Cohort Enrollment - Fixed Price per person

**23.  Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

$2,995

**24.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

$2,995

**25.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26.  If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27.  What percent of the enrollment fee is typically paid by the Organization**

26-50%

**28.  What percent of the enrollment fee is typically paid by the Participant**

51-75%

**29.  What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30.  What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    0

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    0

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

> University

**40. Curriculum Design**

> University

**41. Evaluating the Program**

> University

**42. Promoting the Program**

> State/Government Agency

**43. Selecting Participants**

> University

**44. Selecting Scholarship Recipients**

> N/A

**45. Recruiting Instructors**

- State/Government Agency
- University

**46. Securing Program Funding**

> University

**47. If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48. Were there any program policy changes introduced during the last year?**

No

**49. Were there any program design or curriculum changes introduced during the last year?**

Yes

**50. Were there any program delivery changes introduced during the last year?**

Yes

**51. Please summarize major policy changes during the last year.**


**52. Please summarize the program design or curriculum changes during the last year.**

Streamlined our course to reflect more of the national model. We are not bringing in experts and former CPM Alumni to present on their field of expertise.

**53. Please summarize program delivery changes during the last year.**

Hybrid - in person & virtual with a Capstone presentation at the end.

## PROGRAM GOALS OR PLANS

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

· Add/increase use of technology

· Enhance and expand marketing

· Increase/expand program participation

· Recruit/train new instructors/faculty

· Review/modify program delivery systems

## CPM PROGRAM TEACHING DESCRIPTION

**55.  Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

1-25%

**56.  Faculty Members as Contract Instructors**

1-25%

**57.  Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

51-75%

**58.  State Employees-Percentage of CPM courses taught**

1-25%

**59.  CPM Program Staff-Percentage of CPM courses taught**

None

**60.  Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61.  How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- Agency/Institution Employees
- CPM Graduate Pool
- CPM Graduate Recommendations
- Faculty Members
- Word of Mouth

## INSTRUCTOR TRAINING

**62.  Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63.  Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64.  Required classroom hours**

248

**65.  Directed study hours**

20

**66.  Required project hours**

40

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

**67. Which of the following are required to complete the program? Please check all that apply**

- · Assessments
- · Case Studies
- · Projects
- · Required Readings
- · Simulations

**68. Are there any other program requirements?  If so, please describe**

No

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

10 months

**70. Does your program offer instruction in the following formats?**

Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

**71. For hybrid courses, what percent of the coursework is offered on-line?**

26-50%

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

No

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

Graduate Credit

**76. If yes, how many Undergraduate credits?**

**77. If yes, how many Graduate credits?**

6 credits

**78. If yes, how many Continuing Education credits?**

**79. If yes, how many Transfer Equivalent credits?**

**PROGRAM JURISDICTION**

80. **Do you offer the program outside of your approved jurisdiction?**

    No

81. **If inside the United States, in which areas do you offer the program?**

82. **If outside the United States, in which countries do you offer the program?**

**CONTINUOUS LEARNING**

83. **Are you currently assessing the Continuous Learning needs of your graduates?**

    Yes

84. **Do you currently offer a continuous learning program for your CPM graduates?**

    No

85. **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86. **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87. **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Brochures
- Conference/Vendor Exhibits
- Meetings with decision makers
- Presentations
- Social Media
- Website
- Word of Mouth

**89. How effective are Brochures?**

Somewhat Effective

**90. How effective is Website?**

Somewhat Effective

**91. How effective is Social Media?**

Somewhat Effective

**92. How effective are Presentations?**

Somewhat Effective

**93. How effective are Conference/Vendor Exhibits?**

Somewhat Effective

**94. How effective are Meetings with decision makers?**

Somewhat Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Do Not Use

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

Yes

**98. If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99. Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Agency Recommendation
- Applicant Essay
- Current Supervisory Position
- High School Diploma
- Some Supervisory Experience
- Supervisor Approval/Recommendation

**100. How do individuals apply to your CPM program? (Please select all that apply)**

- Essay
- Letter(s) of Recommendation
- Other (describe): (Application process and resume submission)

**101. Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102. If you would like to provide more information about how the program is offered, please do below.**

**103. How many training days did your program offer during the past calendar year? Enter whole number of days**

11

**104. If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

12

**106. How many of those who were accepted enrolled in the CPM program last year?**

11

**107. How many active participants (new and previously enrolled) attended sessions last year?**

11

**108. How many individuals completed the CPM program last year?**

11

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

108

**PARTICIPANTS BY ORGANIZATION**

**110. State**

> 1

**111. County**

> 2

**112. City/Municipal**

> 7

**113. Federal**

> 0

**114. Tribal**

> 0

**115. Nonprofit**

> 1

**116. International**

> 0

**117. Other (please specify)**

> 0

---

**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

> Yes

**119. If so, what are the dates in 2022?**

> Cohort 15 (held during 2022) graduation will be in January 2023

**120. Does your state/jurisdiction have a local CPM society?**

> No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

## PROGRAM ASSESSMENT

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program
- Pre-program skill assessments

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Quiz

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants
- Quantitative analysis of project return on investment

**129. How often is the course content and delivery format reviewed?**

Annually

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Don't know

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**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Trent Clagg**

|  |  |
|---|---|
| **Organization:** | UT / Naifeh Center for Effective Leadership |
| **Phone:** | 865-363-1207 |
| **Address:** | 1610 University Ave Knoxville, TN 37320 |
| **Email:** | trent.clagg@tennessee.edu |
| **CPM Program Represented:** | Tennessee |

## PROGRAM ADMINISTRATION

**1.** **What is the name of the agency(ies) responsible for administrative support for the program?**

Naifeh Center for Effective Leadership

**2.** **What type of organization provides the primary administrative support for the CPM program?**

University

**3.** **Name of the Program Director**

Dr. Macel Ely

**4.** **Program Director's Title**

Executive Director

**5.** **Name of the Program Co-director (if any)**

Trent Clagg

**6.** **Program Co-director's Title**

Training Specialist/Program Lead

**7.** **Year this program initially joined the CPM Consortium**

2014

**8.** **Year of Initial Accreditation**

2018

**9.** **Most recent continued accreditation year**

2018

**10.** **Formal Authorization**

Yes

**11.** **Source of Authorization**

National Consortium President Cheryl Robertson

**CPM FUNDS DETAIL**

**12. Percentage of funds - Program Fees**

100%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

0%

**16. Percentage of funds - Other (List percentage and source here)**

**CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED**

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.  Pricing Options - Select those options your program offers**

Cohort Enrollment - Fixed Price per person

**23.  Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

**24.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

$3500

**25.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26.  If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27.  What percent of the enrollment fee is typically paid by the Organization**

76-99%

**28.  What percent of the enrollment fee is typically paid by the Participant**

1-25%

**29.  What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30.  What percent of the enrollment fee is typically paid by a Scholarship?**

1-25%

**PROGRAM STAFF**

**31.   # of Program Staff assigned to the Administrative Staff- Full Time Staff**

   1-4

**32.   # of Program Staff assigned to the Administrative Staff- Part Time Staff**

   1-4

**33.   # of Program Staff assigned to Contract Staff- Full Time Staff**

   0

**34.   # of Program Staff assigned to Contract Staff- Part Time Staff**

   0

**35.   # of Program Staff assigned to Contract Trainers - Full Time Staff**

   0

**36.   # of Program Staff assigned to Contract Trainers - Part Time Staff**

   0

**37.   # of Program Staff assigned to Volunteers - Full Time Staff**

   0

**38.   # of Program Staff assigned to Volunteers - Part Time Staff**

   0

## ADMINISTRATIVE STRUCTURE

**39. Program Administration**

- Advisory Board
- University

**40. Curriculum Design**

- Advisory Board
- University

**41. Evaluating the Program**

   University

**42. Promoting the Program**

- Advisory Board
- State/Government Agency
- University

**43. Selecting Participants**

   University

**44. Selecting Scholarship Recipients**

   Advisory Board

**45. Recruiting Instructors**

- Advisory Board
- State/Government Agency
- University

**46. Securing Program Funding**

   University

**47. If you would like to provide other information about program structure, please do so here**

**2021 SIGNIFICANT PROGRAM CHANGES**

**48. Were there any program policy changes introduced during the last year?**

No

**49. Were there any program design or curriculum changes introduced during the last year?**

No

**50. Were there any program delivery changes introduced during the last year?**

No

**51. Please summarize major policy changes during the last year.**

**52. Please summarize the program design or curriculum changes during the last year.**

**53. Please summarize program delivery changes during the last year.**

**PROGRAM GOALS OR PLANS**

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56. Faculty Members as Contract Instructors**

None

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

26-50%

**58. State Employees-Percentage of CPM courses taught**

1-25%

**59. CPM Program Staff-Percentage of CPM courses taught**

26-50%

**60. Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- Agency/Institution Employees
- CPM Graduate Pool
- CPM Graduate Recommendations
- Faculty Members
- Word of Mouth

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64.** **Required classroom hours**

125

**65.** **Directed study hours**

100

**66.** **Required project hours**

75

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

    · Assessments

    · Case Studies

    · Projects

    · Simulations

68. **Are there any other program requirements?  If so, please describe**

    Attend all classes and complete all online classes

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

    12

70. **Does your program offer instruction in the following formats?**

    Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

71. **For hybrid courses, what percent of the coursework is offered on-line?**

    26-50%

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

    No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

    Yes

75. **Are program participants able to earn the following by completing the CPM program:**

    Graduate Credit

76. **If yes, how many Undergraduate credits?**

    6

77. **If yes, how many Graduate credits?**

    6

78. **If yes, how many Continuing Education credits?**

79. **If yes, how many Transfer Equivalent credits?**

    6

**PROGRAM JURISDICTION**

80. **Do you offer the program outside of your approved jurisdiction?**

    No

81. **If inside the United States, in which areas do you offer the program?**

82. **If outside the United States, in which countries do you offer the program?**

**CONTINUOUS LEARNING**

83. **Are you currently assessing the Continuous Learning needs of your graduates?**

    Yes

84. **Do you currently offer a continuous learning program for your CPM graduates?**

    Yes

85. **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

    We offer an alumni event annualy for almuni to attend and have online classes available for continuous learning.  Our hosting agency also provides training around the state to offer to alumni for Continuous Learning opportunities.

86. **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87. **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

    A Requirement

**PROGRAM MARKETING**

**88.  Do you use the following techniques to market the program?**

- Brochures
- Conference/Vendor Exhibits
- Meetings with decision makers
- Presentations
- Social Media
- Website
- Word of Mouth

**89.  How effective are Brochures?**

Somewhat Effective

**90.  How effective is Website?**

Very Effective

**91.  How effective is Social Media?**

Very Effective

**92.  How effective are Presentations?**

Somewhat Effective

**93.  How effective are Conference/Vendor Exhibits?**

Somewhat Effective

**94.  How effective are Meetings with decision makers?**

Very Effective

**95.  How effective is Word of Mouth?**

Very Effective

**96.  How effective is (Other)?**

**97.  Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

Yes

**98.  If you would like to provide more information about how the program is marketed, please do so below.**

The Tennessee program holds information sessions, uses targeted emails, conducts meetings with decision makers and attends exhibit meetings throughout the year. With the pandemic, the TN CPM program utilized online information sessions via zoom and recordings made available for future use.

## CPM TRAINING

99. **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

   - Agency Recommendation
   - High School Diploma
   - Supervisor Approval/Recommendation

100. **How do individuals apply to your CPM program? (Please select all that apply)**

   - Agency Nomination
   - Letter(s) of Recommendation
   - Self-nomination

101. **Is the CPM offered in the following formats? (Please select all that apply)**

   Cohort Based

102. **If you would like to provide more information about how the program is offered, please do below.**

   The program holds 12 Eight hour courses and an alumni event. The participants complete 100 hours of online training and complete a 75 hour capstone project. Participants also complete 10 hours of mentoring with alumni to develp the capstone project.

103. **How many training days did your program offer during the past calendar year? Enter whole number of days**

   13

104. **If you would like to provide additional information about the number of sessions, please do so below**

---

## CPM PROGRAM STATISTICS

105. **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

   45

106. **How many of those who were accepted enrolled in the CPM program last year?**

   45

107. **How many active participants (new and previously enrolled) attended sessions last year?**

   39

108. **How many individuals completed the CPM program last year?**

   38

109. **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

   129

## PARTICIPANTS BY ORGANIZATION

**110. State**

18

**111. County**

7

**112. City/Municipal**

12

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

1

**116. International**

0

**117. Other (please specify)**

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

January 7th, 2022

**120. Does your state/jurisdiction have a local CPM society?**

Yes

**121. If yes, what is the size of the local CPM society membership?**

85

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

Willingness to position CPM Director as ex-officio member of state society board.

**PROGRAM ASSESSMENT**

123. **Do you use the following program evaluation methods? (Please select all that apply)**

    · Assessments of organizational impact of the participant's CPM training
    · Assessments of participant reaction to individual course or session instructors
    · Assessments of participant reaction to individual courses or sessions
    · Assessments of participant reaction to overall program

124. **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

    · Capstone Project or Course
    · Individual Presentations
    · Individual Written Projects

125. **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

    · Anecdotal information received from individuals at participants' organization
    · Anecdotal information received from participants
    · Evaluation of review projects
    · Survey of participants

126. **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

    · Capstone Project or Course
    · Individual Presentations
    · Individual Written Projects

127. **Where do participants get their capstone project ideas?  (Please select all that apply)**

    · Agency assigned
    · Self selected

128. **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

    · Anecdotal information received from other individuals at participants' organization
    · Anecdotal information received from participants
    · Quantitative analysis of project return on investment

129. **How often is the course content and delivery format reviewed?**

    Annually

130. **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

    Pay incentive

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Melinda Coles**

|  |  |
|---|---|
| **Organization:** | District of Columbia Department of Human Resources |
| **Phone:** | 202-442-9624 |
| **Address:** | 1015 Half Street, SE 9th Floor Washington, DC 20003 |
| **Email:** | melinda.coles@dc.gov |
| **CPM Program Represented:** | DC Government |

## PROGRAM ADMINISTRATION

**1.  What is the name of the agency(ies) responsible for administrative support for the program?**

   DC Department of Human Resources

**2.  What type of organization provides the primary administrative support for the CPM program?**

   University

**3.  Name of the Program Director**

   James Robertson

**4.  Program Director's Title**

   Executive Director

**5.  Name of the Program Co-director (if any)**

   Melinda Coles

**6.  Program Co-director's Title**

   Supervisory Human Resources Specialist (HR Development)

**7.  Year this program initially joined the CPM Consortium**

   1997

**8.  Year of Initial Accreditation**

   1998

**9.  Most recent continued accreditation year**

   2019

**10.  Formal Authorization**

   Yes

**11.  Source of Authorization**

   Sponsored by DC Department of Human Resources

## CPM FUNDS DETAIL

**12.  Percentage of funds - Program Fees**

   0%

**13.  Percentage of funds - Government Appropriations**

   0%

**14.  Percentage of funds - Donations or Grants**

   0%

**15.  Percentage of funds - Funding from Your Organization**

   100%

**16.  Percentage of funds - Other (List percentage and source here)**

   0

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17.  Change in percentage of funds received - Program Fees**

   No Change

**18.  Change in percentage of funds received - Appropriations**

   No Change

**19.  Change in percentage of funds received - Donations or Grants**

   No Change

**20.  Change in percentage of funds received - Funding from Your Organization**

   No Change

**21.  Change in percentage of funds received - Other**

   No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.   Pricing Options - Select those options your program offers**

Cohort Enrollment - Fixed Price per person

**23.   Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

0

**24.   Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

0

**25.   Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

7436.75

**26.   If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

0

## CPM PROGRAM FEE STRUCTURE

**27.   What percent of the enrollment fee is typically paid by the Organization**

100%

**28.   What percent of the enrollment fee is typically paid by the Participant**

**29.   What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30.   What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

**31. # of Program Staff assigned to the Administrative Staff- Full Time Staff**

   1-4

**32. # of Program Staff assigned to the Administrative Staff- Part Time Staff**

   1-4

**33. # of Program Staff assigned to Contract Staff- Full Time Staff**

   1-4

**34. # of Program Staff assigned to Contract Staff- Part Time Staff**

   0

**35. # of Program Staff assigned to Contract Trainers - Full Time Staff**

   1-4

**36. # of Program Staff assigned to Contract Trainers - Part Time Staff**

   0

**37. # of Program Staff assigned to Volunteers - Full Time Staff**

   0

**38. # of Program Staff assigned to Volunteers - Part Time Staff**

   0

**ADMINISTRATIVE STRUCTURE**

**39.** **Program Administration**

- Advisory Board
- State/Government Agency
- University

**40.** **Curriculum Design**

University

**41.** **Evaluating the Program**

- State/Government Agency
- University

**42.** **Promoting the Program**

- Advisory Board
- State/Government Agency
- University

**43.** **Selecting Participants**

- Advisory Board
- State/Government Agency
- University

**44.** **Selecting Scholarship Recipients**

N/A

**45.** **Recruiting Instructors**

- State/Government Agency
- University

**46.** **Securing Program Funding**

State/Government Agency

**47.** **If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

48. **Were there any program policy changes introduced during the last year?**

    No

49. **Were there any program design or curriculum changes introduced during the last year?**

    No

50. **Were there any program delivery changes introduced during the last year?**

    No

51. **Please summarize major policy changes during the last year.**

    N/A

52. **Please summarize the program design or curriculum changes during the last year.**

    N/A

53. **Please summarize program delivery changes during the last year.**

    N/A

## PROGRAM GOALS OR PLANS

54. **Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

    - Enhance and expand marketing
    - Increase/expand program participation
    - Recruit/train new instructors/faculty

## CPM PROGRAM TEACHING DESCRIPTION

**55.  Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

    1-25%

**56.  Faculty Members as Contract Instructors**

    1-25%

**57.  Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

    1-25%

**58.  State Employees-Percentage of CPM courses taught**

    26-50%

**59.  CPM Program Staff-Percentage of CPM courses taught**

    26-50%

**60.  Other (please explain)-Percentage of CPM courses taught**

    None

## INSTRUCTOR RECRUITMENT

**61.  How does the CPM program recruit instructors? (Select all that apply):**
- Advisory Board Recommendations
- Faculty Members

## INSTRUCTOR TRAINING

**62.  Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

    Yes

**63.  Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

    Yes

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64.  Required classroom hours**

    240

**65.  Directed study hours**

    0

**66.  Required project hours**

    60

## PROGRAM DESIGN AND COMPLETION REQUIREMENTS

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Case Studies
- Examinations
- Projects
- Required Readings
- Simulations

**68. Are there any other program requirements?  If so, please describe**

Participants must attend all classes and participate in team projects. In case of missed classes, participants must make up the class with an assignment. Participants must pass lesson assessments for each module of the online class for the Strategic Project Management component and present on a strategic project for the District's leaders.

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

12

**70. Does your program offer instruction in the following formats?**

Completely on-line or e-learning instruction

**71. For hybrid courses, what percent of the coursework is offered on-line?**

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

Yes

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

The coaching component of our program helps participants develop their reflective and interpersonal skills. Participants receive individual and team coaching. Participants have the opportunity to participate as coaches themselves, through our Peer Learning Circles.

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

Continuing Education Credit

**76. If yes, how many Undergraduate credits?**

N/A

**77. If yes, how many Graduate credits?**

N/A

**78. If yes, how many Continuing Education credits?**

30

**79. If yes, how many Transfer Equivalent credits?**

N/A

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**PROGRAM JURISDICTION**

**80. Do you offer the program outside of your approved jurisdiction?**

No

**81. If inside the United States, in which areas do you offer the program?**

Washington, DC

**82. If outside the United States, in which countries do you offer the program?**

N/A

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**CONTINUOUS LEARNING**

**83. Are you currently assessing the Continuous Learning needs of your graduates?**

Yes

**84. Do you currently offer a continuous learning program for your CPM graduates?**

Yes

**85. If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

Our graduates are offered opportunities to attend seminars and other learning opportunities by the George Washington University. Graduates are also invited to trainings and workshops offered by the DC Government. Graduates have had the opportunity to be selected to serve as consultants on critical agency initiatives.

**86. If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

N/A

**87. If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

An Enhancement

## PROGRAM MARKETING

**88. Do you use the following techniques to market the program?**

- Brochures
- Meetings with decision makers
- Presentations
- Website
- Word of Mouth

**89. How effective are Brochures?**

Very Effective

**90. How effective is Website?**

Very Effective

**91. How effective is Social Media?**

Do Not Use

**92. How effective are Presentations?**

Very Effective

**93. How effective are Conference/Vendor Exhibits?**

Do Not Use

**94. How effective are Meetings with decision makers?**

Very Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Do Not Use

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

Yes

**98. If you would like to provide more information about how the program is marketed, please do so below.**

We conduct two WebEx information sessions for interested employees prior to the application submission deadline. Program directors from the George Washington University and DC Department of Human Resources conduct the information sessions.

**CPM TRAINING**

**99.** **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Agency Recommendation
- Applicant Essay
- College Degree
- Current Supervisory Position
- High School Diploma
- Some Supervisory Experience
- Supervisor Approval/Recommendation

**100.** **How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Essay
- Letter(s) of Recommendation
- Self-nomination

**101.** **Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102.** **If you would like to provide more information about how the program is offered, please do below.**

N/A

**103.** **How many training days did your program offer during the past calendar year? Enter whole number of days**

36

**104.** **If you would like to provide additional information about the number of sessions, please do so below**

N/A

## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

22

**106. How many of those who were accepted enrolled in the CPM program last year?**

22

**107. How many active participants (new and previously enrolled) attended sessions last year?**

45

**108. How many individuals completed the CPM program last year?**

23

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

828

## PARTICIPANTS BY ORGANIZATION

**110. State**

0

**111. County**

0

**112. City/Municipal**

22

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

0

**117. Other (please specify)**

0

**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

the week of September 19, 2022

**120. Does your state/jurisdiction have a local CPM society?**

Yes, but not active at this time.

**121. If yes, what is the size of the local CPM society membership?**

N/A

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

Educating candidates and graduates about the Consortium and Society through CPM Program Channels

**PROGRAM ASSESSMENT**

123. **Do you use the following program evaluation methods? (Please select all that apply)**

    · Assessments of knowledge or skills from CPM used in the workplace

    · Assessments of organizational impact of the participant's CPM training

    · Assessments of participant reaction to individual course or session instructors

    · Assessments of participant reaction to individual courses or sessions

    · Assessments of participant reaction to overall program

    · Pre-program skill assessments

124. **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

    Team Presentations

125. **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

    · Anecdotal information received from individuals at participants' organization

    · Anecdotal information received from participants

    · Evaluation of review projects

126. **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

    · Capstone Project or Course

    · Individual Presentations

    · Individual Written Projects

    · Team Presentations

    · Team Written Projects

    · Test/Exam

127. **Where do participants get their capstone project ideas?  (Please select all that apply)**

    Agency assigned

128. **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

    · Anecdotal information received from other individuals at participants' organization

    · Anecdotal information received from participants

    · Quantitative analysis of project impact on customer satisfaction

    · Quantitative analysis of project impact on organizational expenditures

    · Quantitative analysis of project return on investment

129. **How often is the course content and delivery format reviewed?**

    Annually

130. **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

    · Ability to substitute CPM for EDUCATIONAL experience

    · Promotional preferences

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

· Agency Personnel Records
· CPM Graduate Survey
· Official Wage Record Data

**Name: Ann Cotten**

|  |  |
|---|---|
| **Organization:** | Schaefer Center for Public Policy |
| **Phone:** | 410-837-6185 |
| **Address:** | 1420 N. Charles Street Baltimore, MD 21201 |
| **Email:** | acotten@ubalt.edu |
| **CPM Program Represented:** | Maryland |

## PROGRAM ADMINISTRATION

**1.    What is the name of the agency(ies) responsible for administrative support for the program?**

Schaefer Center for Public Policy, University of Baltimore

**2.    What type of organization provides the primary administrative support for the CPM program?**

University

**3.    Name of the Program Director**

Dr. Ann Cotten

**4.    Program Director's Title**

Director

**5.    Name of the Program Co-director (if any)**



**6.    Program Co-director's Title**



**7.    Year this program initially joined the CPM Consortium**

2005

**8.    Year of Initial Accreditation**

2013

**9.    Most recent continued accreditation year**

2019

**10.    Formal Authorization**

No

**11.    Source of Authorization**

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

76-99%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

1-49%

**16. Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22. Pricing Options - Select those options your program offers**

Open Enrollment - Fixed Price per person

**23. Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

$5,580 (online)
$6,500 (in-person)

**24. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

**25. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26. If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27. What percent of the enrollment fee is typically paid by the Organization**

76-99%

**28. What percent of the enrollment fee is typically paid by the Participant**

1-25%

**29. What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30. What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31.   **# of Program Staff assigned to the Administrative Staff- Full Time Staff**


32.   **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

     1-4

33.   **# of Program Staff assigned to Contract Staff- Full Time Staff**


34.   **# of Program Staff assigned to Contract Staff- Part Time Staff**

     1-4

35.   **# of Program Staff assigned to Contract Trainers - Full Time Staff**


36.   **# of Program Staff assigned to Contract Trainers - Part Time Staff**


37.   **# of Program Staff assigned to Volunteers - Full Time Staff**

     10-14

38.   **# of Program Staff assigned to Volunteers - Part Time Staff**

**ADMINISTRATIVE STRUCTURE**

**39.  Program Administration**

   University

**40.  Curriculum Design**

   University

**41.  Evaluating the Program**

   University

**42.  Promoting the Program**

   University

**43.  Selecting Participants**

   University

**44.  Selecting Scholarship Recipients**

   N/A

**45.  Recruiting Instructors**

   University

**46.  Securing Program Funding**

   University

**47.  If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.** **Were there any program policy changes introduced during the last year?**

No

**49.** **Were there any program design or curriculum changes introduced during the last year?**

No

**50.** **Were there any program delivery changes introduced during the last year?**

No

**51.** **Please summarize major policy changes during the last year.**

**52.** **Please summarize the program design or curriculum changes during the last year.**

**53.** **Please summarize program delivery changes during the last year.**

## PROGRAM GOALS OR PLANS

**54.** **Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- · Enhance and expand marketing
- · Other (describe): (Secure funding)

## CPM PROGRAM TEACHING DESCRIPTION

**55.** **Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56.** **Faculty Members as Contract Instructors**

1-25%

**57.** **Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

51-75%

**58.** **State Employees-Percentage of CPM courses taught**

None

**59.** **CPM Program Staff-Percentage of CPM courses taught**

1-25%

**60.** **Other (please explain)-Percentage of CPM courses taught**

1-25%

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

- Faculty Members
- Other (describe): (Representatives from other agencies)

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

No

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

No

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64. Required classroom hours**

163

**65. Directed study hours**

60

**66. Required project hours**

80

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Projects

**68. Are there any other program requirements?  If so, please describe**

No

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

10

**70. Does your program offer instruction in the following formats?**

- Completely Face to Face Instruction (Instruction is primarily face-to-face, can have on-line materials and support.)
- Completely on-line or e-learning instruction

**71. For hybrid courses, what percent of the coursework is offered on-line?**

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

Yes

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

Lean

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

Transfer Equivalent Credit

**76. If yes, how many Undergraduate credits?**

**77. If yes, how many Graduate credits?**

**78. If yes, how many Continuing Education credits?**

**79. If yes, how many Transfer Equivalent credits?**

6

## PROGRAM JURISDICTION

80. **Do you offer the program outside of your approved jurisdiction?**

    No

81. **If inside the United States, in which areas do you offer the program?**

82. **If outside the United States, in which countries do you offer the program?**

## CONTINUOUS LEARNING

83. **Are you currently assessing the Continuous Learning needs of your graduates?**

    No

84. **Do you currently offer a continuous learning program for your CPM graduates?**

    No

85. **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86. **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87. **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88.  Do you use the following techniques to market the program?**

- Brochures
- Conference/Vendor Exhibits
- Meetings with decision makers
- Other (describe): (Direct email)
- Social Media
- Website
- Word of Mouth

**89.  How effective are Brochures?**

Somewhat Effective

**90.  How effective is Website?**

Somewhat Effective

**91.  How effective is Social Media?**

Somewhat Effective

**92.  How effective are Presentations?**

Do Not Use

**93.  How effective are Conference/Vendor Exhibits?**

Somewhat Effective

**94.  How effective are Meetings with decision makers?**

Very Effective

**95.  How effective is Word of Mouth?**

Somewhat Effective

**96.  How effective is (Other)?**

Do Not Use

**97.  Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98.  If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99.  Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

·   Current Supervisory Position

·   Supervisor Approval/Recommendation

**100.  How do individuals apply to your CPM program? (Please select all that apply)**

·   Agency Nomination

·   Self-nomination

**101.  Is the CPM offered in the following formats? (Please select all that apply)**

Open Enrollment

**102.  If you would like to provide more information about how the program is offered, please do below.**

**103.  How many training days did your program offer during the past calendar year? Enter whole number of days**

35

**104.  If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105.  How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

11

**106.  How many of those who were accepted enrolled in the CPM program last year?**

10

**107.  How many active participants (new and previously enrolled) attended sessions last year?**

19

**108.  How many individuals completed the CPM program last year?**

9

**109.  How many individuals have completed all the requirements for the CPM designation since your program's inception?**

54

**PARTICIPANTS BY ORGANIZATION**

**110. State**

2

**111. County**

6

**112. City/Municipal**

2

**113. Federal**

**114. Tribal**

**115. Nonprofit**

**116. International**

**117. Other (please specify)**

**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

6/30/2022

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

## PROGRAM ASSESSMENT

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Written Projects

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

Capstone Project or Course

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

Anecdotal information received from participants

**129. How often is the course content and delivery format reviewed?**

Annually

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Don't know

## FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Renae Deighton**

|  |  |
|---|---|
| **Organization:** | Utah Valley University |
| **Phone:** | 801-863-7428 |
| **Address:** | 2912 Executive Pkwy, Lehi,, UT 84043 |
| **Email:** | rdeighton@uvu.edu |
| **CPM Program Represented:** | Utah CPM |

## PROGRAM ADMINISTRATION

**1.    What is the name of the agency(ies) responsible for administrative support for the program?**

Utah Valley University

**2.    What type of organization provides the primary administrative support for the CPM program?**

University

**3.    Name of the Program Director**

Shawn Neider

**4.    Program Director's Title**

Director, Executive Education

**5.    Name of the Program Co-director (if any)**

**6.    Program Co-director's Title**

**7.    Year this program initially joined the CPM Consortium**

2019

**8.    Year of Initial Accreditation**

2020

**9.    Most recent continued accreditation year**

2020

**10.    Formal Authorization**

Yes

**11.    Source of Authorization**

Associate Provost, Community Outreach and Economic Development, Utah Valley University

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

100%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

0%

**16. Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

**CPM PROGRAM ENROLLMENT PRICING OPTIONS**

22.  **Pricing Options - Select those options your program offers**

23.  **Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

 2625

24.  **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

25.  **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

26.  **If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

**CPM PROGRAM FEE STRUCTURE**

27.  **What percent of the enrollment fee is typically paid by the Organization**

 100%

28.  **What percent of the enrollment fee is typically paid by the Participant**

29.  **What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

30.  **What percent of the enrollment fee is typically paid by a Scholarship?**

 Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    1-4

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    5-9

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    1-4

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39.  Program Administration**

   University

**40.  Curriculum Design**

   University

**41.  Evaluating the Program**

   University

**42.  Promoting the Program**

   University

**43.  Selecting Participants**

   State/Government Agency

**44.  Selecting Scholarship Recipients**

   N/A

**45.  Recruiting Instructors**

   University

**46.  Securing Program Funding**

   University

**47.  If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48. Were there any program policy changes introduced during the last year?**

No

**49. Were there any program design or curriculum changes introduced during the last year?**

Yes

**50. Were there any program delivery changes introduced during the last year?**

Yes

**51. Please summarize major policy changes during the last year.**

**52. Please summarize the program design or curriculum changes during the last year.**

We replaced two instructors and the new instructors made some curriculum adjustments.

**53. Please summarize program delivery changes during the last year.**

We returned to the office and participants are able to join both in-person and virtually.

## PROGRAM GOALS OR PLANS

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty
- Review/modify program delivery systems
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55.　Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

**56.　Faculty Members as Contract Instructors**

> 76-99%

**57.　Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

> 1-25%

**58.　State Employees-Percentage of CPM courses taught**

> None

**59.　CPM Program Staff-Percentage of CPM courses taught**

> 1-25%

**60.　Other (please explain)-Percentage of CPM courses taught**

## INSTRUCTOR RECRUITMENT

**61.　How does the CPM program recruit instructors? (Select all that apply):**

- Faculty Members
- Word of Mouth

## INSTRUCTOR TRAINING

**62.　Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

> Yes

**63.　Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

> No

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64.　Required classroom hours**

> 19

**65.　Directed study hours**

> 10

**66.　Required project hours**

> 100

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Case Studies
- Examinations
- Projects
- Required Readings
- Simulations

**68. Are there any other program requirements?  If so, please describe**

Written papers, oral presentations

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

9 months (15 if you include gap time to wait for all semester offerings)

**70. Does your program offer instruction in the following formats?**

Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

**71. For hybrid courses, what percent of the coursework is offered on-line?**

1-25%

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

No

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

**76. If yes, how many Undergraduate credits?**

**77. If yes, how many Graduate credits?**

**78. If yes, how many Continuing Education credits?**

79.  **If yes, how many Transfer Equivalent credits?**

---

**PROGRAM JURISDICTION**

80.  **Do you offer the program outside of your approved jurisdiction?**

> No

81.  **If inside the United States, in which areas do you offer the program?**

> Utah

82.  **If outside the United States, in which countries do you offer the program?**

---

**CONTINUOUS LEARNING**

83.  **Are you currently assessing the Continuous Learning needs of your graduates?**

> No

84.  **Do you currently offer a continuous learning program for your CPM graduates?**

> No

85.  **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86.  **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87.  **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88.  Do you use the following techniques to market the program?**

- Brochures
- Meetings with decision makers
- Social Media
- Website
- Word of Mouth

**89.  How effective are Brochures?**

Somewhat Effective

**90.  How effective is Website?**

Somewhat Effective

**91.  How effective is Social Media?**

Not Effective

**92.  How effective are Presentations?**

Do Not Use

**93.  How effective are Conference/Vendor Exhibits?**

Do Not Use

**94.  How effective are Meetings with decision makers?**

Very Effective

**95.  How effective is Word of Mouth?**

Somewhat Effective

**96.  How effective is (Other)?**

**97.  Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98.  If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99.** **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

High School Diploma

**100.** **How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Self-nomination

**101.** **Is the CPM offered in the following formats? (Please select all that apply)**

Open Enrollment

**102.** **If you would like to provide more information about how the program is offered, please do below.**

**103.** **How many training days did your program offer during the past calendar year? Enter whole number of days**

40

**104.** **If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105.** **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

24

**106.** **How many of those who were accepted enrolled in the CPM program last year?**

24

**107.** **How many active participants (new and previously enrolled) attended sessions last year?**

68

**108.** **How many individuals completed the CPM program last year?**

33

**109.** **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

59

## PARTICIPANTS BY ORGANIZATION

**110. State**

90%

**111. County**

4%

**112. City/Municipal**

5%

**113. Federal**

0%

**114. Tribal**

0%

**115. Nonprofit**

1%

**116. International**

**117. Other (please specify)**

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

November 2022

**120. Does your state/jurisdiction have a local CPM society?**

Yes

**121. If yes, what is the size of the local CPM society membership?**

3 members

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

Willingness to position CPM Director as ex-officio member of state society board.

**Name: Renae Deighton**

## PROGRAM ASSESSMENT

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Evaluation of review projects
- Survey of participants

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Quiz
- Team Presentations
- Team Written Projects
- Test/Exam

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

- Agency assigned
- Other (describe): (Each participant presents an idea and the group votes on them.)
- Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

Anecdotal information received from participants

**129. How often is the course content and delivery format reviewed?**

Biannually

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Don't know

## FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Stephanie Duncan**

| | |
|---:|:---|
| **Organization:** | South Carolina Department of Administration |
| **Phone:** | 803.896.5026 |
| **Address:** | 1200 Senate Street, Suite 453 (Wade Hampton Building) Columbia, SC 29201 |
| **Email:** | stephanie.duncan@admin.sc.gov |
| **CPM Program Represented:** | State of South Carolina |

## PROGRAM ADMINISTRATION

**1. What is the name of the agency(ies) responsible for administrative support for the program?**

Department of Administration

**2. What type of organization provides the primary administrative support for the CPM program?**

State Agency

**3. Name of the Program Director**

Stephanie G. Duncan

**4. Program Director's Title**

Director of Learning and Organizational Development

**5. Name of the Program Co-director (if any)**

**6. Program Co-director's Title**

**7. Year this program initially joined the CPM Consortium**

1996

**8. Year of Initial Accreditation**

1996

**9. Most recent continued accreditation year**

2016

**10. Formal Authorization**

No

**11. Source of Authorization**

## CPM FUNDS DETAIL

**12.** **Percentage of funds - Program Fees**

100%

**13.** **Percentage of funds - Government Appropriations**

**14.** **Percentage of funds - Donations or Grants**

**15.** **Percentage of funds - Funding from Your Organization**

**16.** **Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17.** **Change in percentage of funds received - Program Fees**

No Change

**18.** **Change in percentage of funds received - Appropriations**

No Change

**19.** **Change in percentage of funds received - Donations or Grants**

No Change

**20.** **Change in percentage of funds received - Funding from Your Organization**

No Change

**21.** **Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.  Pricing Options - Select those options your program offers**

Cohort Enrollment - Fixed Price per person

**23.  Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

**24.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

$2,150

**25.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26.  If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27.  What percent of the enrollment fee is typically paid by the Organization**

100%

**28.  What percent of the enrollment fee is typically paid by the Participant**

**29.  What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30.  What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

**31.   # of Program Staff assigned to the Administrative Staff- Full Time Staff**

   1-4

**32.   # of Program Staff assigned to the Administrative Staff- Part Time Staff**

   0

**33.   # of Program Staff assigned to Contract Staff- Full Time Staff**

   0

**34.   # of Program Staff assigned to Contract Staff- Part Time Staff**

   0

**35.   # of Program Staff assigned to Contract Trainers - Full Time Staff**

   0

**36.   # of Program Staff assigned to Contract Trainers - Part Time Staff**

   0

**37.   # of Program Staff assigned to Volunteers - Full Time Staff**

   0

**38.   # of Program Staff assigned to Volunteers - Part Time Staff**

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

- Advisory Board
- State/Government Agency

**40. Curriculum Design**

- Advisory Board
- State/Government Agency

**41. Evaluating the Program**

State/Government Agency

**42. Promoting the Program**

- Advisory Board
- State/Government Agency

**43. Selecting Participants**

State/Government Agency

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

State/Government Agency

**46. Securing Program Funding**

State/Government Agency

**47. If you would like to provide other information about program structure, please do so here**

**2021 SIGNIFICANT PROGRAM CHANGES**

**48.  Were there any program policy changes introduced during the last year?**

Yes

**49.  Were there any program design or curriculum changes introduced during the last year?**

Yes

**50.  Were there any program delivery changes introduced during the last year?**

Yes

**51.  Please summarize major policy changes during the last year.**

A withdrawal policy was added. Participants are required to submit a written request to withdraw from the program. If participants do not resume the program with the next class, they will have to reapply to the program.

**52.  Please summarize the program design or curriculum changes during the last year.**

Some classes were delivered virtually. There were changes made to the class content in the conversion to virtual delivery. There were class content changes to Diversity and Performance Management.

**53.  Please summarize program delivery changes during the last year.**

Classes were taught virtually for half of the year. Classes that were delivered virtually were: Diversity, State Government Processes, Capstone Prep, Agency Accountability, Strategic Planning, Workforce Planning, Business Writing, Capstone Retreat, Performance Management, Performance Metrics, Leadership Seminar, Systems and Processes, Graduation and Developmental Presentations

**PROGRAM GOALS OR PLANS**

**54.  Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Add/increase use of technology
- Review/modify program delivery systems
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55.  Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**


**56.  Faculty Members as Contract Instructors**


**57.  Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

   26-50%

**58.  State Employees-Percentage of CPM courses taught**

   26-50%

**59.  CPM Program Staff-Percentage of CPM courses taught**

   26-50%

**60.  Other (please explain)-Percentage of CPM courses taught**


## INSTRUCTOR RECRUITMENT

**61.  How does the CPM program recruit instructors? (Select all that apply):**
   · Advisory Board Recommendations
   · Agency/Institution Employees
   · CPM Graduate Recommendations
   · Word of Mouth

## INSTRUCTOR TRAINING

**62.  Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

   Yes

**63.  Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

   Yes

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64.  Required classroom hours**

   280

**65.  Directed study hours**


**66.  Required project hours**

   50

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

   · Assessments
   · Case Studies
   · Examinations
   · Projects

68. **Are there any other program requirements?  If so, please describe**

   Participants are required to complete an individual development plan and take part in two group presentations.

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

   18

70. **Does your program offer instruction in the following formats?**

   Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

71. **For hybrid courses, what percent of the coursework is offered on-line?**

   26-50%

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

   No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

   Yes

75. **Are program participants able to earn the following by completing the CPM program:**

76. **If yes, how many Undergraduate credits?**

77. **If yes, how many Graduate credits?**

78. **If yes, how many Continuing Education credits?**

79. **If yes, how many Transfer Equivalent credits?**

**PROGRAM JURISDICTION**

80.   **Do you offer the program outside of your approved jurisdiction?**

      No

81.   **If inside the United States, in which areas do you offer the program?**

82.   **If outside the United States, in which countries do you offer the program?**

**CONTINUOUS LEARNING**

83.   **Are you currently assessing the Continuous Learning needs of your graduates?**

      Yes

84.   **Do you currently offer a continuous learning program for your CPM graduates?**

      Yes

85.   **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

      We work closely with our Society of Public Managers and conduct continuing learning sessions for graduates and participants.

86.   **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87.   **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

      An Enhancement

**PROGRAM MARKETING**

88. **Do you use the following techniques to market the program?**

   · Meetings with decision makers
   · Website
   · Word of Mouth

89. **How effective are Brochures?**

   Do Not Use

90. **How effective is Website?**

   Very Effective

91. **How effective is Social Media?**

92. **How effective are Presentations?**

   Do Not Use

93. **How effective are Conference/Vendor Exhibits?**

   Do Not Use

94. **How effective are Meetings with decision makers?**

   Very Effective

95. **How effective is Word of Mouth?**

   Very Effective

96. **How effective is (Other)?**

97. **Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

   Yes

98. **If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99. Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Agency Recommendation
- Applicant Essay
- College Degree
- Current Supervisory Position
- High School Diploma
- Some Supervisory Experience
- Supervisor Approval/Recommendation

**100. How do individuals apply to your CPM program? (Please select all that apply)**

Agency Nomination

**101. Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102. If you would like to provide more information about how the program is offered, please do below.**

**103. How many training days did your program offer during the past calendar year? Enter whole number of days**

**104. If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

58 individuals were accepted in 2021.

**106. How many of those who were accepted enrolled in the CPM program last year?**

55 of those enrolled into the CPM program last year.

**107. How many active participants (new and previously enrolled) attended sessions last year?**

We had 149 active CPM participants in the 2021 calendar year (57 from the graduating class of 2021; 34 from the class of 2022, and 55 from the class of 2023).

**108. How many individuals completed the CPM program last year?**

57 individuals completed the CPM program in 2021.

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

1075

**PARTICIPANTS BY ORGANIZATION**

**110. State**

94%

**111. County**

1%

**112. City/Municipal**

4%

**113. Federal**

**114. Tribal**

N/A

**115. Nonprofit**

1%

**116. International**

**117. Other (please specify)**

---

**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

May 18, 2022

**120. Does your state/jurisdiction have a local CPM society?**

Yes

**121. If yes, what is the size of the local CPM society membership?**

102 members

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

Other (describe): (and willingness to position CPM Director as ex-officio member of state society board; Supporting and/or facilitating the Askew Awards process for state societies and help keep AACPM informed about Askew Award winner)

**PROGRAM ASSESSMENT**

123. **Do you use the following program evaluation methods? (Please select all that apply)**

   - Assessments of knowledge or skills from CPM used in the workplace
   - Assessments of organizational impact of the participant's CPM training
   - Assessments of participant reaction to individual course or session instructors
   - Assessments of participant reaction to individual courses or sessions
   - Assessments of participant reaction to overall program

124. **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

   - Capstone Project or Course
   - Individual Presentations
   - Individual Written Projects
   - Team Presentations
   - Test/Exam

125. **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

   - Survey of participants
   - Survey of participants' supervisors

126. **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

   - Capstone Project or Course
   - Individual Presentations
   - Individual Written Projects
   - Team Presentations
   - Test/Exam

127. **Where do participants get their capstone project ideas?  (Please select all that apply)**

   Self selected

128. **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

   - Anecdotal information received from other individuals at participants' organization
   - Anecdotal information received from participants
   - Quantitative analysis of project impact on organizational expenditures
   - Quantitative analysis of project return on investment

129. **How often is the course content and delivery format reviewed?**

   Annually

130. **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

   - Pay incentive
   - Promotional preferences

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Jeanine Eden**

| | |
|---:|:---|
| **Organization:** | NM EDGE New Mexico |
| **Phone:** | 575-202-8728 |
| **Address:** | 11024 Montgomery Blvd, NE PMB#300 Albuquerque, NM 87111 |
| **Email:** | rjeanine@nmsu.edu |
| **CPM Program Represented:** | NMSU CES NM EDGE |

## PROGRAM ADMINISTRATION

**1.   What is the name of the agency(ies) responsible for administrative support for the program?**

New Mexico State University Cooperative Extension Service

**2.   What type of organization provides the primary administrative support for the CPM program?**

University

**3.   Name of the Program Director**

Jeanine C. Eden

**4.   Program Director's Title**

Interim Program Director

**5.   Name of the Program Co-director (if any)**


**6.   Program Co-director's Title**


**7.   Year this program initially joined the CPM Consortium**

2008

**8.   Year of Initial Accreditation**

2011

**9.   Most recent continued accreditation year**

2017

**10.   Formal Authorization**

Yes

**11.   Source of Authorization**

MOU

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

76-99%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

1-49%

**16. Percentage of funds - Other (List percentage and source here)**

0

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

Decreased

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22. Pricing Options - Select those options your program offers**

Open Enrollment - Fixed Price per person

**23. Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

The New Mexico CPM program does not have a "fixed price" because the classes are taken and purchased a la carte. Most graduates spend $3500, though there are additional classes that could be taken after graduation.

**24. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

**25. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26. If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27. What percent of the enrollment fee is typically paid by the Organization**

100%

**28. What percent of the enrollment fee is typically paid by the Participant**

**29. What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30. What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    1-4

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    0

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39.  Program Administration**

>   University

**40.  Curriculum Design**

>   University

**41.  Evaluating the Program**

>   University

**42.  Promoting the Program**

-   Advisory Board
-   State/Government Agency
-   University

**43.  Selecting Participants**

>   N/A

**44.  Selecting Scholarship Recipients**

>   N/A

**45.  Recruiting Instructors**

-   State/Government Agency
-   University

**46.  Securing Program Funding**

>   University

**47.  If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.   Were there any program policy changes introduced during the last year?**

   Yes

**49.   Were there any program design or curriculum changes introduced during the last year?**

   Yes

**50.   Were there any program delivery changes introduced during the last year?**

   Yes

**51.   Please summarize major policy changes during the last year.**

   Continued - due to the global pandemic, Public Health Emergency, staff was allowed to telework from January to present.

**52.   Please summarize the program design or curriculum changes during the last year.**

   n/a

**53.   Please summarize program delivery changes during the last year.**

   Add/increase use of technology
   Enhance and expand marketing
   Increase/expand program participation
   Other: offer a combination of face-to-face/live and online class delivery
   Recruit/train new instructors/faculty
   Review/modify program delivery systems\
   Delivered newly developed curriculums

## PROGRAM GOALS OR PLANS

**54.   Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

   ·   Enhance and expand marketing

   ·   Recruit/train new instructors/faculty

   ·   Review/revision of program curriculum

**CPM PROGRAM TEACHING DESCRIPTION**

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56. Faculty Members as Contract Instructors**

1-25%

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

76-99%

**58. State Employees-Percentage of CPM courses taught**

1-25%

**59. CPM Program Staff-Percentage of CPM courses taught**

1-25%

**60. Other (please explain)-Percentage of CPM courses taught**

None

**INSTRUCTOR RECRUITMENT**

**61. How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- Agency/Institution Employees
- CPM Graduate Recommendations
- Faculty Members
- Word of Mouth

**INSTRUCTOR TRAINING**

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

No

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64.  Required classroom hours**

231

**65.  Directed study hours**

0

**66.  Required project hours**

Min 100

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Examinations
- Projects

**68. Are there any other program requirements?  If so, please describe**

Two project presentations, one to an applicable body and the other to the CPM advisors and fellow CPM candidates.

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

24

**70. Does your program offer instruction in the following formats?**

Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

**71. For hybrid courses, what percent of the coursework is offered on-line?**

100%

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

Yes

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

Advocacy, Risk Management, and Cultural Engagement are included in the core curriculum

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

**76. If yes, how many Undergraduate credits?**

n/a

**77. If yes, how many Graduate credits?**

n/a

**78. If yes, how many Continuing Education credits?**

n/a

**79. If yes, how many Transfer Equivalent credits?**

n/a

**PROGRAM JURISDICTION**

80.  **Do you offer the program outside of your approved jurisdiction?**

     No

81.  **If inside the United States, in which areas do you offer the program?**

82.  **If outside the United States, in which countries do you offer the program?**

**CONTINUOUS LEARNING**

83.  **Are you currently assessing the Continuous Learning needs of your graduates?**

84.  **Do you currently offer a continuous learning program for your CPM graduates?**

     No

85.  **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

     We offer additional courses that the CPM graduate may take if they wish to do so.

86.  **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87.  **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

## PROGRAM MARKETING

**88. Do you use the following techniques to market the program?**

- Brochures
- Conference/Vendor Exhibits
- Meetings with decision makers
- Other (describe): (Print media and press releases)
- Presentations
- Social Media
- Website
- Word of Mouth

**89. How effective are Brochures?**

Somewhat Effective

**90. How effective is Website?**

Somewhat Effective

**91. How effective is Social Media?**

Somewhat Effective

**92. How effective are Presentations?**

Very Effective

**93. How effective are Conference/Vendor Exhibits?**

Very Effective

**94. How effective are Meetings with decision makers?**

Very Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Somewhat Effective

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98. If you would like to provide more information about how the program is marketed, please do so below.**

Graduation ceremonies offer an opportunity to celebrate and highlight the graduate, their employer, and the program

## CPM TRAINING

**99. Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

**100. How do individuals apply to your CPM program? (Please select all that apply)**

Self-nomination

**101. Is the CPM offered in the following formats? (Please select all that apply)**

Open Enrollment

**102. If you would like to provide more information about how the program is offered, please do below.**

**103. How many training days did your program offer during the past calendar year? Enter whole number of days**

112

**104. If you would like to provide additional information about the number of sessions, please do so below**

We provide a week-long training on a quarterly basis and in each training day we provide 2 sessions (am, pm) with 4-7 classes in each session. During the PHE, we offered training on Tuesdays and Thursdays in lieu of our usual week-long trainings. We continue the T/TH and will be in person in June 2022.

## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

**106. How many of those who were accepted enrolled in the CPM program last year?**

**107. How many active participants (new and previously enrolled) attended sessions last year?**

200-300 in any given year. Our program has 3 tiers with the first tier being the most popular. Core CPM classes also count towards other designations offered by NM EDGE

**108. How many individuals completed the CPM program last year?**

3

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

29

## PARTICIPANTS BY ORGANIZATION

**110. State**

15

**111. County**

51

**112. City/Municipal**

36

**113. Federal**

**114. Tribal**

1

**115. Nonprofit**

**116. International**

**117. Other (please specify)**

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

June 13 and 14, 2022

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

n/a

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

**PROGRAM ASSESSMENT**

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Team Presentations
- Team Written Projects
- Test/Exam

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

Anecdotal information received from participants

**129. How often is the course content and delivery format reviewed?**

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Larissa Fitzhugh**

**Organization:** MWCOG

**Phone:** 202-962-3258

**Address:** 777 North Capitol Street Suite 300 Washington, DC 20002

**Email:** lfitzhugh@mwcog.org

**CPM Program Represented:** Institute for Regional Excellence

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**PROGRAM ADMINISTRATION**

**1.** **What is the name of the agency(ies) responsible for administrative support for the program?**

The Metropolitan Washington Council of Governments (COG) in partnership with the,
The George Washington University Center for Excellence in Public Leadership.

**2.** **What type of organization provides the primary administrative support for the CPM program?**

Other Type of Agency

**3.** **Name of the Program Director**

Program Director: Imelda Roberts
Director
Office of Human Resources Management
The Metropolitan Washington Council of Governments
Academic Coordinator: Dr. Natalie K. Houghtby-Haddon
Associate Director
The George Washington University
Center for Excellence in Public Leadership

**4.** **Program Director's Title**

Director of Human Resources, MWCOG
Associate Director, GWU

**5.** **Name of the Program Co-director (if any)**

**6.** **Program Co-director's Title**

**7.** **Year this program initially joined the CPM Consortium**

2001

**8.** **Year of Initial Accreditation**

2003

**9.** **Most recent continued accreditation year**

2020

**10.** **Formal Authorization**

Yes

**11.** **Source of Authorization**

COG Resolution No. R32-00, Resolution to Adopt The Council of Governments
Regional Executive Development Program, July 12, 2000.

**CPM FUNDS DETAIL**

**12. Percentage of funds - Program Fees**

    0%

**13. Percentage of funds - Government Appropriations**

    0%

**14. Percentage of funds - Donations or Grants**

    0%

**15. Percentage of funds - Funding from Your Organization**

    1-49%

**16. Percentage of funds - Other (List percentage and source here)**

**CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED**

**17. Change in percentage of funds received - Program Fees**

    No Change

**18. Change in percentage of funds received - Appropriations**

    No Change

**19. Change in percentage of funds received - Donations or Grants**

    No Change

**20. Change in percentage of funds received - Funding from Your Organization**

    No Change

**21. Change in percentage of funds received - Other**

    No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22. Pricing Options - Select those options your program offers**

    Open Enrollment - Fixed Price per person

**23. Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

**24. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

    $4500.

**25. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26. If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27. What percent of the enrollment fee is typically paid by the Organization**

    100%

**28. What percent of the enrollment fee is typically paid by the Participant**

**29. What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

    Not Used

**30. What percent of the enrollment fee is typically paid by a Scholarship?**

    Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

   1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

   1-4

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

   0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

   0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

   0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

   1-4

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

   1-4

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

   0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

Advisory Board

**40. Curriculum Design**

- State/Government Agency
- University

**41. Evaluating the Program**

- Advisory Board
- State/Government Agency

**42. Promoting the Program**

- Advisory Board
- State/Government Agency
- University

**43. Selecting Participants**

- Advisory Board
- State/Government Agency
- University

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

University

**46. Securing Program Funding**

State/Government Agency

**47. If you would like to provide other information about program structure, please do so here**

**2021 SIGNIFICANT PROGRAM CHANGES**

**48.  Were there any program policy changes introduced during the last year?**

No

**49.  Were there any program design or curriculum changes introduced during the last year?**

No

**50.  Were there any program delivery changes introduced during the last year?**

No

**51.  Please summarize major policy changes during the last year.**

**52.  Please summarize the program design or curriculum changes during the last year.**

**53.  Please summarize program delivery changes during the last year.**

**PROGRAM GOALS OR PLANS**

**54.  Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

Add/increase use of technology

**CPM PROGRAM TEACHING DESCRIPTION**

**55.  Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56.  Faculty Members as Contract Instructors**

1-25%

**57.  Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

76-99%

**58.  State Employees-Percentage of CPM courses taught**

1-25%

**59.  CPM Program Staff-Percentage of CPM courses taught**

None

**60.  Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61.  How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- Agency/Institution Employees
- CPM Graduate Pool
- CPM Graduate Recommendations
- Faculty Members
- Word of Mouth

## INSTRUCTOR TRAINING

**62.  Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

No

**63.  Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

No

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64.  Required classroom hours**

240

**65.  Directed study hours**

**66.  Required project hours**

60

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

   - Assessments
   - Case Studies
   - Projects
   - Required Readings
   - Simulations

68. **Are there any other program requirements?  If so, please describe**

   12

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

   12

70. **Does your program offer instruction in the following formats?**

   Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

71. **For hybrid courses, what percent of the coursework is offered on-line?**

   76-99%

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

   No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

   Yes

75. **Are program participants able to earn the following by completing the CPM program:**

   Continuing Education Credit

76. **If yes, how many Undergraduate credits?**

77. **If yes, how many Graduate credits?**

78. **If yes, how many Continuing Education credits?**

   30

79. **If yes, how many Transfer Equivalent credits?**

**PROGRAM JURISDICTION**

**80. Do you offer the program outside of your approved jurisdiction?**

Yes

**81. If inside the United States, in which areas do you offer the program?**

other sister organizations to our Agency. For example FEMA, DC WATER etc.

**82. If outside the United States, in which countries do you offer the program?**

**CONTINUOUS LEARNING**

**83. Are you currently assessing the Continuous Learning needs of your graduates?**

Yes

**84. Do you currently offer a continuous learning program for your CPM graduates?**

No

**85. If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

We have offered a continuous learning options for our graduates per a survey of our graduates in 2018. Budget was the main reason for lack of participation. We are currently assessing needs for 2021 with our member jurisdictions.

**86. If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants? Add "CPM with Distinction" or like programs.**

**87. If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

An Enhancement

## PROGRAM MARKETING

**88. Do you use the following techniques to market the program?**

- Brochures
- Conference/Vendor Exhibits
- Meetings with decision makers
- Presentations
- Social Media
- Website
- Word of Mouth

**89. How effective are Brochures?**

Very Effective

**90. How effective is Website?**

Somewhat Effective

**91. How effective is Social Media?**

Somewhat Effective

**92. How effective are Presentations?**

Very Effective

**93. How effective are Conference/Vendor Exhibits?**

Somewhat Effective

**94. How effective are Meetings with decision makers?**

Very Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Do Not Use

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

Yes

**98. If you would like to provide more information about how the program is marketed, please do so below.**

**CPM TRAINING**

99.  **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

   ·   Agency Recommendation
   ·   Applicant Essay
   ·   College Degree
   ·   High School Diploma
   ·   Some Supervisory Experience

100.  **How do individuals apply to your CPM program? (Please select all that apply)**

   ·   Agency Nomination
   ·   Essay
   ·   Letter(s) of Recommendation
   ·   Self-nomination

101.  **Is the CPM offered in the following formats? (Please select all that apply)**

   Cohort Based

102.  **If you would like to provide more information about how the program is offered, please do below.**

103.  **How many training days did your program offer during the past calendar year? Enter whole number of days**

104.  **If you would like to provide additional information about the number of sessions, please do so below**

**CPM PROGRAM STATISTICS**

105.  **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

   0

106.  **How many of those who were accepted enrolled in the CPM program last year?**

   0

107.  **How many active participants (new and previously enrolled) attended sessions last year?**

108.  **How many individuals completed the CPM program last year?**

109.  **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

**PARTICIPANTS BY ORGANIZATION**

**110. State**

0

**111. County**

0

**112. City/Municipal**

0

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

0

**117. Other (please specify)**

0

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**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

10/03/2022

**120. Does your state/jurisdiction have a local CPM society?**

yes

**121. If yes, what is the size of the local CPM society membership?**



**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

Facilitating connecting CPM graduates with AACPM in order to form a new society

## PROGRAM ASSESSMENT

**123.** **Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of organizational impact of the participant's CPM training
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program

**124.** **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Research Reports
- Team Presentations
- Team Written Projects

**125.** **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from individuals at participants' organization
- Anecdotal information received from participants
- Evaluation of review projects
- Survey of participants
- Survey of participants' direct reports
- Survey of participants' peers
- Survey of participants' supervisors

**126.** **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**


**127.** **Where do participants get their capstone project ideas?  (Please select all that apply)**

Instructor assigned


**128.** **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**


**129.** **How often is the course content and delivery format reviewed?**

Annually


**130.** **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

- Pay incentive
- Promotional preferences

**Name: Larissa Fitzhugh**

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Daniel Foth**

**Organization:** UW Madison Extension - Local Government Education
**Phone:** 608-265-2852
**Address:** 702 Langdon Street Madison, WI 53706
**Email:** Daniel.foth@wisc.edu

**CPM Program Represented:** Wisconsin

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## PROGRAM ADMINISTRATION

**1.  What is the name of the agency(ies) responsible for administrative support for the program?**

UW Madison, Division of Extension, Local Government Education

**2.  What type of organization provides the primary administrative support for the CPM program?**

University

**3.  Name of the Program Director**

Daniel Foth

**4.  Program Director's Title**

Director - CPM Program

**5.  Name of the Program Co-director (if any)**

**6.  Program Co-director's Title**

**7.  Year this program initially joined the CPM Consortium**

1990

**8.  Year of Initial Accreditation**

1993

**9.  Most recent continued accreditation year**

2017

**10.  Formal Authorization**

Yes

**11.  Source of Authorization**

Governor's Letter

## CPM FUNDS DETAIL

**12.　Percentage of funds - Program Fees**

　　76-99%

**13.　Percentage of funds - Government Appropriations**

　　0%

**14.　Percentage of funds - Donations or Grants**

　　0%

**15.　Percentage of funds - Funding from Your Organization**

　　1-49%

**16.　Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17.　Change in percentage of funds received - Program Fees**

　　Increased

**18.　Change in percentage of funds received - Appropriations**

　　Decreased

**19.　Change in percentage of funds received - Donations or Grants**

　　No Change

**20.　Change in percentage of funds received - Funding from Your Organization**

　　No Change

**21.　Change in percentage of funds received - Other**

　　No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

22. **Pricing Options - Select those options your program offers**

    · Cohort Enrollment - Fixed Price per group

    · Cohort Enrollment - Fixed Price per person

    · Open Enrollment - Fixed Price per person

23. **Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

    5,500

24. **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

    $4,400

25. **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

    $4,400

26. **If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

    N/A

## CPM PROGRAM FEE STRUCTURE

27. **What percent of the enrollment fee is typically paid by the Organization**

    76-99%

28. **What percent of the enrollment fee is typically paid by the Participant**

    1-25%

29. **What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

    Not Used

30. **What percent of the enrollment fee is typically paid by a Scholarship?**

    Not Used

**PROGRAM STAFF**

**31.　# of Program Staff assigned to the Administrative Staff- Full Time Staff**

　　　1-4

**32.　# of Program Staff assigned to the Administrative Staff- Part Time Staff**

　　　1-4

**33.　# of Program Staff assigned to Contract Staff- Full Time Staff**

　　　0

**34.　# of Program Staff assigned to Contract Staff- Part Time Staff**

　　　0

**35.　# of Program Staff assigned to Contract Trainers - Full Time Staff**

　　　0

**36.　# of Program Staff assigned to Contract Trainers - Part Time Staff**

　　　25+

**37.　# of Program Staff assigned to Volunteers - Full Time Staff**

　　　0

**38.　# of Program Staff assigned to Volunteers - Part Time Staff**

　　　0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

- Advisory Board
- University

**40. Curriculum Design**

- Advisory Board
- State/Government Agency
- University

**41. Evaluating the Program**

- Advisory Board
- University

**42. Promoting the Program**

- Advisory Board
- State/Government Agency
- University

**43. Selecting Participants**

University

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

- Advisory Board
- University

**46. Securing Program Funding**

University

**47. If you would like to provide other information about program structure, please do so here**

**2021 SIGNIFICANT PROGRAM CHANGES**

48.  **Were there any program policy changes introduced during the last year?**

No

49.  **Were there any program design or curriculum changes introduced during the last year?**

Yes

50.  **Were there any program delivery changes introduced during the last year?**

Yes

51.  **Please summarize major policy changes during the last year.**

52.  **Please summarize the program design or curriculum changes during the last year.**

Added a Racial Equity Class

53.  **Please summarize program delivery changes during the last year.**

Hybrid Virtual / In-person training

**PROGRAM GOALS OR PLANS**

54.  **Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Enhance and expand marketing
- Increase/expand program participation
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55.　Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56.　Faculty Members as Contract Instructors**

1-25%

**57.　Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

51-75%

**58.　State Employees-Percentage of CPM courses taught**

1-25%

**59.　CPM Program Staff-Percentage of CPM courses taught**

1-25%

**60.　Other (please explain)-Percentage of CPM courses taught**

## INSTRUCTOR RECRUITMENT

**61.　How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- Agency/Institution Employees
- CPM Graduate Pool
- CPM Graduate Recommendations
- Faculty Members
- Word of Mouth

## INSTRUCTOR TRAINING

**62.　Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63.　Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64.   Required classroom hours**

246

**65.   Directed study hours**

12

**66.   Required project hours**

42

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Case Studies
- Projects
- Required Readings
- Simulations

**68. Are there any other program requirements?  If so, please describe**

N/A

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

18

**70. Does your program offer instruction in the following formats?**

Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

**71. For hybrid courses, what percent of the coursework is offered on-line?**

26-50%

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

N/A

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

Undergraduate Credit

**76. If yes, how many Undergraduate credits?**

6

**77. If yes, how many Graduate credits?**

0

**78. If yes, how many Continuing Education credits?**

N/A

**79.　If yes, how many Transfer Equivalent credits?**

　　　N/A

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**PROGRAM JURISDICTION**

**80.　Do you offer the program outside of your approved jurisdiction?**

　　　No

**81.　If inside the United States, in which areas do you offer the program?**

　　　Wisconsin

**82.　If outside the United States, in which countries do you offer the program?**

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**CONTINUOUS LEARNING**

**83.　Are you currently assessing the Continuous Learning needs of your graduates?**

　　　Yes

**84.　Do you currently offer a continuous learning program for your CPM graduates?**

　　　No

**85.　If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

　　　N/A

**86.　If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

　　　N/A

**87.　If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

## PROGRAM MARKETING

**88.  Do you use the following techniques to market the program?**

- Brochures
- Meetings with decision makers
- Presentations
- Social Media
- Website
- Word of Mouth

**89.  How effective are Brochures?**

Somewhat Effective

**90.  How effective is Website?**

Somewhat Effective

**91.  How effective is Social Media?**

Somewhat Effective

**92.  How effective are Presentations?**

Somewhat Effective

**93.  How effective are Conference/Vendor Exhibits?**

Do Not Use

**94.  How effective are Meetings with decision makers?**

Somewhat Effective

**95.  How effective is Word of Mouth?**

Somewhat Effective

**96.  How effective is (Other)?**

**97.  Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

Yes

**98.  If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99. Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Applicant Essay
- Supervisor Approval/Recommendation

**100. How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Self-nomination

**101. Is the CPM offered in the following formats? (Please select all that apply)**

- By Contract for an Organization
- Cohort Based
- Open Enrollment

**102. If you would like to provide more information about how the program is offered, please do below.**

**103. How many training days did your program offer during the past calendar year? Enter whole number of days**

71

**104. If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

20 for 2021 - CPM
32 for 2021 - WLECC-CPM

**106. How many of those who were accepted enrolled in the CPM program last year?**

52

**107. How many active participants (new and previously enrolled) attended sessions last year?**

84

**108. How many individuals completed the CPM program last year?**

4 - 2021

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

901

## PARTICIPANTS BY ORGANIZATION

**110. State**

32

**111. County**

20

**112. City/Municipal**

31

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

1

**116. International**

0

**117. Other (please specify)**

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

June 2022 for our Wisconsin Law Enforcement Command College

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

Educating candidates and graduates about the Consortium and Society through CPM Program Channels

## PROGRAM ASSESSMENT

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of organizational impact of the participant's CPM training
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Team Presentations
- Team Written Projects

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from individuals at participants' organization
- Anecdotal information received from participants
- Evaluation of review projects
- Survey of participants

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Team Presentations
- Team Written Projects

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

Anecdotal information received from participants

**129. How often is the course content and delivery format reviewed?**

As needed, no formal review cycle

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Promotional preferences

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Ellen Freeman Wakefield**

|  |  |
|---|---|
| **Organization:** | University of Nebraska Omaha |
| **Phone:** | 402-554-2625 |
| **Address:** | 6001 Dodge St - CB111 Omaha, NE 68182 |
| **Email:** | efreemanwakefield@unomaha.edu |

**CPM Program Represented:** Nebraska

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## PROGRAM ADMINISTRATION

**1.** **What is the name of the agency(ies) responsible for administrative support for the program?**

University of Nebraska Omaha - School of Public Administration

**2.** **What type of organization provides the primary administrative support for the CPM program?**

University

**3.** **Name of the Program Director**

Ellen Freeman Wakefield

**4.** **Program Director's Title**

Director of Professional Programs

**5.** **Name of the Program Co-director (if any)**

NA

**6.** **Program Co-director's Title**

NA

**7.** **Year this program initially joined the CPM Consortium**

2007

**8.** **Year of Initial Accreditation**

2008

**9.** **Most recent continued accreditation year**

2018

**10.** **Formal Authorization**

Yes

**11.** **Source of Authorization**

Established in 2007, with dedicated support from the University of Nebraska President J.B. Miliken. This support remains strong and consistent with the current President Ted Carter. In addition to institutional support, the program is supported by the University of Nebraska Omaha campus leadership and the Dean for the College of Public Affairs and Community Service and Director for the School of Public Administration.

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

    50-75%

**13. Percentage of funds - Government Appropriations**

    0%

**14. Percentage of funds - Donations or Grants**

    0%

**15. Percentage of funds - Funding from Your Organization**

    1-49%

**16. Percentage of funds - Other (List percentage and source here)**

    0%

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

    No Change

**18. Change in percentage of funds received - Appropriations**

    No Change

**19. Change in percentage of funds received - Donations or Grants**

    No Change

**20. Change in percentage of funds received - Funding from Your Organization**

    Decreased

**21. Change in percentage of funds received - Other**

    No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22. Pricing Options - Select those options your program offers**

Cohort Enrollment - Fixed Price per person

**23. Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

NA

**24. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

$2,500

**25. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

NA

**26. If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

We continue to maintain a contract with the second largest county in the Greater Metropolitan Area. With a guaranteed number of participants, we provide a 10% discount to their participants.

## CPM PROGRAM FEE STRUCTURE

**27. What percent of the enrollment fee is typically paid by the Organization**

26-50%

**28. What percent of the enrollment fee is typically paid by the Participant**

51-75%

**29. What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30. What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    0

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    1-4

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    0

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

University

**40. Curriculum Design**

- Advisory Board
- University

**41. Evaluating the Program**

- Advisory Board
- University

**42. Promoting the Program**

- Advisory Board
- State/Government Agency
- University

**43. Selecting Participants**

- State/Government Agency
- University

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

- Advisory Board
- University

**46. Securing Program Funding**

University

**47. If you would like to provide other information about program structure, please do so here**

The College of Public Affairs and Community Service along with the School of Public Administration provide support to the program with structural space and technology. No longer does the school pay for personnel costs.

**2021 SIGNIFICANT PROGRAM CHANGES**

**48. Were there any program policy changes introduced during the last year?**

No

**49. Were there any program design or curriculum changes introduced during the last year?**

No

**50. Were there any program delivery changes introduced during the last year?**

Yes

**51. Please summarize major policy changes during the last year.**

NA

**52. Please summarize the program design or curriculum changes during the last year.**

NA

**53. Please summarize program delivery changes during the last year.**

As the protocols regarding COVID began loosening, on the university campus the CPM program was able to go back to providing a hybrid program. However, not everyone was comfortable with this, which required us to be flexible and allow people to participate via Zoom if need be. Also, being on campus brought its own set of problems as everyone had to be six feet apart and masked. This made it difficult for intimate conversations and reading of facial ques. None the less people enjoyed being back together again in person.

**PROGRAM GOALS OR PLANS**

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty
- Review/modify program delivery systems
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55.  Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

   None

**56.  Faculty Members as Contract Instructors**

   1-25%

**57.  Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

   51-75%

**58.  State Employees-Percentage of CPM courses taught**

   1-25%

**59.  CPM Program Staff-Percentage of CPM courses taught**

   None

**60.  Other (please explain)-Percentage of CPM courses taught**

   None

## INSTRUCTOR RECRUITMENT

**61.  How does the CPM program recruit instructors? (Select all that apply):**

   ·   Advisory Board Recommendations
   ·   Agency/Institution Employees
   ·   CPM Graduate Pool
   ·   Faculty Members
   ·   Other (describe): (Professional Networking)
   ·   Word of Mouth

## INSTRUCTOR TRAINING

**62.  Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

   Yes

**63.  Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

   Yes

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64.  Required classroom hours**

155

**65.  Directed study hours**

103

**66.  Required project hours**

65

## PROGRAM DESIGN AND COMPLETION REQUIREMENTS

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Case Studies
- Projects
- Required Readings

**68. Are there any other program requirements?  If so, please describe**

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

12 month calendar year

**70. Does your program offer instruction in the following formats?**

Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

**71. For hybrid courses, what percent of the coursework is offered on-line?**

26-50%

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

No

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

NA

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

Undergraduate Credit

**76. If yes, how many Undergraduate credits?**

The participants can receive 15 hours of credit towards a Bachelors of Multi-Disciplinary Studies

**77. If yes, how many Graduate credits?**

Participants also have the opportunity to receive six hours of graduate credit from the School of Public Administration.

**78. If yes, how many Continuing Education credits?**

The State Law Enforcement Training Center accepts the CPM program as 12 hours of Continuing Education units.

**79. If yes, how many Transfer Equivalent credits?**

NA

**PROGRAM JURISDICTION**

80.  **Do you offer the program outside of your approved jurisdiction?**

 No

81.  **If inside the United States, in which areas do you offer the program?**

 NA

82.  **If outside the United States, in which countries do you offer the program?**

 NA

**CONTINUOUS LEARNING**

83.  **Are you currently assessing the Continuous Learning needs of your graduates?**

 Yes

84.  **Do you currently offer a continuous learning program for your CPM graduates?**

 No

85.  **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

 We offer a wide range of continuing education opportunities through the School of Public Administration which are open to CPM alumni, but not specific to the CPM competencies.

86.  **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

 NA

87.  **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

 An Enhancement

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Brochures
- Conference/Vendor Exhibits
- Meetings with decision makers
- Presentations
- Social Media
- Website
- Word of Mouth

**89. How effective are Brochures?**

Somewhat Effective

**90. How effective is Website?**

Very Effective

**91. How effective is Social Media?**

Somewhat Effective

**92. How effective are Presentations?**

Very Effective

**93. How effective are Conference/Vendor Exhibits?**

Somewhat Effective

**94. How effective are Meetings with decision makers?**

Very Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Do Not Use

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

Yes

**98. If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

99. **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

   · Agency Recommendation

   · Applicant Essay

   · High School Diploma

   · Supervisor Approval/Recommendation

100. **How do individuals apply to your CPM program? (Please select all that apply)**

   · Agency Nomination

   · Essay

   · Letter(s) of Recommendation

   · Self-nomination

101. **Is the CPM offered in the following formats? (Please select all that apply)**

   Cohort Based

102. **If you would like to provide more information about how the program is offered, please do below.**

   The cohort capacity is 15 participants. We keep the number low as it allows for courageous conversation and allows people to be open.

103. **How many training days did your program offer during the past calendar year? Enter whole number of days**

   21

104. **If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

105. **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

   9

106. **How many of those who were accepted enrolled in the CPM program last year?**

   9

107. **How many active participants (new and previously enrolled) attended sessions last year?**

   9

108. **How many individuals completed the CPM program last year?**

   8

109. **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

   109

## PARTICIPANTS BY ORGANIZATION

**110. State**

1

**111. County**

4

**112. City/Municipal**

1

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

3

**116. International**

0

**117. Other (please specify)**

0

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

December 8, 2022

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

NA

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

**PROGRAM ASSESSMENT**

**123.** **Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of organizational impact of the participant's CPM training
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program
- Pre-program skill assessments

**124.** **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Research Reports

**125.** **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from individuals at participants' organization
- Anecdotal information received from participants
- Survey of participants
- Survey of participants' supervisors

**126.** **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Research Reports

**127.** **Where do participants get their capstone project ideas?  (Please select all that apply)**

- Agency assigned
- Self selected

**128.** **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants
- Quantitative analysis of project return on investment

**129.** **How often is the course content and delivery format reviewed?**

Other (describe): (Before and after each course is offered to participants)

**130.** **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

- Ability to substitute CPM for EDUCATIONAL experience
- Pay incentive
- Promotional preferences

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Kim Hanson**

> **Organization:** State of Iowa
>
> **Phone:** 515-401-9542
>
> **Address:** 1305 E Walnut Des Moines, IA 50319
>
> **Email:** kim.hanson@iowa.gov

**CPM Program Represented:** Iowa

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## PROGRAM ADMINISTRATION

**1. What is the name of the agency(ies) responsible for administrative support for the program?**

Dept. of Administrative Services, Iowa

**2. What type of organization provides the primary administrative support for the CPM program?**

State Agency

**3. Name of the Program Director**

Ben Kennan

**4. Program Director's Title**

Chief Strategy Officer

**5. Name of the Program Co-director (if any)**

Kim Hanson

**6. Program Co-director's Title**

CPM Coordinator, Training Specialist

**7. Year this program initially joined the CPM Consortium**

2002

**8. Year of Initial Accreditation**

2003

**9. Most recent continued accreditation year**

2018

**10. Formal Authorization**

Yes

**11. Source of Authorization**

Program is established within DAS

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

100%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

0%

**16. Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.  Pricing Options - Select those options your program offers**

Cohort Enrollment - Fixed Price per person

**23.  Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

**24.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

**25.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

$3,500

**26.  If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27.  What percent of the enrollment fee is typically paid by the Organization**

76-99%

**28.  What percent of the enrollment fee is typically paid by the Participant**

1-25%

**29.  What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30.  What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31.  **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

     0

32.  **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

     1-4

33.  **# of Program Staff assigned to Contract Staff- Full Time Staff**

     0

34.  **# of Program Staff assigned to Contract Staff- Part Time Staff**

     0

35.  **# of Program Staff assigned to Contract Trainers - Full Time Staff**

     1-4

36.  **# of Program Staff assigned to Contract Trainers - Part Time Staff**

     1-4

37.  **# of Program Staff assigned to Volunteers - Full Time Staff**

     0

38.  **# of Program Staff assigned to Volunteers - Part Time Staff**

     0

**ADMINISTRATIVE STRUCTURE**

**39.  Program Administration**

- Advisory Board
- State/Government Agency
- University

**40.  Curriculum Design**

- Advisory Board
- State/Government Agency
- University

**41.  Evaluating the Program**

- Advisory Board
- State/Government Agency
- University

**42.  Promoting the Program**

- Advisory Board
- State/Government Agency
- University

**43.  Selecting Participants**

State/Government Agency

**44.  Selecting Scholarship Recipients**

N/A

**45.  Recruiting Instructors**

University

**46.  Securing Program Funding**

- Advisory Board
- State/Government Agency
- University

**47.  If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

48. **Were there any program policy changes introduced during the last year?**

    No

49. **Were there any program design or curriculum changes introduced during the last year?**

    No

50. **Were there any program delivery changes introduced during the last year?**

    No

51. **Please summarize major policy changes during the last year.**

    None

52. **Please summarize the program design or curriculum changes during the last year.**

    n.a.

53. **Please summarize program delivery changes during the last year.**

    Moved to a hybrid environment with classes both online and in-person.

## PROGRAM GOALS OR PLANS

54. **Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

    · Enhance and expand marketing
    · Review/modify program delivery systems
    · Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56. Faculty Members as Contract Instructors**

1-25%

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

None

**58. State Employees-Percentage of CPM courses taught**

None

**59. CPM Program Staff-Percentage of CPM courses taught**

76-99%

**60. Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

- Faculty Members
- Other (describe): (University Director of CPM program)

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64. Required classroom hours**

259

**65. Directed study hours**

9

**66. Required project hours**

40

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

   · Case Studies
   · Examinations
   · Projects
   · Simulations

68. **Are there any other program requirements?  If so, please describe**

   n.a.

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

   18

70. **Does your program offer instruction in the following formats?**

   Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

71. **For hybrid courses, what percent of the coursework is offered on-line?**

   76-99%

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

   No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

   n.a.

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

   Yes

75. **Are program participants able to earn the following by completing the CPM program:**

   Graduate Credit

76. **If yes, how many Undergraduate credits?**

   n.a.

77. **If yes, how many Graduate credits?**

   Nine hours are waived for a person otherwise fully qualified to be admitted to the host university MPA program.

78. **If yes, how many Continuing Education credits?**

   n.a.

79. **If yes, how many Transfer Equivalent credits?**

   n.a.

## PROGRAM JURISDICTION

80. **Do you offer the program outside of your approved jurisdiction?**

   No

81. **If inside the United States, in which areas do you offer the program?**

   State of Iowa

82. **If outside the United States, in which countries do you offer the program?**


## CONTINUOUS LEARNING

83. **Are you currently assessing the Continuous Learning needs of your graduates?**

   No

84. **Do you currently offer a continuous learning program for your CPM graduates?**

   Yes

85. **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

   Professional programming appropriate for CPM graduates at both the State of Iowa and the host university - Drake University.

86. **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

   n.a.

87. **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

   An Enhancement

**PROGRAM MARKETING**

**88.  Do you use the following techniques to market the program?**

- Brochures
- Meetings with decision makers
- Presentations
- Social Media
- Website
- Word of Mouth

**89.  How effective are Brochures?**

Somewhat Effective

**90.  How effective is Website?**

Very Effective

**91.  How effective is Social Media?**

Very Effective

**92.  How effective are Presentations?**

Very Effective

**93.  How effective are Conference/Vendor Exhibits?**

Do Not Use

**94.  How effective are Meetings with decision makers?**

Somewhat Effective

**95.  How effective is Word of Mouth?**

Very Effective

**96.  How effective is (Other)?**

Do Not Use

**97.  Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98.  If you would like to provide more information about how the program is marketed, please do so below.**

n.a.

## CPM TRAINING

**99.  Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Agency Recommendation
- Some Supervisory Experience
- Supervisor Approval/Recommendation

**100.  How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Letter(s) of Recommendation
- Self-nomination

**101.  Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102.  If you would like to provide more information about how the program is offered, please do below.**

Eligibility does not completely require supervisory experience, but also accepted is project management responsibility.

**103.  How many training days did your program offer during the past calendar year? Enter whole number of days**

75

**104.  If you would like to provide additional information about the number of sessions, please do so below**

n.a.

## CPM PROGRAM STATISTICS

**105.  How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

49

**106.  How many of those who were accepted enrolled in the CPM program last year?**

49

**107.  How many active participants (new and previously enrolled) attended sessions last year?**

105

**108.  How many individuals completed the CPM program last year?**

56

**109.  How many individuals have completed all the requirements for the CPM designation since your program's inception?**

831

## PARTICIPANTS BY ORGANIZATION

**110. State**

76

**111. County**

4

**112. City/Municipal**

24

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

1

**117. Other (please specify)**

0

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

June 8, 2022 and December 14, 2022

**120. Does your state/jurisdiction have a local CPM society?**

No - there has been some interest in AACPM beginning.  COVID has had an impact on this taking root.

**121. If yes, what is the size of the local CPM society membership?**

n.a.

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

Other (describe): (n.a.)

**PROGRAM ASSESSMENT**

123. **Do you use the following program evaluation methods? (Please select all that apply)**

   - Assessments of knowledge or skills from CPM used in the workplace
   - Assessments of organizational impact of the participant's CPM training
   - Assessments of participant reaction to individual course or session instructors
   - Assessments of participant reaction to individual courses or sessions
   - Assessments of participant reaction to overall program
   - Pre-program skill assessments

124. **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

   - Capstone Project or Course
   - Team Presentations
   - Team Written Projects
   - Test/Exam

125. **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

   - Anecdotal information received from individuals at participants' organization
   - Anecdotal information received from participants
   - Evaluation of review projects
   - Survey of participants

126. **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

   - Capstone Project or Course
   - Team Presentations
   - Team Written Projects
   - Test/Exam

127. **Where do participants get their capstone project ideas?  (Please select all that apply)**

   - Other (describe): (suggestions from field & advisory board & lead instructor)
   - Self selected

128. **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

   - Anecdotal information received from other individuals at participants' organization
   - Anecdotal information received from participants
   - Other (describe): (qualitative assessment of work & impact by lead instructor of CPM and occasional filed senior leader)

129. **How often is the course content and delivery format reviewed?**

   As needed, no formal review cycle

130. **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

   Ability to substitute CPM for WORK experience

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131.  If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132.  If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Nikol Hopman**

**Organization:** Leiden University

**Phone:** 31 6 21689263

**Address:** Schouwburgstraat 2 The Hague, Netherlands 2500

**Email:** n.hopman@fgga.leidenuniv.nl

**CPM Program Represented:** Netherlands

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**PROGRAM ADMINISTRATION**

1.  **What is the name of the agency(ies) responsible for administrative support for the program?**

    Centre for Professional Learning

2.  **What type of organization provides the primary administrative support for the CPM program?**

    University

3.  **Name of the Program Director**

    N. Hopman.

4.  **Program Director's Title**

    Director Centre for Professional Learning

5.  **Name of the Program Co-director (if any)**

    NA

6.  **Program Co-director's Title**

    NA

7.  **Year this program initially joined the CPM Consortium**

    2016

8.  **Year of Initial Accreditation**

    2017

9.  **Most recent continued accreditation year**

    NA

10. **Formal Authorization**

    Yes

11. **Source of Authorization**

**CPM FUNDS DETAIL**

**12. Percentage of funds - Program Fees**

100%

**13. Percentage of funds - Government Appropriations**

**14. Percentage of funds - Donations or Grants**

**15. Percentage of funds - Funding from Your Organization**

**16. Percentage of funds - Other (List percentage and source here)**

**CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED**

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

**19. Change in percentage of funds received - Donations or Grants**

**20. Change in percentage of funds received - Funding from Your Organization**

**21. Change in percentage of funds received - Other**

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

22.  **Pricing Options - Select those options your program offers**

Open Enrollment - Fixed Price per person

23.  **Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

EUR 12.500 -  Please note: no CPM Program has been implemented in 2021

24.  **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

25.  **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

26.  **If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

27.  **What percent of the enrollment fee is typically paid by the Organization**

100%

28.  **What percent of the enrollment fee is typically paid by the Participant**

29.  **What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

30.  **What percent of the enrollment fee is typically paid by a Scholarship?**

**PROGRAM STAFF**

31.  **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    0

32.  **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    1-4

33.  **# of Program Staff assigned to Contract Staff- Full Time Staff**

34.  **# of Program Staff assigned to Contract Staff- Part Time Staff**

35.  **# of Program Staff assigned to Contract Trainers - Full Time Staff**

36.  **# of Program Staff assigned to Contract Trainers - Part Time Staff**

37.  **# of Program Staff assigned to Volunteers - Full Time Staff**

38.  **# of Program Staff assigned to Volunteers - Part Time Staff**

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

> University

**40. Curriculum Design**

> N/A

**41. Evaluating the Program**

> N/A

**42. Promoting the Program**

- Advisory Board
- University

**43. Selecting Participants**

> N/A

**44. Selecting Scholarship Recipients**

**45. Recruiting Instructors**

**46. Securing Program Funding**

> N/A

**47. If you would like to provide other information about program structure, please do so here**

> Please note: due to COVID and its aftermath, no CPM Program has been implemented in 2021, unfortunately...

**2021 SIGNIFICANT PROGRAM CHANGES**

**48.** **Were there any program policy changes introduced during the last year?**

**49.** **Were there any program design or curriculum changes introduced during the last year?**

**50.** **Were there any program delivery changes introduced during the last year?**

**51.** **Please summarize major policy changes during the last year.**

No CPM Program has been implemented in 2021...

**52.** **Please summarize the program design or curriculum changes during the last year.**

No CPM Program has been implemented in 2021...

**53.** **Please summarize program delivery changes during the last year.**

No CPM Program has been implemented in 2021...

**PROGRAM GOALS OR PLANS**

**54.** **Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

Other (describe): (N.A. (no CPM program in 2021))

**CPM PROGRAM TEACHING DESCRIPTION**

**55.** **Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56.** **Faculty Members as Contract Instructors**

None

**57.** **Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

None

**58.** **State Employees-Percentage of CPM courses taught**

None

**59.** **CPM Program Staff-Percentage of CPM courses taught**

None

**60.** **Other (please explain)-Percentage of CPM courses taught**

None

**Name: Nikol Hopman**

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

Other (describe): (N.A. (no CPM Program 2021))

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64. Required classroom hours**

No change in the CPM Program's design compared to 2019/2020, but important to note that in 2021, no CPM Program has been implemented unfortunately.

**65. Directed study hours**

No change compared to 2019/2020, but important to note that in 2021, no CPM Program has been implemented unfortunately.

**66. Required project hours**

No change compared to 2019/2020, but important to note that in 2021, no CPM Program has been implemented unfortunately.

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67.  **Which of the following are required to complete the program? Please check all that apply**

68.  **Are there any other program requirements?  If so, please describe**

> No change compared to the CPM Program's requirements, but important to note that in 2021, no CPM Program has been implemented, unfortunately.

69.  **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

> N.A. - important to note that in 2021, no CPM Program has been implemented, unfortunately.

70.  **Does your program offer instruction in the following formats?**

71.  **For hybrid courses, what percent of the coursework is offered on-line?**

72.  **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

73.  **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

> N.A.

74.  **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

> Yes

75.  **Are program participants able to earn the following by completing the CPM program:**

76.  **If yes, how many Undergraduate credits?**

77.  **If yes, how many Graduate credits?**

78.  **If yes, how many Continuing Education credits?**

79.  **If yes, how many Transfer Equivalent credits?**

## PROGRAM JURISDICTION

**80.   Do you offer the program outside of your approved jurisdiction?**

No

**81.   If inside the United States, in which areas do you offer the program?**

N.A.

**82.   If outside the United States, in which countries do you offer the program?**

N.A. - important to note that in 2021, no CPM Program has been implemented unfortunately.

## CONTINUOUS LEARNING

**83.   Are you currently assessing the Continuous Learning needs of your graduates?**

No

**84.   Do you currently offer a continuous learning program for your CPM graduates?**

No

**85.   If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

**86.   If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

**87.   If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Brochures
- Meetings with decision makers
- Social Media
- Website
- Word of Mouth

**89. How effective are Brochures?**

Somewhat Effective

**90. How effective is Website?**

Somewhat Effective

**91. How effective is Social Media?**

Somewhat Effective

**92. How effective are Presentations?**

Do Not Use

**93. How effective are Conference/Vendor Exhibits?**

Do Not Use

**94. How effective are Meetings with decision makers?**

Somewhat Effective

**95. How effective is Word of Mouth?**

Somewhat Effective

**96. How effective is (Other)?**

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98. If you would like to provide more information about how the program is marketed, please do so below.**

Important to note that due to COVID and its aftermath in 2021, no CPM Program has been implemented unfortunately.

## CPM TRAINING

**99.  Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- College Degree
- Some Supervisory Experience
- Supervisor Approval/Recommendation

**100.  How do individuals apply to your CPM program? (Please select all that apply)**

Other (describe): (N.A. - in 2021 no CPM Program)

**101.  Is the CPM offered in the following formats? (Please select all that apply)**

Open Enrollment

**102.  If you would like to provide more information about how the program is offered, please do below.**

Important to note that in 2021, no CPM Program has been implemented, unfortunately.

**103.  How many training days did your program offer during the past calendar year? Enter whole number of days**

0 days (no CPM Program has been implemented, unfortunately).

**104.  If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105.  How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

None (please note: in 2021, no CPM Program has been implemented, unfortunately).

**106.  How many of those who were accepted enrolled in the CPM program last year?**

None (please note: in 2021, no CPM Program has been implemented, unfortunately).

**107.  How many active participants (new and previously enrolled) attended sessions last year?**

None (please note: in 2021, no CPM Program has been implemented, unfortunately).

**108.  How many individuals completed the CPM program last year?**

None (please note: in 2021, no CPM Program has been implemented, unfortunately).

**109.  How many individuals have completed all the requirements for the CPM designation since your program's inception?**

See report 2020 - No additional participants have completed the requirements for the CPM designation, because in 2021, no CPM Program has been implemented, unfortunately.

## PARTICIPANTS BY ORGANIZATION

**110. State**

N.A.

**111. County**

N.A.

**112. City/Municipal**

N.A.

**113. Federal**

N.A.

**114. Tribal**

N.A.

**115. Nonprofit**

N.A.

**116. International**

N.A.

**117. Other (please specify)**

Please note: in 2021, no CPM Program has been implemented, unfortunately.

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

**119. If so, what are the dates in 2022?**

N.A.

**120. Does your state/jurisdiction have a local CPM society?**

No, not yet.

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

Facilitating connecting CPM graduates with AACPM in order to form a new society

## PROGRAM ASSESSMENT

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

Other (describe): (N.A. in 2021 no CPM Program)

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

Other (describe): (N.A. in 2021 no CPM Program)

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

Other (describe): (N.A. in 2021 no CPM Program)

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

Other (describe): (N.A. in 2021 no CPM Program)

**129. How often is the course content and delivery format reviewed?**

As needed, no formal review cycle

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Don't know

## FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Shondra Houseworth**

| | |
|---:|:---|
| **Organization:** | Mississippi State Personnel Board |
| **Phone:** | 601-359-2715 |
| **Address:** | 210 East Capitol St., Ste 800 Jackson, MS 39201 |
| **Email:** | [shondra.houseworth@mspb.ms.gov](mailto:shondra.houseworth@mspb.ms.gov) |
| **CPM Program Represented:** | Mississippi |

## PROGRAM ADMINISTRATION

**1. What is the name of the agency(ies) responsible for administrative support for the program?**

Mississippi State Personnel Board

**2. What type of organization provides the primary administrative support for the CPM program?**

State Agency

**3. Name of the Program Director**

Shondra Houseworth, MBA, CPM

**4. Program Director's Title**

Director of Management/Supervisory Training Programs

**5. Name of the Program Co-director (if any)**

N/A

**6. Program Co-director's Title**

N/A

**7. Year this program initially joined the CPM Consortium**

1989

**8. Year of Initial Accreditation**

1993

**9. Most recent continued accreditation year**

2018

**10. Formal Authorization**

Yes

**11. Source of Authorization**

Mississippi State Legislature

**CPM FUNDS DETAIL**

**12.** **Percentage of funds - Program Fees**

0%

**13.** **Percentage of funds - Government Appropriations**

100%

**14.** **Percentage of funds - Donations or Grants**

0%

**15.** **Percentage of funds - Funding from Your Organization**

0%

**16.** **Percentage of funds - Other (List percentage and source here)**

0

**CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED**

**17.** **Change in percentage of funds received - Program Fees**

No Change

**18.** **Change in percentage of funds received - Appropriations**

No Change

**19.** **Change in percentage of funds received - Donations or Grants**

No Change

**20.** **Change in percentage of funds received - Funding from Your Organization**

No Change

**21.** **Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.   Pricing Options - Select those options your program offers**

Open Enrollment - Fixed Price per person

**23.   Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

Zero. There is no cost for our training.

**24.   Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

**25.   Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26.   If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27.   What percent of the enrollment fee is typically paid by the Organization**

Not Used

**28.   What percent of the enrollment fee is typically paid by the Participant**

1-25%

**29.   What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30.   What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    0

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    15-19

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    0

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

- Advisory Board
- State/Government Agency

**40. Curriculum Design**

State/Government Agency

**41. Evaluating the Program**

State/Government Agency

**42. Promoting the Program**

- Advisory Board
- State/Government Agency

**43. Selecting Participants**

State/Government Agency

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

State/Government Agency

**46. Securing Program Funding**

State/Government Agency

**47. If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.** **Were there any program policy changes introduced during the last year?**

No

**49.** **Were there any program design or curriculum changes introduced during the last year?**

No

**50.** **Were there any program delivery changes introduced during the last year?**

No

**51.** **Please summarize major policy changes during the last year.**

**52.** **Please summarize the program design or curriculum changes during the last year.**

**53.** **Please summarize program delivery changes during the last year.**

## PROGRAM GOALS OR PLANS

**54.** **Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Add/increase use of technology
- Enhance and expand marketing
- Increase/expand program participation
- Review/modify program delivery systems

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56. Faculty Members as Contract Instructors**

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

76-99%

**58. State Employees-Percentage of CPM courses taught**

None

**59. CPM Program Staff-Percentage of CPM courses taught**

1-25%

**60. Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

· Advisory Board Recommendations
· Agency/Institution Employees
· Other (describe): (Requests for Qualifications)
· Word of Mouth

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

No

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

No

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64. Required classroom hours**

297

**65. Directed study hours**

12

**66. Required project hours**

90

## PROGRAM DESIGN AND COMPLETION REQUIREMENTS

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Case Studies
- Projects
- Required Readings

**68. Are there any other program requirements?  If so, please describe**

Other requirements include the following: Leadership Development Plan (LDP), the Advanced Writing class, the Executive Seminar, CPM Required Reading, and the CPM Level 6 Comprehensive Essay. The Leadership Development Plan is a tool used to assist participant's developmental needs in the area of leadership, based on the State of Mississippi's leadership competencies. The LDP is a dynamic plan for developing participants' leadership skills through a process of self-awareness with input from mentors, coaches, peers, and their supervisor(s). The Advanced Writing class helps participants improve their writing skill and the participants receive a style manual. The Executive Seminar is a combination of lecture about state governmental issues and touring of state governmental agencies. The required reading component has three purposes: (1) to complement and enrich core curriculum; (2) to introduce the participant to highly-regarded management publications; and (3) to encourage proactive professional development beyond graduation. The CPM Level 6 Comprehensive Essay is a capstone style writing assignment demonstrating the concepts taught through the entire Program at the conclusion of CPM Level 6.

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

24 months

**70. Does your program offer instruction in the following formats?**

Completely on-line or e-learning instruction

**71. For hybrid courses, what percent of the coursework is offered on-line?**

100%

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

Yes

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

We also have the following additional competencies: Work Ethic, Accountability, Interpersonal Skills, Communication Skills, Emotional Maturity, and Macro-Oriented, Working through Others, and Results Oriented.

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

Undergraduate Credit

**Name: Shondra Houseworth**

76. **If yes, how many Undergraduate credits?**

   Up to 6-9 hours.
   Levels 1-3: 6 hours of lower baccalaureate/associate degree credit hours
   (3 semester hours in interpersonal communication and 3 semester hours in leadership) Levels 4-6: 9
   hours of upper baccalaureate credit - (3 semester hours in organizational behavior, 3 semester hours in
   management, and 3 semester hours in strategic planning)

77. **If yes, how many Graduate credits?**

78. **If yes, how many Continuing Education credits?**

79. **If yes, how many Transfer Equivalent credits?**

---

**PROGRAM JURISDICTION**

80. **Do you offer the program outside of your approved jurisdiction?**

   No

81. **If inside the United States, in which areas do you offer the program?**

82. **If outside the United States, in which countries do you offer the program?**

## CONTINUOUS LEARNING

**83.** **Are you currently assessing the Continuous Learning needs of your graduates?**

Yes

**84.** **Do you currently offer a continuous learning program for your CPM graduates?**

Yes

**85.** **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

The CPM with Excellence encourages graduates of the Mississippi Certified Public Manager® Program to continue their professional development and commitment to life-long learning. Each year, CPM graduates may submit a record of completed professional development activities to the MSPB Office of Training and Development. Participants must acquire 36 hours of MSPB professional development activities within a twelve month period for two consecutive years, attend the CPM with Excellence Seminar, and pass the Seminar exam to attain CPM with Excellence.

**86.** **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

They receive a CPM with Excellence certificate. They are recognized each year at the MCPM Program Graduation ceremony. There is a benchmark associated with the CPM with Excellence Program.

**87.** **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

An Enhancement

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Brochures
- Social Media
- Website
- Word of Mouth

**89. How effective are Brochures?**

Very Effective

**90. How effective is Website?**

Very Effective

**91. How effective is Social Media?**

Very Effective

**92. How effective are Presentations?**

Do Not Use

**93. How effective are Conference/Vendor Exhibits?**

Do Not Use

**94. How effective are Meetings with decision makers?**

Do Not Use

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Do Not Use

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

Yes

**98. If you would like to provide more information about how the program is marketed, please do so below.**

The Program Directors over our other training programs promote the MCPM Program to their class participants. The MSPB staff meets with HR Directors/Agency Training Coordinators at state agencies to discuss the benefits of the Program.

**CPM TRAINING**

99.  **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

   ·   Agency Recommendation
   ·   Supervisor Approval/Recommendation

100.  **How do individuals apply to your CPM program? (Please select all that apply)**

   Other (describe): (Participants register online in registration database or via registration form.)

101.  **Is the CPM offered in the following formats? (Please select all that apply)**

   Open Enrollment

102.  **If you would like to provide more information about how the program is offered, please do below.**

103.  **How many training days did your program offer during the past calendar year? Enter whole number of days**

   92

104.  **If you would like to provide additional information about the number of sessions, please do so below**

   There were 17 CPM Levels 1-6 sessions (5 days for each session) in Jackson (5) and virtual (9). 17 x 5=85 days
   There was two sessions of the CPM Executive Seminar (two days). = 4 days
   There were three sessions of the Advanced Writing (one day). 3x1=3

**CPM PROGRAM STATISTICS**

105.  **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

   In 2021: 102

106.  **How many of those who were accepted enrolled in the CPM program last year?**

   102

107.  **How many active participants (new and previously enrolled) attended sessions last year?**

   540

108.  **How many individuals completed the CPM program last year?**

   30

109.  **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

   1292

**PARTICIPANTS BY ORGANIZATION**

**110. State**

100%

**111. County**

0

**112. City/Municipal**

0

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

0

**117. Other (please specify)**

**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

May 26, 2022

**120. Does your state/jurisdiction have a local CPM society?**

Yes

**121. If yes, what is the size of the local CPM society membership?**

It's medium in size - 70-90 members.

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

Educating candidates and graduates about the Consortium and Society through CPM Program Channels

**PROGRAM ASSESSMENT**

123. **Do you use the following program evaluation methods? (Please select all that apply)**

   · Assessments of knowledge or skills from CPM used in the workplace

   · Assessments of participant reaction to individual course or session instructors

   · Assessments of participant reaction to individual courses or sessions

   · Assessments of participant reaction to overall program

   · Pre-program skill assessments

124. **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

   · Capstone Project or Course

   · Individual Presentations

   · Individual Written Projects

   · Team Presentations

   · Team Written Projects

125. **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

126. **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

   · Capstone Project or Course

   · Individual Presentations

   · Individual Written Projects

   · Team Presentations

   · Team Written Projects

127. **Where do participants get their capstone project ideas?  (Please select all that apply)**

   Agency assigned

128. **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

129. **How often is the course content and delivery format reviewed?**

   As needed, no formal review cycle

130. **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

   Pay incentive

**FINAL SECTION! SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Jana Huffaker**

|  |  |
|---|---|
| **Organization:** | State of Idaho- Division of Human Resources |
| **Phone:** | 208-854-3081 |
| **Address:** | 304 N 8th Street Boise, Idaho 83702 |
| **Email:** | jana.huffaker@dhr.idaho.gov |
| **CPM Program Represented:** | Idaho |

## PROGRAM ADMINISTRATION

**1.　What is the name of the agency(ies) responsible for administrative support for the program?**

　　　State of Idaho, Division of Human Resources

**2.　What type of organization provides the primary administrative support for the CPM program?**

　　　State Agency

**3.　Name of the Program Director**

　　　Jana Huffaker

**4.　Program Director's Title**

　　　Training Manager

**5.　Name of the Program Co-director (if any)**

　　　Sharon Duncan

**6.　Program Co-director's Title**

　　　HCM Operations Officer

**7.　Year this program initially joined the CPM Consortium**

　　　2001

**8.　Year of Initial Accreditation**

　　　2003

**9.　Most recent continued accreditation year**

　　　2017

**10.　Formal Authorization**

　　　Yes

**11.　Source of Authorization**

　　　Governor Butch Otter Executive Order 2011.13

## CPM FUNDS DETAIL

**12.  Percentage of funds - Program Fees**

  76-99%

**13.  Percentage of funds - Government Appropriations**

  0%

**14.  Percentage of funds - Donations or Grants**

  0%

**15.  Percentage of funds - Funding from Your Organization**

  1-49%

**16.  Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17.  Change in percentage of funds received - Program Fees**

  No Change

**18.  Change in percentage of funds received - Appropriations**

  No Change

**19.  Change in percentage of funds received - Donations or Grants**

  No Change

**20.  Change in percentage of funds received - Funding from Your Organization**

  No Change

**21.  Change in percentage of funds received - Other**

  No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22. Pricing Options - Select those options your program offers**

   Cohort Enrollment - Fixed Price per person

**23. Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

   NA

**24. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

   2375

**25. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

   NA

**26. If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

   NA

## CPM PROGRAM FEE STRUCTURE

**27. What percent of the enrollment fee is typically paid by the Organization**

   100%

**28. What percent of the enrollment fee is typically paid by the Participant**

**29. What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

   Not Used

**30. What percent of the enrollment fee is typically paid by a Scholarship?**

   Not Used

**PROGRAM STAFF**

**31.  # of Program Staff assigned to the Administrative Staff- Full Time Staff**

1-4

**32.  # of Program Staff assigned to the Administrative Staff- Part Time Staff**

1-4

**33.  # of Program Staff assigned to Contract Staff- Full Time Staff**

0

**34.  # of Program Staff assigned to Contract Staff- Part Time Staff**

0

**35.  # of Program Staff assigned to Contract Trainers - Full Time Staff**

0

**36.  # of Program Staff assigned to Contract Trainers - Part Time Staff**

0

**37.  # of Program Staff assigned to Volunteers - Full Time Staff**

0

**38.  # of Program Staff assigned to Volunteers - Part Time Staff**

0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

- Advisory Board
- State/Government Agency

**40. Curriculum Design**

- Advisory Board
- State/Government Agency
- University

**41. Evaluating the Program**

- Advisory Board
- State/Government Agency

**42. Promoting the Program**

- Advisory Board
- State/Government Agency
- University

**43. Selecting Participants**

   State/Government Agency

**44. Selecting Scholarship Recipients**

   N/A

**45. Recruiting Instructors**

- Advisory Board
- State/Government Agency
- University

**46. Securing Program Funding**

   State/Government Agency

**47. If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.** **Were there any program policy changes introduced during the last year?**

　　No

**49.** **Were there any program design or curriculum changes introduced during the last year?**

　　Yes

**50.** **Were there any program delivery changes introduced during the last year?**

　　Yes

**51.** **Please summarize major policy changes during the last year.**

　　None

**52.** **Please summarize the program design or curriculum changes during the last year.**

　　Added Data Stories to curriculum. Added structured peer groups that rotate. Added optional mentor support (using alumni volunteers).

**53.** **Please summarize program delivery changes during the last year.**

　　Added a full time satellite (online) track to cohort.

---

## PROGRAM GOALS OR PLANS

**54.** **Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Add/increase use of technology
- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty
- Review/modify program delivery systems
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55.  Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56.  Faculty Members as Contract Instructors**

1-25%

**57.  Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

26-50%

**58.  State Employees-Percentage of CPM courses taught**

26-50%

**59.  CPM Program Staff-Percentage of CPM courses taught**

1-25%

**60.  Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61.  How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- Agency/Institution Employees
- CPM Graduate Pool
- CPM Graduate Recommendations
- RFPs
- Word of Mouth

## INSTRUCTOR TRAINING

**62.  Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63.  Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64. Required classroom hours**

250

**65. Directed study hours**

50

**66. Required project hours**

100

## PROGRAM DESIGN AND COMPLETION REQUIREMENTS

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Case Studies
- Projects
- Required Readings
- Simulations

**68. Are there any other program requirements?  If so, please describe**

Attendance and portfolios (learning examples that demonstrate competency in the CPM seven)

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

20

**70. Does your program offer instruction in the following formats?**

Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

**71. For hybrid courses, what percent of the coursework is offered on-line?**

26-50%

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

No

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

**76. If yes, how many Undergraduate credits?**

**77. If yes, how many Graduate credits?**

**78. If yes, how many Continuing Education credits?**

**79. If yes, how many Transfer Equivalent credits?**

**PROGRAM JURISDICTION**

80. **Do you offer the program outside of your approved jurisdiction?**

    No

81. **If inside the United States, in which areas do you offer the program?**

    Idaho

82. **If outside the United States, in which countries do you offer the program?**

**CONTINUOUS LEARNING**

83. **Are you currently assessing the Continuous Learning needs of your graduates?**

    Yes

84. **Do you currently offer a continuous learning program for your CPM graduates?**

    Yes

85. **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

    Idaho alumni activities and annual conference

86. **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87. **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

    An Enhancement

**PROGRAM MARKETING**

88. **Do you use the following techniques to market the program?**

   · Brochures
   · Conference/Vendor Exhibits
   · Meetings with decision makers
   · Presentations
   · Website
   · Word of Mouth

89. **How effective are Brochures?**

   Not Effective

90. **How effective is Website?**

   Very Effective

91. **How effective is Social Media?**

   Do Not Use

92. **How effective are Presentations?**

   Very Effective

93. **How effective are Conference/Vendor Exhibits?**

   Very Effective

94. **How effective are Meetings with decision makers?**

   Very Effective

95. **How effective is Word of Mouth?**

   Very Effective

96. **How effective is (Other)?**

97. **Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

   No

98. **If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99. Does the CPM program have any of the following eligibility requirements? (Please select all that apply)**

- Agency Recommendation
- Applicant Essay
- Some Supervisory Experience
- Supervisor Approval/Recommendation

**100. How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Essay
- Letter(s) of Recommendation
- Other (describe): (Interview)

**101. Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102. If you would like to provide more information about how the program is offered, please do below.**

**103. How many training days did your program offer during the past calendar year? Enter whole number of days**

110

**104. If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

None- graduation was in 6/2021. Enrollment started in 10/2021

**106. How many of those who were accepted enrolled in the CPM program last year?**

75 in 2019-2021

**107. How many active participants (new and previously enrolled) attended sessions last year?**

63 in 2019-2021

**108. How many individuals completed the CPM program last year?**

6/2021 graduation total was 63

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

677

**PARTICIPANTS BY ORGANIZATION**

**110. State**

98%

**111. County**

1%

**112. City/Municipal**

1%

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

0

**117. Other (please specify)**

0

**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

None- graduation anticipated 6/2023

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

**PROGRAM ASSESSMENT**

**123.** **Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of organizational impact of the participant's CPM training
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program
- Pre-program skill assessments

**124.** **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects

**125.** **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from participants
- Evaluation of review projects
- Survey of participants
- Survey of participants' supervisors

**126.** **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects

**127.** **Where do participants get their capstone project ideas?  (Please select all that apply)**

- Agency assigned
- Self selected

**128.** **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from participants
- Quantitative analysis of project impact on customer satisfaction
- Quantitative analysis of project impact on organizational expenditures
- Quantitative analysis of project return on investment

**129.** **How often is the course content and delivery format reviewed?**

Annually

**130.** **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Ability to substitute CPM for WORK experience

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

CPM Graduate Survey

**Name: Janet Jones**

|  |  |
|---|---|
| **Organization:** | The Office of Management and Enterprise Services |
| **Phone:** | 405-522-0702 |
| **Address:** | 2401 N. Lincoln Blvd Oklahoma City, OK 73105 |
| **Email:** | janet.jones@omes.ok.gov |
| **CPM Program Represented:** | Program Coordinator |

## PROGRAM ADMINISTRATION

**1.   What is the name of the agency(ies) responsible for administrative support for the program?**

   The Office of Management and Enterprise Services

**2.   What type of organization provides the primary administrative support for the CPM program?**

   State Agency

**3.   Name of the Program Director**

   Sophie Preston

**4.   Program Director's Title**

   Director of Training

**5.   Name of the Program Co-director (if any)**

   Janet Jones

**6.   Program Co-director's Title**

   Program Coordinator

**7.   Year this program initially joined the CPM Consortium**

   1988

**8.   Year of Initial Accreditation**

   1986

**9.   Most recent continued accreditation year**

   2020

**10.   Formal Authorization**

   Yes

**11.   Source of Authorization**

   Legislation - Oklahoma Personnel Act Title 74-840.3.15

**CPM FUNDS DETAIL**

**12.  Percentage of funds - Program Fees**

>  76-99%

**13.  Percentage of funds - Government Appropriations**

>  0%

**14.  Percentage of funds - Donations or Grants**

>  0%

**15.  Percentage of funds - Funding from Your Organization**

>  1-49%

**16.  Percentage of funds - Other (List percentage and source here)**

>  0

---

**CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED**

**17.  Change in percentage of funds received - Program Fees**

>  No Change

**18.  Change in percentage of funds received - Appropriations**

>  No Change

**19.  Change in percentage of funds received - Donations or Grants**

>  No Change

**20.  Change in percentage of funds received - Funding from Your Organization**

>  No Change

**21.  Change in percentage of funds received - Other**

>  No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.　Pricing Options - Select those options your program offers**

Cohort Enrollment - Fixed Price per person

**23.　Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

**24.　Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

$1300

**25.　Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26.　If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27.　What percent of the enrollment fee is typically paid by the Organization**

100%

**28.　What percent of the enrollment fee is typically paid by the Participant**

**29.　What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30.　What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    0

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    1-4

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39.  Program Administration**

State/Government Agency

**40.  Curriculum Design**

State/Government Agency

**41.  Evaluating the Program**

State/Government Agency

**42.  Promoting the Program**

State/Government Agency

**43.  Selecting Participants**

State/Government Agency

**44.  Selecting Scholarship Recipients**

N/A

**45.  Recruiting Instructors**

State/Government Agency

**46.  Securing Program Funding**

State/Government Agency

**47.  If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.    Were there any program policy changes introduced during the last year?**

No

**49.    Were there any program design or curriculum changes introduced during the last year?**

No

**50.    Were there any program delivery changes introduced during the last year?**

Yes

**51.    Please summarize major policy changes during the last year.**

**52.    Please summarize the program design or curriculum changes during the last year.**

**53.    Please summarize program delivery changes during the last year.**

Adjusted the program to a virtual offering.

## PROGRAM GOALS OR PLANS

**54.    Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Add/increase use of technology
- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty
- Review/modify program delivery systems
- Review/revision of program curriculum

**CPM PROGRAM TEACHING DESCRIPTION**

55. **Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

    None

56. **Faculty Members as Contract Instructors**

    None

57. **Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

    1-25%

58. **State Employees-Percentage of CPM courses taught**

    26-50%

59. **CPM Program Staff-Percentage of CPM courses taught**

    1-25%

60. **Other (please explain)-Percentage of CPM courses taught**


**INSTRUCTOR RECRUITMENT**

61. **How does the CPM program recruit instructors? (Select all that apply):**
    - Agency/Institution Employees
    - CPM Graduate Pool
    - CPM Graduate Recommendations
    - Faculty Members
    - Word of Mouth

**INSTRUCTOR TRAINING**

62. **Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

    Yes

63. **Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

    Yes

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64. Required classroom hours**

144

**65. Directed study hours**

71

**66. Required project hours**

85

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Case Studies
- Projects
- Required Readings
- Simulations

**68. Are there any other program requirements?  If so, please describe**

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

    18

**70. Does your program offer instruction in the following formats?**

    Completely on-line or e-learning instruction

**71. For hybrid courses, what percent of the coursework is offered on-line?**

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

    Yes

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

    Public Speaking/Facilitation

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

    Yes

**75. Are program participants able to earn the following by completing the CPM program:**

    Graduate Credit

**76. If yes, how many Undergraduate credits?**

    12

**77. If yes, how many Graduate credits?**

    9

**78. If yes, how many Continuing Education credits?**

Name: Janet Jones

79.  If yes, how many Transfer Equivalent credits?

---

**PROGRAM JURISDICTION**

80.  Do you offer the program outside of your approved jurisdiction?

> No

81.  If inside the United States, in which areas do you offer the program?

82.  If outside the United States, in which countries do you offer the program?

---

**CONTINUOUS LEARNING**

83.  Are you currently assessing the Continuous Learning needs of your graduates?

> No

84.  Do you currently offer a continuous learning program for your CPM graduates?

> No

85.  If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:

86.  If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.

87.  If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?

**PROGRAM MARKETING**

88. **Do you use the following techniques to market the program?**

    · Brochures
    · Meetings with decision makers
    · Presentations
    · Social Media
    · Website
    · Word of Mouth

89. **How effective are Brochures?**

    Somewhat Effective

90. **How effective is Website?**

    Very Effective

91. **How effective is Social Media?**

    Not Effective

92. **How effective are Presentations?**

    Somewhat Effective

93. **How effective are Conference/Vendor Exhibits?**

    Do Not Use

94. **How effective are Meetings with decision makers?**

    Do Not Use

95. **How effective is Word of Mouth?**

    Very Effective

96. **How effective is (Other)?**

97. **Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

    No

98. **If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

99.  **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Agency Recommendation
- Applicant Essay
- Supervisor Approval/Recommendation

100. **How do individuals apply to your CPM program? (Please select all that apply)**

Agency Nomination

101. **Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

102. **If you would like to provide more information about how the program is offered, please do below.**

103. **How many training days did your program offer during the past calendar year? Enter whole number of days**

44

104. **If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

105. **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

None. The 2020 program continued with the 2019 cohort and Covid interfered with the 2020 cohort enrollment.

106. **How many of those who were accepted enrolled in the CPM program last year?**

107. **How many active participants (new and previously enrolled) attended sessions last year?**

108. **How many individuals completed the CPM program last year?**

40

109. **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

675

**PARTICIPANTS BY ORGANIZATION**

**110. State**

> 40

**111. County**

**112. City/Municipal**

**113. Federal**

**114. Tribal**

> 0

**115. Nonprofit**

**116. International**

**117. Other (please specify)**

**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

> Yes

**119. If so, what are the dates in 2022?**

> N/A

**120. Does your state/jurisdiction have a local CPM society?**

> No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

**PROGRAM ASSESSMENT**

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Individual Presentations
- Individual Written Projects
- Team Presentations
- Team Written Projects

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from individuals at participants' organization
- Anecdotal information received from participants
- Survey of participants
- Survey of participants' supervisors

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Individual Presentations
- Quiz
- Team Presentations

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

Quantitative analysis of project return on investment

**129. How often is the course content and delivery format reviewed?**

Annually

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

- Ability to substitute CPM for EDUCATIONAL experience
- Ability to substitute CPM for WORK experience
- Pay incentive

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Sommer Kehrli**

| | |
|---:|---|
| **Organization:** | The Centre for Organization Effectiveness |
| **Phone:** | 8589450413 |
| **Address:** | 3914 Murphy Canyon Road, Suite A164 San Diego, California 92123 |
| **Email:** | skehrli@tcfoe.com |
| **CPM Program Represented:** | California |

## PROGRAM ADMINISTRATION

**1.　What is the name of the agency(ies) responsible for administrative support for the program?**

The Centre for Organization Effectiveness

**2.　What type of organization provides the primary administrative support for the CPM program?**

Other Type of Agency

**3.　Name of the Program Director**

Sommer Kehrli

**4.　Program Director's Title**

CEO

**5.　Name of the Program Co-director (if any)**


**6.　Program Co-director's Title**


**7.　Year this program initially joined the CPM Consortium**

2007

**8.　Year of Initial Accreditation**

2007

**9.　Most recent continued accreditation year**

2017

**10.　Formal Authorization**

No

**11.　Source of Authorization**

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

   100%

**13. Percentage of funds - Government Appropriations**

   0%

**14. Percentage of funds - Donations or Grants**

   0%

**15. Percentage of funds - Funding from Your Organization**

   0%

**16. Percentage of funds - Other (List percentage and source here)**

   0

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

   No Change

**18. Change in percentage of funds received - Appropriations**

   No Change

**19. Change in percentage of funds received - Donations or Grants**

   No Change

**20. Change in percentage of funds received - Funding from Your Organization**

   No Change

**21. Change in percentage of funds received - Other**

   No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

22. **Pricing Options - Select those options your program offers**

    · Cohort Enrollment - Fixed Price per group

    · Cohort Enrollment - Fixed Price per person

    · Open Enrollment - Fixed Price per person

23. **Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

    $5,048

24. **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

    $5,048

25. **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

    $5,000

26. **If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

    For different parts of the state, the tuition varies slightly to account for travel expenses for speakers.

## CPM PROGRAM FEE STRUCTURE

27. **What percent of the enrollment fee is typically paid by the Organization**

    76-99%

28. **What percent of the enrollment fee is typically paid by the Participant**

    1-25%

29. **What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

    Not Used

30. **What percent of the enrollment fee is typically paid by a Scholarship?**

    Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    0

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    5-9

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

Advisory Board

**40. Curriculum Design**

Advisory Board

**41. Evaluating the Program**

Advisory Board

**42. Promoting the Program**

Advisory Board

**43. Selecting Participants**

N/A

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

N/A

**46. Securing Program Funding**

N/A

**47. If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48. Were there any program policy changes introduced during the last year?**

No

**49. Were there any program design or curriculum changes introduced during the last year?**

Yes

**50. Were there any program delivery changes introduced during the last year?**

Yes

**51. Please summarize major policy changes during the last year.**

**52. Please summarize the program design or curriculum changes during the last year.**

Adjusted several program design elements to adjust to a full virtual program. Created more networking opportunities since the participants pulled from the entire state as opposed to a specific region. Updated some curriculum elements. Added coaching as part of the 360 process in the Management Academy level of CPM.

**53. Please summarize program delivery changes during the last year.**

Turned segments of the program to a full virtual program

## PROGRAM GOALS OR PLANS

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

· Add/increase use of technology
· Enhance and expand marketing
· Increase/expand program participation
· Recruit/train new instructors/faculty
· Review/modify program delivery systems
· Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56. Faculty Members as Contract Instructors**

None

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

26-50%

**58. State Employees-Percentage of CPM courses taught**

None

**59. CPM Program Staff-Percentage of CPM courses taught**

51-75%

**60. Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

· Advisory Board Recommendations
· Agency/Institution Employees
· CPM Graduate Pool
· CPM Graduate Recommendations
· Faculty Members
· RFPs
· Word of Mouth

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64. Required classroom hours**

164

**65. Directed study hours**

86

**66. Required project hours**

50

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

   - Assessments
   - Case Studies
   - Examinations
   - Projects
   - Required Readings
   - Simulations

68. **Are there any other program requirements?  If so, please describe**


69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

   14

70. **Does your program offer instruction in the following formats?**

   - Completely Face to Face Instruction (Instruction is primarily face-to-face, can have on-line materials and support.)
   - Completely on-line or e-learning instruction
   - Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

71. **For hybrid courses, what percent of the coursework is offered on-line?**

   26-50%

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

   Yes

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

   risk taking in the public sector, nobility of public service, emotional intelligence, leadership panel, innovation and problem solving, resilience, 360-degree assessment, building your specific strengths and those of your team, coaching for strengths, community engagement, outcome-based performance measurement, silo busting

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

   Yes

75. **Are program participants able to earn the following by completing the CPM program:**


76. **If yes, how many Undergraduate credits?**


77. **If yes, how many Graduate credits?**

78. **If yes, how many Continuing Education credits?**

79. **If yes, how many Transfer Equivalent credits?**

---

## PROGRAM JURISDICTION

80. **Do you offer the program outside of your approved jurisdiction?**

     No

81. **If inside the United States, in which areas do you offer the program?**

82. **If outside the United States, in which countries do you offer the program?**

---

## CONTINUOUS LEARNING

83. **Are you currently assessing the Continuous Learning needs of your graduates?**

     Yes

84. **Do you currently offer a continuous learning program for your CPM graduates?**

     Yes

85. **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

     We offer an annual symposium for all of our graduates. The topic varies, but it is typically a hot topic, author of a new book, or panel of regional leaders. We are also offering Peer Learning Groups (PLGs) for CPM graduates of each level of the CPM program (we have three levels - supervisor, manager, upper manager/executive).

86. **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

     None

87. **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

     An Enhancement

**PROGRAM MARKETING**

88. **Do you use the following techniques to market the program?**
   - Meetings with decision makers
   - Presentations
   - Social Media
   - Website
   - Word of Mouth

89. **How effective are Brochures?**

   Do Not Use

90. **How effective is Website?**

   Somewhat Effective

91. **How effective is Social Media?**

   Somewhat Effective

92. **How effective are Presentations?**

   Somewhat Effective

93. **How effective are Conference/Vendor Exhibits?**

   Do Not Use

94. **How effective are Meetings with decision makers?**

   Very Effective

95. **How effective is Word of Mouth?**

   Very Effective

96. **How effective is (Other)?**

   Do Not Use

97. **Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

   No

98. **If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

99. **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

   · Applicant Essay

   · Current Supervisory Position

   · Some Supervisory Experience

   · Supervisor Approval/Recommendation

100. **How do individuals apply to your CPM program? (Please select all that apply)**

   · Agency Nomination

   · Essay

   · Self-nomination

101. **Is the CPM offered in the following formats? (Please select all that apply)**

   · By Contract for an Organization

   · Cohort Based

   · Open Enrollment

102. **If you would like to provide more information about how the program is offered, please do below.**

103. **How many training days did your program offer during the past calendar year? Enter whole number of days**

   35

104. **If you would like to provide additional information about the number of sessions, please do so below**

   We offer the Supervisor Academy and Manger Academy in a variety of locations throughout California every year. These are the feeders into the portion of the CPM program. Some of these programs are open enrollment and some are cohort-based internal to a client organization.

## CPM PROGRAM STATISTICS

105. **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

   153

106. **How many of those who were accepted enrolled in the CPM program last year?**

   153

107. **How many active participants (new and previously enrolled) attended sessions last year?**

   153

108. **How many individuals completed the CPM program last year?**

   0

109. **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

   96

## PARTICIPANTS BY ORGANIZATION

**110. State**

20

**111. County**

26

**112. City/Municipal**

107

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

0

**117. Other (please specify)**

0

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

The 2022 graduation dates are unknown at the moment

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

**PROGRAM ASSESSMENT**

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of organizational impact of the participant's CPM training
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program
- Pre-program skill assessments

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Assessment Centers
- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Research Reports
- Team Presentations
- Team Written Projects

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from individuals at participants' organization
- Anecdotal information received from participants
- Survey of participants
- Survey of participants' direct reports
- Survey of participants' peers
- Survey of participants' supervisors

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Research Reports
- Team Presentations
- Team Written Projects

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

- Agency assigned
- Other (describe): (regional leadership assigns to cross section of agencies)
- Self selected

**128.** **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants
- Quantitative analysis of project impact on customer satisfaction
- Quantitative analysis of project return on investment

**129.** **How often is the course content and delivery format reviewed?**

Annually

**130.** **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Don't know

---

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131.** **If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

**132.** **If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

**Name: Neal Kelley**

|  |  |
|---|---|
| **Organization:** | Auburn University at Montgomery, Office of Continuing Education and Community Engagement |
| **Phone:** | (334)244-3031 |
| **Address:** | 75 TechnaCenter Drive Montgomery, AL 36117 |
| **Email:** | neal.kelley@aum.edu |
| **CPM Program Represented:** | Alabama |

## PROGRAM ADMINISTRATION

**1.　What is the name of the agency(ies) responsible for administrative support for the program?**

Auburn University at Montgomery, Office of Continuing Education and Community Engagement

**2.　What type of organization provides the primary administrative support for the CPM program?**

University

**3.　Name of the Program Director**

Neal Kelley

**4.　Program Director's Title**

Director, Office of Continuing Education and Community Engagement
Director, CPM Program

**5.　Name of the Program Co-director (if any)**

**6.　Program Co-director's Title**

**7.　Year this program initially joined the CPM Consortium**

1986

**8.　Year of Initial Accreditation**

1989

**9.　Most recent continued accreditation year**

2020

**10.　Formal Authorization**

Yes

**11.　Source of Authorization**

The Alabama CPM Program was initially endorsed by the Governor under the supervision of Alabama's Department of Finance and the CPM Advisory Board.

## CPM FUNDS DETAIL

**12.   Percentage of funds - Program Fees**

100%


**13.   Percentage of funds - Government Appropriations**

0%


**14.   Percentage of funds - Donations or Grants**

0%


**15.   Percentage of funds - Funding from Your Organization**

0%


**16.   Percentage of funds - Other (List percentage and source here)**

___

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17.   Change in percentage of funds received - Program Fees**

No Change


**18.   Change in percentage of funds received - Appropriations**

No Change


**19.   Change in percentage of funds received - Donations or Grants**

No Change


**20.   Change in percentage of funds received - Funding from Your Organization**

No Change


**21.   Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22. Pricing Options - Select those options your program offers**

Open Enrollment - Fixed Price per person

**23. Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

$4,005

**24. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

**25. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26. If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27. What percent of the enrollment fee is typically paid by the Organization**

76-99%

**28. What percent of the enrollment fee is typically paid by the Participant**

1-25%

**29. What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30. What percent of the enrollment fee is typically paid by a Scholarship?**

1-25%

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    1-4

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    5-9

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

University

**40. Curriculum Design**

University

**41. Evaluating the Program**

- Advisory Board
- State/Government Agency
- University

**42. Promoting the Program**

- Advisory Board
- State/Government Agency
- University

**43. Selecting Participants**

- State/Government Agency
- University

**44. Selecting Scholarship Recipients**

**45. Recruiting Instructors**

Advisory Board

**46. Securing Program Funding**

University

**47. If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.  Were there any program policy changes introduced during the last year?**

Yes

**49.  Were there any program design or curriculum changes introduced during the last year?**

Yes

**50.  Were there any program delivery changes introduced during the last year?**

Yes

**51.  Please summarize major policy changes during the last year.**

From the 2020 re-accreditation review, due to the robust nature of our program, it was suggested that we reduce the number of required CPM training electives from 60 to 30 electives for the successful completion of the program. This change was implemented in 2021.

**52.  Please summarize the program design or curriculum changes during the last year.**

Curriculum is revised and improved each year.

**53.  Please summarize program delivery changes during the last year.**

In 2022, our program transitioned back to full in-person learning.  In 2021, the program was hybrid due to COVID.

## PROGRAM GOALS OR PLANS

**54.  Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty

**CPM PROGRAM TEACHING DESCRIPTION**

55. **Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

56. **Faculty Members as Contract Instructors**

    1-25%

57. **Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

    51-75%

58. **State Employees-Percentage of CPM courses taught**

59. **CPM Program Staff-Percentage of CPM courses taught**

    26-50%

60. **Other (please explain)-Percentage of CPM courses taught**

**INSTRUCTOR RECRUITMENT**

61. **How does the CPM program recruit instructors? (Select all that apply):**
    - Advisory Board Recommendations
    - Agency/Institution Employees
    - CPM Graduate Recommendations
    - Faculty Members
    - Word of Mouth

**INSTRUCTOR TRAINING**

62. **Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

    Yes

63. **Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

    Yes

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64.** **Required classroom hours**

245

**65.** **Directed study hours**

75

**66.** **Required project hours**

60

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

   · Assessments
   · Examinations
   · Projects

68. **Are there any other program requirements?  If so, please describe**

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

   18

70. **Does your program offer instruction in the following formats?**

   Completely Face to Face Instruction (Instruction is primarily face-to-face, can have on-line materials and support.)

71. **For hybrid courses, what percent of the coursework is offered on-line?**

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

   No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

   Yes

75. **Are program participants able to earn the following by completing the CPM program:**

   Graduate Credit

76. **If yes, how many Undergraduate credits?**

77. **If yes, how many Graduate credits?**

   6 graduate credits for the MPA Program

   6 graduate credits for the MBA program

78. **If yes, how many Continuing Education credits?**

79. **If yes, how many Transfer Equivalent credits?**

**PROGRAM JURISDICTION**

80.  **Do you offer the program outside of your approved jurisdiction?**

   No

81.  **If inside the United States, in which areas do you offer the program?**

82.  **If outside the United States, in which countries do you offer the program?**

**CONTINUOUS LEARNING**

83.  **Are you currently assessing the Continuous Learning needs of your graduates?**

   Yes

84.  **Do you currently offer a continuous learning program for your CPM graduates?**

   Yes

85.  **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

   Alabama offers the local chapter for current participants and graduates called the Alabama Society of Certified Public Managers.  The chapter is governed by board members and officers who are CPM graduates.  The chapter offers monthly meetings and an annual seminar and they continually assess the learning needs of graduates through surveys.

86.  **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

   CPM Graduates who are members of the Alabama Society of Certified Public Managers receive the ASCPM Member designation.

87.  **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

88. **Do you use the following techniques to market the program?**

    · Brochures
    · Meetings with decision makers
    · Presentations
    · Social Media
    · Website
    · Word of Mouth

89. **How effective are Brochures?**

    Somewhat Effective

90. **How effective is Website?**

    Somewhat Effective

91. **How effective is Social Media?**

    Somewhat Effective

92. **How effective are Presentations?**

    Very Effective

93. **How effective are Conference/Vendor Exhibits?**

    Do Not Use

94. **How effective are Meetings with decision makers?**

    Very Effective

95. **How effective is Word of Mouth?**

    Very Effective

96. **How effective is (Other)?**

    Do Not Use

97. **Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

    No

98. **If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

99. **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

   - Agency Recommendation
   - Applicant Essay
   - Supervisor Approval/Recommendation

100. **How do individuals apply to your CPM program? (Please select all that apply)**

   - Agency Nomination
   - Essay
   - Self-nomination

101. **Is the CPM offered in the following formats? (Please select all that apply)**

   Open Enrollment

102. **If you would like to provide more information about how the program is offered, please do below.**

103. **How many training days did your program offer during the past calendar year? Enter whole number of days**

   36 days for CPM I (two tracks)

   36 days for CPM II (two tracks)

   72 total days with a total of four tracks

104. **If you would like to provide additional information about the number of sessions, please do so below**

---

## CPM PROGRAM STATISTICS

105. **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

   100

106. **How many of those who were accepted enrolled in the CPM program last year?**

   93

107. **How many active participants (new and previously enrolled) attended sessions last year?**

   93

108. **How many individuals completed the CPM program last year?**

   42

109. **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

   1080

**PARTICIPANTS BY ORGANIZATION**

**110. State**

93

**111. County**

**112. City/Municipal**

**113. Federal**

**114. Tribal**

0

**115. Nonprofit**

**116. International**

**117. Other (please specify)**

---

**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

October 22

**120. Does your state/jurisdiction have a local CPM society?**

yes

**121. If yes, what is the size of the local CPM society membership?**

Approximately 125 members

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

Educating candidates and graduates about the Consortium and Society through CPM Program Channels

**PROGRAM ASSESSMENT**

123. **Do you use the following program evaluation methods? (Please select all that apply)**

   · Assessments of knowledge or skills from CPM used in the workplace

   · Assessments of organizational impact of the participant's CPM training

   · Assessments of participant reaction to individual course or session instructors

   · Assessments of participant reaction to individual courses or sessions

   · Assessments of participant reaction to overall program

124. **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

   · Capstone Project or Course

   · Individual Presentations

   · Individual Written Projects

   · Other (describe): (journal responses)

   · Team Presentations

   · Team Written Projects

125. **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

   · Anecdotal information received from individuals at participants' organization

   · Anecdotal information received from participants

   · Evaluation of review projects

   · Survey of participants

126. **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

   · Capstone Project or Course

   · Individual Presentations

   · Individual Written Projects

   · Other (describe): (journals)

   · Team Presentations

   · Team Written Projects

127. **Where do participants get their capstone project ideas?  (Please select all that apply)**

   · Agency assigned

   · Instructor assigned

128. **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

   · Anecdotal information received from other individuals at participants' organization

   · Anecdotal information received from participants

129. **How often is the course content and delivery format reviewed?**

   Annually

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

- Ability to substitute CPM for EDUCATIONAL experience
- Promotional preferences

---

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Rebecca Kennard**

| | |
|---:|:---|
| **Organization:** | State of Nevada Division of Human Resource Management |
| **Phone:** | 702-486-5576 |
| **Address:** | 555 E Washington Ave Suite 1400 Las Vegas, NV 89101 |
| **Email:** | rkennard@admin.nv.gov |
| **CPM Program Represented:** | State of Nevada |

## PROGRAM ADMINISTRATION

**1.  What is the name of the agency(ies) responsible for administrative support for the program?**

The Division of Human Resource Management's Office of Employee Development within the Department of Administration is responsible for the administration of the program.

**2.  What type of organization provides the primary administrative support for the CPM program?**

State Agency

**3.  Name of the Program Director**

Rebecca Kennard

**4.  Program Director's Title**

NVCPM Program Administrator / Training Officer II

**5.  Name of the Program Co-director (if any)**

Rob Horgan

**6.  Program Co-director's Title**

Employee Development Manager

**7.  Year this program initially joined the CPM Consortium**

2004

**8.  Year of Initial Accreditation**

2005

**9.  Most recent continued accreditation year**

2021

**10.  Formal Authorization**

Yes

**11.  Source of Authorization**

State administration policy, funded by State legislature

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

0%

**13. Percentage of funds - Government Appropriations**

100%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

0%

**16. Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

Decreased

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.   Pricing Options - Select those options your program offers**

Cohort Enrollment - Fixed Price per person

**23.   Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

N/A

**24.   Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

Funding for State employees to participate comes from a general HR assessment that agencies pay to the State Department of Administration. Non-State employees who participate in the program pay a fee of $500. That $500 fee goes into an account different from the CPM account.

**25.   Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

N/A

**26.   If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

N/A

## CPM PROGRAM FEE STRUCTURE

**27.   What percent of the enrollment fee is typically paid by the Organization**

100%

**28.   What percent of the enrollment fee is typically paid by the Participant**

1-25%

**29.   What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30.   What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    1-4

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    0

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

- Advisory Board
- State/Government Agency

**40. Curriculum Design**

State/Government Agency

**41. Evaluating the Program**

- Advisory Board
- State/Government Agency

**42. Promoting the Program**

- Advisory Board
- State/Government Agency

**43. Selecting Participants**

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

State/Government Agency

**46. Securing Program Funding**

State/Government Agency

**47. If you would like to provide other information about program structure, please do so here**

N/A

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.  Were there any program policy changes introduced during the last year?**

Yes

**49.  Were there any program design or curriculum changes introduced during the last year?**

Yes

**50.  Were there any program delivery changes introduced during the last year?**

Yes

**51.  Please summarize major policy changes during the last year.**

For Class 18, which started in August 2021, we added additional mandatory supervisory classes to the requirements, as the State updated its list. In addition, we instituted a policy that a person cannot progress to Phase II of the program unless all assignments from Phase I are completed.

**52.  Please summarize the program design or curriculum changes during the last year.**

We added a half-day instructional module on using data.  We also adjusted our process for conducting Capstone Projects, adding more checkpoints for students to report on their progress in planning, executing and writing their final reports.

**53.  Please summarize program delivery changes during the last year.**

Of our two main trainers, one is based in Las Vegas and the other in Carson City. Our travel budget was cut dramatically, so our Las Vegas-based trainer travels to Carson City to co-teach. One of our current staff members took on select training duties to help with the Las Vegas cohort. Finally, our training rooms have MS Teams-enabled technology, so when a person in one cohort needs to attend a session with the sister cohort, that can be done via Teams video conferencing rather than physical travel.

## PROGRAM GOALS OR PLANS

**54.  Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Add/increase use of technology
- Other (describe): (Reconstitute the Advisory Board to meet at least bi-annually)
- Review/modify program delivery systems
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

1-25%

**56. Faculty Members as Contract Instructors**

None

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

None

**58. State Employees-Percentage of CPM courses taught**

100%

**59. CPM Program Staff-Percentage of CPM courses taught**

76-99%

**60. Other (please explain)-Percentage of CPM courses taught**

1-25%

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- Agency/Institution Employees
- CPM Graduate Pool
- Faculty Members

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

No

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

No

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64. Required classroom hours**

258

**65. Directed study hours**

18

**66. Required project hours**

Minimum of 50

## PROGRAM DESIGN AND COMPLETION REQUIREMENTS

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Case Studies
- Examinations
- Projects
- Required Readings
- Simulations

**68. Are there any other program requirements?  If so, please describe**

No

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

18

**70. Does your program offer instruction in the following formats?**

- Completely Face to Face Instruction (Instruction is primarily face-to-face, can have on-line materials and support.)
- Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

**71. For hybrid courses, what percent of the coursework is offered on-line?**

1-25%

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

No

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

N/A

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

**76. If yes, how many Undergraduate credits?**

N/A

**77. If yes, how many Graduate credits?**

N/A

**78. If yes, how many Continuing Education credits?**

N/A

**79. If yes, how many Transfer Equivalent credits?**

N/A

---

**PROGRAM JURISDICTION**

**80. Do you offer the program outside of your approved jurisdiction?**

No

**81. If inside the United States, in which areas do you offer the program?**

State of Nevada

**82. If outside the United States, in which countries do you offer the program?**

N/A

---

**CONTINUOUS LEARNING**

**83. Are you currently assessing the Continuous Learning needs of your graduates?**

No

**84. Do you currently offer a continuous learning program for your CPM graduates?**

No

**85. If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

N/A

**86. If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

N/A

**87. If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Meetings with decision makers
- Other (describe): (Official DHRM Administrator Listserv announcing opening of applications)
- Presentations
- Website
- Word of Mouth

**89. How effective are Brochures?**

Do Not Use

**90. How effective is Website?**

Somewhat Effective

**91. How effective is Social Media?**

Do Not Use

**92. How effective are Presentations?**

Somewhat Effective

**93. How effective are Conference/Vendor Exhibits?**

Do Not Use

**94. How effective are Meetings with decision makers?**

Very Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Very Effective

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98. If you would like to provide more information about how the program is marketed, please do so below.**

N/A

## CPM TRAINING

**99. Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- · Agency Recommendation
- · Applicant Essay
- · Supervisor Approval/Recommendation

**100. How do individuals apply to your CPM program? (Please select all that apply)**

Agency Nomination

**101. Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102. If you would like to provide more information about how the program is offered, please do below.**

N/A

**103. How many training days did your program offer during the past calendar year? Enter whole number of days**

35

**104. If you would like to provide additional information about the number of sessions, please do so below**

17 of these days were to finish Class 17, and the rest were to start Class 18.

## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

In 2021, we had 52 people enroll.

**106. How many of those who were accepted enrolled in the CPM program last year?**

48 enrolled

**107. How many active participants (new and previously enrolled) attended sessions last year?**

We had 33 participants in Class 17 and 48 in Class 18 for a total of 81 participants in 2021.

**108. How many individuals completed the CPM program last year?**

33 graduated in Class 17 in November 2021.

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

660

**PARTICIPANTS BY ORGANIZATION**

**110. State**

71

**111. County**

1

**112. City/Municipal**

3

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

0

**117. Other (please specify)**

N/A

**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

Class 18 will graduate in Spring 2023.

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

N/A

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

**PROGRAM ASSESSMENT**

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of organizational impact of the participant's CPM training
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Quiz
- Team Presentations
- Team Written Projects
- Test/Exam

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from individuals at participants' organization
- Anecdotal information received from participants

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Quiz
- Team Presentations
- Team Written Projects
- Test/Exam

**127. Where do participants get their capstone project ideas? (Please select all that apply)**

- Agency assigned
- Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants
- Quantitative analysis of project impact on customer satisfaction
- Quantitative analysis of project impact on organizational expenditures
- Quantitative analysis of project return on investment

**Name: Rebecca Kennard**

**129. How often is the course content and delivery format reviewed?**

> Annually

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

> Ability to substitute CPM for WORK experience

---

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

> Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

> Do Not Track

**Name: Chad Kinsella**

|  |  |
|---|---|
| **Organization:** | Ball State University |
| **Phone:** | 765-285-8790 |
| **Address:** | North Quad Building Muncie, IN 47305 |
| **Email:** | cjkinsella@bsu.edu |

**CPM Program Represented:** Indiana

---

## PROGRAM ADMINISTRATION

**1.   What is the name of the agency(ies) responsible for administrative support for the program?**

Bowen Center for Public Affairs

**2.   What type of organization provides the primary administrative support for the CPM program?**

University

**3.   Name of the Program Director**

Chad Kinsella

**4.   Program Director's Title**

Managing Director

**5.   Name of the Program Co-director (if any)**

**6.   Program Co-director's Title**

**7.   Year this program initially joined the CPM Consortium**

2008

**8.   Year of Initial Accreditation**

2011

**9.   Most recent continued accreditation year**

2016

**10.   Formal Authorization**

Yes

**11.   Source of Authorization**

Letter from Jo Ann Gora, then-President of Ball State University

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

100%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

0%

**16. Percentage of funds - Other (List percentage and source here)**

0

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.  Pricing Options - Select those options your program offers**

     Cohort Enrollment - Fixed Price per person

**23.  Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

     $3690 for traditional in-person program
     $3090 for the virtual program

**24.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

**25.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26.  If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27.  What percent of the enrollment fee is typically paid by the Organization**

     100%

**28.  What percent of the enrollment fee is typically paid by the Participant**

     1-25%

**29.  What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

     Not Used

**30.  What percent of the enrollment fee is typically paid by a Scholarship?**

     Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

   1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

   1-4

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

   0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

   0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

   0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

   1-4

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

   0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

   0

## ADMINISTRATIVE STRUCTURE

**39.  Program Administration**

   University

**40.  Curriculum Design**

   ·  Advisory Board

   ·  University

**41.  Evaluating the Program**

   ·  Advisory Board

   ·  University

**42.  Promoting the Program**

   ·  Advisory Board

   ·  University

**43.  Selecting Participants**

   University

**44.  Selecting Scholarship Recipients**

   University

**45.  Recruiting Instructors**

   University

**46.  Securing Program Funding**

   University

**47.  If you would like to provide other information about program structure, please do so here**

   The part-time staff member is a student worker in the Center. Full-time staff members are full-time university employees, but not full-time in CPM.

**2021 SIGNIFICANT PROGRAM CHANGES**

**48. Were there any program policy changes introduced during the last year?**

No

**49. Were there any program design or curriculum changes introduced during the last year?**

No

**50. Were there any program delivery changes introduced during the last year?**

No

**51. Please summarize major policy changes during the last year.**

**52. Please summarize the program design or curriculum changes during the last year.**

**53. Please summarize program delivery changes during the last year.**

**PROGRAM GOALS OR PLANS**

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

Increase/expand program participation

**CPM PROGRAM TEACHING DESCRIPTION**

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

26-50%

**56. Faculty Members as Contract Instructors**

None

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

26-50%

**58. State Employees-Percentage of CPM courses taught**

None

**59. CPM Program Staff-Percentage of CPM courses taught**

None

**60. Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61.** **How does the CPM program recruit instructors? (Select all that apply):**

Faculty Members

## INSTRUCTOR TRAINING

**62.** **Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

No

**63.** **Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

No

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64.** **Required classroom hours**

154

**65.** **Directed study hours**

106

**66.** **Required project hours**

40

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

    · Assessments

    · Case Studies

    · Examinations

    · Projects

    · Required Readings

68. **Are there any other program requirements?  If so, please describe**

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

    24

70. **Does your program offer instruction in the following formats?**

    · Completely Face to Face Instruction (Instruction is primarily face-to-face, can have on-line materials and support.)

    · Completely on-line or e-learning instruction

71. **For hybrid courses, what percent of the coursework is offered on-line?**

    51-75%

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

    No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

    Yes

75. **Are program participants able to earn the following by completing the CPM program:**

76. **If yes, how many Undergraduate credits?**

77. **If yes, how many Graduate credits?**

78. **If yes, how many Continuing Education credits?**

**79.  If yes, how many Transfer Equivalent credits?**

---

**PROGRAM JURISDICTION**

**80.  Do you offer the program outside of your approved jurisdiction?**

No

**81.  If inside the United States, in which areas do you offer the program?**

**82.  If outside the United States, in which countries do you offer the program?**

---

**CONTINUOUS LEARNING**

**83.  Are you currently assessing the Continuous Learning needs of your graduates?**

No

**84.  Do you currently offer a continuous learning program for your CPM graduates?**

**85.  If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

**86.  If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

**87.  If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Brochures
- Social Media
- Website
- Word of Mouth

**89. How effective are Brochures?**

Somewhat Effective

**90. How effective is Website?**

Somewhat Effective

**91. How effective is Social Media?**

Somewhat Effective

**92. How effective are Presentations?**

Do Not Use

**93. How effective are Conference/Vendor Exhibits?**

Do Not Use

**94. How effective are Meetings with decision makers?**

Do Not Use

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Do Not Use

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98. If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

99.  **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

  · Agency Recommendation
  · Applicant Essay
  · Supervisor Approval/Recommendation

100.  **How do individuals apply to your CPM program? (Please select all that apply)**

  · Agency Nomination
  · Self-nomination

101.  **Is the CPM offered in the following formats? (Please select all that apply)**

  Cohort Based

102.  **If you would like to provide more information about how the program is offered, please do below.**

103.  **How many training days did your program offer during the past calendar year? Enter whole number of days**

  24

104.  **If you would like to provide additional information about the number of sessions, please do so below**

  Would normally provide 48 days, but transitioned to online only until 2022 and only offered two classes in 2021 as opposed to four.

## CPM PROGRAM STATISTICS

105.  **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

  33

106.  **How many of those who were accepted enrolled in the CPM program last year?**

  33

107.  **How many active participants (new and previously enrolled) attended sessions last year?**

  77

108.  **How many individuals completed the CPM program last year?**

  22

109.  **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

  122

**PARTICIPANTS BY ORGANIZATION**

**110. State**

24

**111. County**

8

**112. City/Municipal**

41

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

0

**117. Other (please specify)**

2 (Fire Territory)

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**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

May 10, 2022

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

## PROGRAM ASSESSMENT

**123.** **Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of organizational impact of the participant's CPM training
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program
- Pre-program skill assessments

**124.** **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects

**125.** **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from individuals at participants' organization
- Anecdotal information received from participants

**126.** **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Written Projects
- Quiz

**127.** **Where do participants get their capstone project ideas?  (Please select all that apply)**

- Agency assigned
- Self selected

**128.** **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants
- Quantitative analysis of project impact on customer satisfaction
- Quantitative analysis of project impact on organizational expenditures
- Quantitative analysis of project return on investment

**129.** **How often is the course content and delivery format reviewed?**

As needed, no formal review cycle

**130.** **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Don't know

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Jodie Kluver**

| | |
|---:|:---|
| **Organization:** | Bridgewater State University |
| **Phone:** | 4019326099 |
| **Address:** | 14 Cedar Crest Drive Westerly, RI 02891 |
| **Email:** | [jkluver@bridgew.edu](mailto:jkluver@bridgew.edu) |
| **CPM Program Represented:** | Massachusetts Certified Public Manager Program |

## PROGRAM ADMINISTRATION

**1. What is the name of the agency(ies) responsible for administrative support for the program?**

Bridgewater State University, College of Graduate Studies, College of Continuing Studies, and Political Science Department

**2. What type of organization provides the primary administrative support for the CPM program?**

University

**3. Name of the Program Director**

Jodie Kluver

**4. Program Director's Title**

Program Director

**5. Name of the Program Co-director (if any)**

Melinda Tarsi

**6. Program Co-director's Title**

Faculty Director

**7. Year this program initially joined the CPM Consortium**

2014

**8. Year of Initial Accreditation**

2018

**9. Most recent continued accreditation year**

2018

**10. Formal Authorization**

Yes

**11. Source of Authorization**

Bridgewater State University

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

0%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

100%

**16. Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

Decreased

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.  Pricing Options - Select those options your program offers**

Open Enrollment - Fixed Price per person

**23.  Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

4,200

**24.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

NA

**25.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

NA

**26.  If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

NA

## CPM PROGRAM FEE STRUCTURE

**27.  What percent of the enrollment fee is typically paid by the Organization**

Not Used

**28.  What percent of the enrollment fee is typically paid by the Participant**

100%

**29.  What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30.  What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31.  **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

     0

32.  **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

     0

33.  **# of Program Staff assigned to Contract Staff- Full Time Staff**

     0

34.  **# of Program Staff assigned to Contract Staff- Part Time Staff**

     0

35.  **# of Program Staff assigned to Contract Trainers - Full Time Staff**

     0

36.  **# of Program Staff assigned to Contract Trainers - Part Time Staff**

     0

37.  **# of Program Staff assigned to Volunteers - Full Time Staff**

     0

38.  **# of Program Staff assigned to Volunteers - Part Time Staff**

     0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

University

**40. Curriculum Design**

University

**41. Evaluating the Program**

University

**42. Promoting the Program**

University

**43. Selecting Participants**

University

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

University

**46. Securing Program Funding**

University

**47. If you would like to provide other information about program structure, please do so here**

We do not have a paid Program Director at this time. The individual in this role collects a small stipend for the year, but is not hired part time or full time to run the program. She works with the faculty director, who is also receiving a small stipend for her work.

## 2021 SIGNIFICANT PROGRAM CHANGES

**48. Were there any program policy changes introduced during the last year?**

No

**49. Were there any program design or curriculum changes introduced during the last year?**

Yes

**50. Were there any program delivery changes introduced during the last year?**

Yes

**51. Please summarize major policy changes during the last year.**

NA

**52. Please summarize the program design or curriculum changes during the last year.**

Adding additional courses for participants to select from for their electives.

**53. Please summarize program delivery changes during the last year.**

It is actually a continuation of online as the means for program delivery.  The only change is how the one-credit course earned is delivered within the semester.  Before our courses were two weekend classes with online work in between, but now that the course is delivered online we are able to spread the work out over 5 weeks (if needed if the class is self-directed), which is what an one-credit course would equate .

## PROGRAM GOALS OR PLANS

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- · Add/increase use of technology
- · Enhance and expand marketing
- · Increase/expand program participation
- · Other (describe): (We are embracing the transition from face-to-face courses to the online method.  All of the above goals apply towards making this change a successful one.)
- · Recruit/train new instructors/faculty
- · Review/modify program delivery systems
- · Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56. Faculty Members as Contract Instructors**

1-25%

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

26-50%

**58. State Employees-Percentage of CPM courses taught**

None

**59. CPM Program Staff-Percentage of CPM courses taught**

None

**60. Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**
- Advisory Board Recommendations
- Agency/Institution Employees
- Faculty Members
- RFPs

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64. Required classroom hours**

325

**65. Directed study hours**

0

**66. Required project hours**

0

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Case Studies
- Examinations
- Projects
- Required Readings

**68. Are there any other program requirements?  If so, please describe**

Professional Portfolio, Capstone Project and Presentation

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

18 to 24 months

**70. Does your program offer instruction in the following formats?**

Completely on-line or e-learning instruction

**71. For hybrid courses, what percent of the coursework is offered on-line?**

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

No

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

Graduate Credit

**76. If yes, how many Undergraduate credits?**

**77. If yes, how many Graduate credits?**

Up to Six
Additionally, participants can be dual enrolled in the MPA Program.

**78. If yes, how many Continuing Education credits?**

**79. If yes, how many Transfer Equivalent credits?**

**PROGRAM JURISDICTION**

80.  **Do you offer the program outside of your approved jurisdiction?**

      No

81.  **If inside the United States, in which areas do you offer the program?**

82.  **If outside the United States, in which countries do you offer the program?**

**CONTINUOUS LEARNING**

83.  **Are you currently assessing the Continuous Learning needs of your graduates?**

      No

84.  **Do you currently offer a continuous learning program for your CPM graduates?**

      No

85.  **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86.  **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87.  **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88.  Do you use the following techniques to market the program?**

- ·  Brochures
- ·  Conference/Vendor Exhibits
- ·  Meetings with decision makers
- ·  Social Media
- ·  Website
- ·  Word of Mouth

**89.  How effective are Brochures?**

    Not Effective

**90.  How effective is Website?**

    Somewhat Effective

**91.  How effective is Social Media?**

    Somewhat Effective

**92.  How effective are Presentations?**

    Somewhat Effective

**93.  How effective are Conference/Vendor Exhibits?**

    Somewhat Effective

**94.  How effective are Meetings with decision makers?**

    Somewhat Effective

**95.  How effective is Word of Mouth?**

    Somewhat Effective

**96.  How effective is (Other)?**


**97.  Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

    No

**98.  If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99.  Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Applicant Essay
- College Degree
- High School Diploma

**100. How do individuals apply to your CPM program? (Please select all that apply)**

- Essay
- Letter(s) of Recommendation
- Self-nomination

**101. Is the CPM offered in the following formats? (Please select all that apply)**

Open Enrollment

**102. If you would like to provide more information about how the program is offered, please do below.**

During Covid 19 "shut down" period we transformed the delivery of the program to online only. We were planning on delivering a cohort model as well, but that did not take place during this time frame.

**103. How many training days did your program offer during the past calendar year? Enter whole number of days**

26

**104. If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

In 2021 we did not have formal registered participants, but we had students enroll in the Introduction to CPM course with interest of dual enrollment. MPA students considering this type of enrollment are encouraged to meet with the program director to discuss a trajectory of courses and introduce a tracking system of their coursework as they move through the MPA program. It is difficult to capture the number of "working on" and or "interested in" dual enrollment while they are taking the courses.

**106. How many of those who were accepted enrolled in the CPM program last year?**

**107. How many active participants (new and previously enrolled) attended sessions last year?**

15

**108. How many individuals completed the CPM program last year?**

1

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

4

## PARTICIPANTS BY ORGANIZATION

**110. State**

0

**111. County**

0

**112. City/Municipal**

13

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

2

**116. International**

0

**117. Other (please specify)**

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

The CPM program graduation is part of the MPAs Public Service Recognition Dinner. This year the date was May 11th, 2022.

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

**PROGRAM ASSESSMENT**

**123.** **Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of participant reaction to individual courses or sessions
- Pre-program skill assessments

**124.** **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Other (describe): (Portfolio)
- Research Reports
- Team Presentations
- Team Written Projects
- Test/Exam

**125.** **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

**126.** **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Other (describe): (Portfolio)
- Research Reports
- Team Presentations
- Team Written Projects
- Test/Exam

**127.** **Where do participants get their capstone project ideas?  (Please select all that apply)**

Self selected

**128.** **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants

**129.** **How often is the course content and delivery format reviewed?**

As needed, no formal review cycle

**130.** **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Elizabeth Lundeen**

| | |
|---:|:---|
| **Organization:** | Arkansas Public Administration Consortium (APAC) |
| **Phone:** | (501) 916-3090 |
| **Address:** | University of Arkansas-Little Rock, Ross Hall, Room 625 Little Rock, AR 72204 |
| **Email:** | elundeen@ualr.edu |

**CPM Program Represented:** Arkansas

---

## PROGRAM ADMINISTRATION

**1.   What is the name of the agency(ies) responsible for administrative support for the program?**

Arkansas Public Administration Consortium (APAC)

**2.   What type of organization provides the primary administrative support for the CPM program?**

University

**3.   Name of the Program Director**

Elizabeth Lundeen

**4.   Program Director's Title**

Program Manager at Arkansas Public Administration Consortium (APAC)

**5.   Name of the Program Co-director (if any)**

Marie Lindquist

**6.   Program Co-director's Title**

Executive Director at Arkansas Public Administration Consortium (APAC)

**7.   Year this program initially joined the CPM Consortium**

1984

**8.   Year of Initial Accreditation**

1991

**9.   Most recent continued accreditation year**

2016

**10.   Formal Authorization**

Yes

**11.   Source of Authorization**

National CPM Consortium

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

   1-49%

**13. Percentage of funds - Government Appropriations**

   50-75%

**14. Percentage of funds - Donations or Grants**

   0%

**15. Percentage of funds - Funding from Your Organization**

   0%

**16. Percentage of funds - Other (List percentage and source here)**

   N/A

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

   Decreased

**18. Change in percentage of funds received - Appropriations**

   No Change

**19. Change in percentage of funds received - Donations or Grants**

   No Change

**20. Change in percentage of funds received - Funding from Your Organization**

   No Change

**21. Change in percentage of funds received - Other**

   No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.  Pricing Options - Select those options your program offers**

Open Enrollment - Fixed Price per person

**23.  Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

$3775

**24.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

N/A

**25.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

N/A

**26.  If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

N/A

## CPM PROGRAM FEE STRUCTURE

**27.  What percent of the enrollment fee is typically paid by the Organization**

76-99%

**28.  What percent of the enrollment fee is typically paid by the Participant**

1-25%

**29.  What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30.  What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    1-4

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    10-14

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

University

**40. Curriculum Design**

- Advisory Board
- University

**41. Evaluating the Program**

University

**42. Promoting the Program**

- Advisory Board
- University

**43. Selecting Participants**

University

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

University

**46. Securing Program Funding**

University

**47. If you would like to provide other information about program structure, please do so here**

N/A

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.** **Were there any program policy changes introduced during the last year?**

No

**49.** **Were there any program design or curriculum changes introduced during the last year?**

No

**50.** **Were there any program delivery changes introduced during the last year?**

Yes

**51.** **Please summarize major policy changes during the last year.**

**52.** **Please summarize the program design or curriculum changes during the last year.**

**53.** **Please summarize program delivery changes during the last year.**

We continued to have participants complete all program requirements online from March 2020 through December 2021. We held our trainings live online using Zoom and administered our comprehensive exam using the Canvas Learning Management System. Participants were given the choice to complete their service projects and self-selected professional development hours online or in-person. During the 2021 program year, we prepared to resume some in-person trainings in February 2022. Our plan going forward is to hold some trainings online and some in-person each program year.

## PROGRAM GOALS OR PLANS

**54.** **Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Enhance and expand marketing
- Increase/expand program participation
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56. Faculty Members as Contract Instructors**

26-50%

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

26-50%

**58. State Employees-Percentage of CPM courses taught**

1-25%

**59. CPM Program Staff-Percentage of CPM courses taught**

1-25%

**60. Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- Agency/Institution Employees
- CPM Graduate Pool
- CPM Graduate Recommendations
- Faculty Members
- RFPs
- Word of Mouth

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

No

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

No

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64.  Required classroom hours**

210

**65.  Directed study hours**

40

**66.  Required project hours**

50

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

**67.  Which of the following are required to complete the program? Please check all that apply**

Examinations

**68.  Are there any other program requirements?  If so, please describe**

A service project and a final written project plan

**69.  On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

36 months

**70.  Does your program offer instruction in the following formats?**

Completely on-line or e-learning instruction

**71.  For hybrid courses, what percent of the coursework is offered on-line?**

**72.  Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

No

**73.  If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

**74.  Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75.  Are program participants able to earn the following by completing the CPM program:**

Graduate Credit

**76.  If yes, how many Undergraduate credits?**

**77.  If yes, how many Graduate credits?**

6

**78.  If yes, how many Continuing Education credits?**

**79.  If yes, how many Transfer Equivalent credits?**

**PROGRAM JURISDICTION**

80.  **Do you offer the program outside of your approved jurisdiction?**

     No

81.  **If inside the United States, in which areas do you offer the program?**

82.  **If outside the United States, in which countries do you offer the program?**

**CONTINUOUS LEARNING**

83.  **Are you currently assessing the Continuous Learning needs of your graduates?**

     No

84.  **Do you currently offer a continuous learning program for your CPM graduates?**

     Yes

85.  **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

     We offer professional development workshops that CPM alumni can take at a reduced rate.

86.  **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

     Alumni can earn a CPM with Excellence award by completing 30 hours of professional development in a year.

87.  **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

     An Enhancement

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Brochures
- Conference/Vendor Exhibits
- Meetings with decision makers
- Presentations
- Social Media
- Website
- Word of Mouth

**89. How effective are Brochures?**

Somewhat Effective

**90. How effective is Website?**

Somewhat Effective

**91. How effective is Social Media?**

Somewhat Effective

**92. How effective are Presentations?**

Somewhat Effective

**93. How effective are Conference/Vendor Exhibits?**

Somewhat Effective

**94. How effective are Meetings with decision makers?**

Very Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Do Not Use

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98. If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99. Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Applicant Essay
- Supervisor Approval/Recommendation

**100. How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Essay
- Self-nomination

**101. Is the CPM offered in the following formats? (Please select all that apply)**

Open Enrollment

**102. If you would like to provide more information about how the program is offered, please do below.**


**103. How many training days did your program offer during the past calendar year? Enter whole number of days**

27

**104. If you would like to provide additional information about the number of sessions, please do so below**


## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

14

**106. How many of those who were accepted enrolled in the CPM program last year?**

11

**107. How many active participants (new and previously enrolled) attended sessions last year?**

37

**108. How many individuals completed the CPM program last year?**

10

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

316

## PARTICIPANTS BY ORGANIZATION

**110. State**

27

**111. County**

1

**112. City/Municipal**

7

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

2

**116. International**

0

**117. Other (please specify)**

N/A

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

June 16, 2022

**120. Does your state/jurisdiction have a local CPM society?**

Yes

**121. If yes, what is the size of the local CPM society membership?**

80

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

Other (describe): (All of these except "Facilitating connecting CPM graduates with AACPM in order to form a new society.")

## PROGRAM ASSESSMENT

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of organizational impact of the participant's CPM training
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program
- Pre-program skill assessments

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

Other (describe): (Survey of past graduates to assess skills used in the workplace)

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from individuals at participants' organization
- Anecdotal information received from participants
- Survey of participants' direct reports
- Survey of participants' supervisors

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Quiz
- Team Written Projects
- Test/Exam

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

- Agency assigned
- Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from participants
- Quantitative analysis of project impact on organizational expenditures
- Quantitative analysis of project return on investment

**129. How often is the course content and delivery format reviewed?**

As needed, no formal review cycle

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Ability to substitute CPM for EDUCATIONAL experience

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Stephen Mason**

|  |  |
|---|---|
| **Organization:** | State of New Hampshire - Bureau of Education and Training |
| **Phone:** | 603-271-1472 |
| **Address:** | 54 Regional Drive Concord, New Hampshire 03301 |
| **Email:** | stephen.j.mason@das.nh.gov |
| **CPM Program Represented:** | State of NH Certified Public Manager Program |

## PROGRAM ADMINISTRATION

**1.    What is the name of the agency(ies) responsible for administrative support for the program?**

Department of Administrative Services

**2.    What type of organization provides the primary administrative support for the CPM program?**

State Agency

**3.    Name of the Program Director**

Stephen J. Mason, Jr.

**4.    Program Director's Title**

Education and Training Officer

**5.    Name of the Program Co-director (if any)**

N/A

**6.    Program Co-director's Title**


**7.    Year this program initially joined the CPM Consortium**

1996

**8.    Year of Initial Accreditation**

1996

**9.    Most recent continued accreditation year**

2018

**10.    Formal Authorization**

Yes

**11.    Source of Authorization**

Authorized under the NH Division of Personnel by RSA 21-I:42 XVII(a)(3)

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

100%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

0%

**16. Percentage of funds - Other (List percentage and source here)**

n/a

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.  Pricing Options - Select those options your program offers**

Open Enrollment - Fixed Price per person

**23.  Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

$1950.00 Level I
$1950.00 Level II

**24.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

n/a

**25.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

n/a

**26.  If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

n/a

## CPM PROGRAM FEE STRUCTURE

**27.  What percent of the enrollment fee is typically paid by the Organization**

100%

**28.  What percent of the enrollment fee is typically paid by the Participant**

1-25%

**29.  What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30.  What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

**31.  # of Program Staff assigned to the Administrative Staff- Full Time Staff**

   1-4

**32.  # of Program Staff assigned to the Administrative Staff- Part Time Staff**

   1-4

**33.  # of Program Staff assigned to Contract Staff- Full Time Staff**

**34.  # of Program Staff assigned to Contract Staff- Part Time Staff**

**35.  # of Program Staff assigned to Contract Trainers - Full Time Staff**

**36.  # of Program Staff assigned to Contract Trainers - Part Time Staff**

**37.  # of Program Staff assigned to Volunteers - Full Time Staff**

**38.  # of Program Staff assigned to Volunteers - Part Time Staff**

   1-4

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

State/Government Agency

**40. Curriculum Design**

State/Government Agency

**41. Evaluating the Program**

- Advisory Board
- State/Government Agency
- University

**42. Promoting the Program**

State/Government Agency

**43. Selecting Participants**

N/A

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

State/Government Agency

**46. Securing Program Funding**

State/Government Agency

**47. If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.    Were there any program policy changes introduced during the last year?**

**49.    Were there any program design or curriculum changes introduced during the last year?**

**50.    Were there any program delivery changes introduced during the last year?**

**51.    Please summarize major policy changes during the last year.**

Each year we review the curriculum to assure accuracy and improve as needed to keep information fresh and contemporary and to incorporate new information as needed.

**52.    Please summarize the program design or curriculum changes during the last year.**

No significant changes between 2020 and 2021.

**53.    Please summarize program delivery changes during the last year.**

We have incorporated more subject matter experts and hired a new full-time instructor.

## PROGRAM GOALS OR PLANS

**54.    Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Add/increase use of technology
- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty
- Review/modify program delivery systems
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

76-99%

**56. Faculty Members as Contract Instructors**

None

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

None

**58. State Employees-Percentage of CPM courses taught**

1-25%

**59. CPM Program Staff-Percentage of CPM courses taught**

76-99%

**60. Other (please explain)-Percentage of CPM courses taught**

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**
- Agency/Institution Employees
- Faculty Members
- Word of Mouth

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64. Required classroom hours**

258

**65. Directed study hours**

68

**66. Required project hours**

66

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

   - Assessments
   - Case Studies
   - Examinations
   - Projects
   - Required Readings
   - Simulations

68. **Are there any other program requirements?  If so, please describe**

   Participation in Leadership Seminars

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

   20

70. **Does your program offer instruction in the following formats?**

   Completely on-line or e-learning instruction

71. **For hybrid courses, what percent of the coursework is offered on-line?**

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

   No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

   Yes

75. **Are program participants able to earn the following by completing the CPM program:**

   Undergraduate Credit

76. **If yes, how many Undergraduate credits?**

   Varies depending on articulation agreement with specific college or university 4 - 12 credits are possible.

77. **If yes, how many Graduate credits?**

   77% - varied depending on articulation agreement with specific college or university 6 to 12 credits 78.

78. **If yes, how many Continuing Education credits?**

   39 credit hours for the 2-year program

**79. If yes, how many Transfer Equivalent credits?**

---

**PROGRAM JURISDICTION**

**80. Do you offer the program outside of your approved jurisdiction?**

No

**81. If inside the United States, in which areas do you offer the program?**

**82. If outside the United States, in which countries do you offer the program?**

---

**CONTINUOUS LEARNING**

**83. Are you currently assessing the Continuous Learning needs of your graduates?**

Yes

**84. Do you currently offer a continuous learning program for your CPM graduates?**

Yes

**85. If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

CPM students and alumni are encouraged to participate in continued education through BET including Leadership Seminars, participation in conferences, and participation in a variety of professional development classes offered by BET.

**86. If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

Certificates of Completion are offered by the Bureau

**87. If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

An Enhancement

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Brochures
- Conference/Vendor Exhibits
- Meetings with decision makers
- Presentations
- Website
- Word of Mouth

**89. How effective are Brochures?**

Somewhat Effective

**90. How effective is Website?**

Very Effective

**91. How effective is Social Media?**

Do Not Use

**92. How effective are Presentations?**

Very Effective

**93. How effective are Conference/Vendor Exhibits?**

Somewhat Effective

**94. How effective are Meetings with decision makers?**

Very Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Do Not Use

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

Yes

**98. If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99.  Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Agency Recommendation
- Applicant Essay
- High School Diploma
- Some Supervisory Experience
- Supervisor Approval/Recommendation

**100.  How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Essay
- Self-nomination

**101.  Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102.  If you would like to provide more information about how the program is offered, please do below.**

**103.  How many training days did your program offer during the past calendar year? Enter whole number of days**

90

**104.  If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105.  How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

SCP-IICPM ICPM II
11       66       29

**106.  How many of those who were accepted enrolled in the CPM program last year?**

SCP-IICPM ICPM II
1        55       25

**107.  How many active participants (new and previously enrolled) attended sessions last year?**

SA   CPM II
142    31

**108.  How many individuals completed the CPM program last year?**

CPM II - 31

**109.  How many individuals have completed all the requirements for the CPM designation since your program's inception?**

SCP-IICPM I & SACPM II
58          853       479

## PARTICIPANTS BY ORGANIZATION

**110. State**

    CPM I & SA    843
    CPM           438
    SCP-II         58

**111. County**

    CPM I & SA     10
    CPM             8

**112. City/Municipal**

    CPM I & SA    112
    CPM           178

**113. Federal**

    N/A

**114. Tribal**

    0

**115. Nonprofit**

    CPM I & SA     11
    CPM            11
    SCP-II

**116. International**

    0

**117. Other (please specify)**

    0

**YOUR CPM GRADUATES**

**118.　Does the CPM program hold a graduation ceremony?**

　　Yes

**119.　If so, what are the dates in 2022?**

　　6/29/22

**120.　Does your state/jurisdiction have a local CPM society?**

　　Yes

**121.　If yes, what is the size of the local CPM society membership?**

　　60+

**122.　Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

　　Educating candidates and graduates about the Consortium and Society through CPM Program Channels

## PROGRAM ASSESSMENT

**123.** **Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of organizational impact of the participant's CPM training
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program
- Pre-program skill assessments

**124.** **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects

**125.** **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from individuals at participants' organization
- Anecdotal information received from participants
- Evaluation of review projects
- Survey of participants
- Survey of participants' direct reports
- Survey of participants' peers
- Survey of participants' supervisors

**126.** **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Research Reports
- Team Presentations
- Team Written Projects

**127.** **Where do participants get their capstone project ideas?  (Please select all that apply)**

- Agency assigned
- Self selected

**128.** **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants
- Quantitative analysis of project impact on customer satisfaction
- Quantitative analysis of project impact on organizational expenditures

**129. How often is the course content and delivery format reviewed?**

    Annually

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

    Don't know

---

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

    Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

    Do Not Track

**Name: Walt McBride**

|  |  |
|---|---|
| **Organization:** | University of Georgia |
| **Phone:** | 706-503-4474 |
| **Address:** | 201 North Milledge Avenue Athens, GA 30602 |
| **Email:** | mcbride@uga.edu |
| **CPM Program Represented:** | Georgia |

## PROGRAM ADMINISTRATION

**1. What is the name of the agency(ies) responsible for administrative support for the program?**

UGA Carl Vinson Institute of Government

**2. What type of organization provides the primary administrative support for the CPM program?**

University

**3. Name of the Program Director**

Walt McBride

**4. Program Director's Title**

Interim Leadership Development Unit Manager

**5. Name of the Program Co-director (if any)**

Marci Campbell

**6. Program Co-director's Title**

Public Service Assistant

**7. Year this program initially joined the CPM Consortium**

1976; rejoined in 2016

**8. Year of Initial Accreditation**

1976

**9. Most recent continued accreditation year**

2017

**10. Formal Authorization**

Yes

**11. Source of Authorization**

University of Georgia

**CPM FUNDS DETAIL**

**12. Percentage of funds - Program Fees**

100%

**13. Percentage of funds - Government Appropriations**

**14. Percentage of funds - Donations or Grants**

**15. Percentage of funds - Funding from Your Organization**

**16. Percentage of funds - Other (List percentage and source here)**

**CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED**

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

22. **Pricing Options - Select those options your program offers**

    · Cohort Enrollment - Fixed Price per group
    · Cohort Enrollment - Fixed Price per person
    · Open Enrollment - Fixed Price per person

23. **Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

    $3,500

24. **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

    $3,500

25. **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

    $3,500

26. **If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**


## CPM PROGRAM FEE STRUCTURE

27. **What percent of the enrollment fee is typically paid by the Organization**

    100%


28. **What percent of the enrollment fee is typically paid by the Participant**


29. **What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

    Not Used

30. **What percent of the enrollment fee is typically paid by a Scholarship?**

    Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    0

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    0

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39.  Program Administration**

   University

**40.  Curriculum Design**

   University

**41.  Evaluating the Program**

   University

**42.  Promoting the Program**

- Advisory Board
- University

**43.  Selecting Participants**

   N/A

**44.  Selecting Scholarship Recipients**

   N/A

**45.  Recruiting Instructors**

   University

**46.  Securing Program Funding**

   University

**47.  If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.  Were there any program policy changes introduced during the last year?**

No

**49.  Were there any program design or curriculum changes introduced during the last year?**

Yes

**50.  Were there any program delivery changes introduced during the last year?**

No

**51.  Please summarize major policy changes during the last year.**

**52.  Please summarize the program design or curriculum changes during the last year.**

Minor changes to the curriculum

**53.  Please summarize program delivery changes during the last year.**

## PROGRAM GOALS OR PLANS

**54.  Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- · Add/increase use of technology
- · Enhance and expand marketing
- · Increase/expand program participation
- · Recruit/train new instructors/faculty
- · Review/modify program delivery systems
- · Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

100%

**56. Faculty Members as Contract Instructors**

None

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

None

**58. State Employees-Percentage of CPM courses taught**

None

**59. CPM Program Staff-Percentage of CPM courses taught**

None

**60. Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

Faculty Members

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64. Required classroom hours**

162

**65. Directed study hours**

96

**66. Required project hours**

42

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

   · Case Studies
   · Projects
   · Required Readings
   · Simulations

68. **Are there any other program requirements?  If so, please describe**

   Group Service Learning Project

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

   9

70. **Does your program offer instruction in the following formats?**

   · Completely on-line or e-learning instruction
   · Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

71. **For hybrid courses, what percent of the coursework is offered on-line?**

   76-99%

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

   No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

   Yes

75. **Are program participants able to earn the following by completing the CPM program:**

   · Continuing Education Credit
   · Graduate Credit

76. **If yes, how many Undergraduate credits?**

77. **If yes, how many Graduate credits?**

   3

78. **If yes, how many Continuing Education credits?**

   16.2

79. **If yes, how many Transfer Equivalent credits?**

**PROGRAM JURISDICTION**

80.　**Do you offer the program outside of your approved jurisdiction?**

　　Yes

81.　**If inside the United States, in which areas do you offer the program?**

　　Anywhere that participant has gotten permission from their state

82.　**If outside the United States, in which countries do you offer the program?**

**CONTINUOUS LEARNING**

83.　**Are you currently assessing the Continuous Learning needs of your graduates?**

　　No

84.　**Do you currently offer a continuous learning program for your CPM graduates?**

　　No

85.　**If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86.　**If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87.　**If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Brochures
- Conference/Vendor Exhibits
- Meetings with decision makers
- Presentations
- Social Media
- Website
- Word of Mouth

**89. How effective are Brochures?**

Somewhat Effective

**90. How effective is Website?**

Somewhat Effective

**91. How effective is Social Media?**

Somewhat Effective

**92. How effective are Presentations?**

Very Effective

**93. How effective are Conference/Vendor Exhibits?**

Somewhat Effective

**94. How effective are Meetings with decision makers?**

Very Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

Yes

**98. If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99.  Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

**100.  How do individuals apply to your CPM program? (Please select all that apply)**

· Agency Nomination

· Self-nomination

**101.  Is the CPM offered in the following formats? (Please select all that apply)**

· By Contract for an Organization

· Cohort Based

· Open Enrollment

**102.  If you would like to provide more information about how the program is offered, please do below.**

**103.  How many training days did your program offer during the past calendar year? Enter whole number of days**

130

**104.  If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105.  How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

104

**106.  How many of those who were accepted enrolled in the CPM program last year?**

104

**107.  How many active participants (new and previously enrolled) attended sessions last year?**

104

**108.  How many individuals completed the CPM program last year?**

101

**109.  How many individuals have completed all the requirements for the CPM designation since your program's inception?**

567

**Name: Walt McBride**

## PARTICIPANTS BY ORGANIZATION

**110. State**

143

**111. County**

347

**112. City/Municipal**

75

**113. Federal**

**114. Tribal**

0

**115. Nonprofit**

**116. International**

**117. Other (please specify)**

Government Contractors: 2

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

May 26, 2022

**120. Does your state/jurisdiction have a local CPM society?**

Yes

**121. If yes, what is the size of the local CPM society membership?**

Unknown

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

Educating candidates and graduates about the Consortium and Society through CPM Program Channels

## PROGRAM ASSESSMENT

**123. Do you use the following program evaluation methods? (Please select all that apply)**

Assessments of participant reaction to overall program

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Team Presentations
- Team Written Projects

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants

**129. How often is the course content and delivery format reviewed?**

Annually

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

- Pay incentive
- Promotional preferences

## FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Kristen Norman**

|  |  |
|--|--|
| **Organization:** | Hamline University |
| **Phone:** | 651-523-2814 |
| **Address:** | 1536 Hewitt Ave Minneapolis, MN 55419 |
| **Email:** | knorman06@hamline.edu |

**CPM Program Represented:** Minnesota

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**PROGRAM ADMINISTRATION**

**1.** **What is the name of the agency(ies) responsible for administrative support for the program?**

Hamline University Center for Public Administration and Leadership

**2.** **What type of organization provides the primary administrative support for the CPM program?**

University

**3.** **Name of the Program Director**

Kris Norman

**4.** **Program Director's Title**

Professor and Director of the Center for Public Administration and Leadership

**5.** **Name of the Program Co-director (if any)**

**6.** **Program Co-director's Title**

**7.** **Year this program initially joined the CPM Consortium**

2019

**8.** **Year of Initial Accreditation**

2021

**9.** **Most recent continued accreditation year**

NA

**10.** **Formal Authorization**

Yes

**11.** **Source of Authorization**

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

76-99%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

1-49%

**16. Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

22. **Pricing Options - Select those options your program offers**

    Open Enrollment - Fixed Price per person

23. **Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

    $4000 per person

24. **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

25. **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

26. **If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

27. **What percent of the enrollment fee is typically paid by the Organization**

    76-99%

28. **What percent of the enrollment fee is typically paid by the Participant**

    76-99%

29. **What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

    Not Used

30. **What percent of the enrollment fee is typically paid by a Scholarship?**

    Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    0

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    1-4

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    1-4

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    0

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

University

**40. Curriculum Design**

University

**41. Evaluating the Program**

- Advisory Board
- University

**42. Promoting the Program**

- Advisory Board
- University

**43. Selecting Participants**

University

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

- Advisory Board
- University

**46. Securing Program Funding**

University

**47. If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48. Were there any program policy changes introduced during the last year?**

No

**49. Were there any program design or curriculum changes introduced during the last year?**

Yes

**50. Were there any program delivery changes introduced during the last year?**

Yes

**51. Please summarize major policy changes during the last year.**

**52. Please summarize the program design or curriculum changes during the last year.**

Since this was the first time through the program we adjusted as needed as we went along.

**53. Please summarize program delivery changes during the last year.**

We added bi-weekly virtual meetings to the schedule.

## PROGRAM GOALS OR PLANS

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

76-99%

**56. Faculty Members as Contract Instructors**

None

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

1-25%

**58. State Employees-Percentage of CPM courses taught**

None

**59. CPM Program Staff-Percentage of CPM courses taught**

51-75%

**60. Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- Faculty Members

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

No

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64. Required classroom hours**

82 hours of residency
26 hours bi-weekly meetings

**65. Directed study hours**

180 hours

**66. Required project hours**

50 for Capstone

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

**67.  Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Projects
- Required Readings

**68.  Are there any other program requirements?  If so, please describe**

Presentations at bi-weekly check ins

**69.  On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

12

**70.  Does your program offer instruction in the following formats?**

Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

**71.  For hybrid courses, what percent of the coursework is offered on-line?**

76-99%

**72.  Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

No

**73.  If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

**74.  Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75.  Are program participants able to earn the following by completing the CPM program:**

Graduate Credit

**76.  If yes, how many Undergraduate credits?**

**77.  If yes, how many Graduate credits?**

12

**78.  If yes, how many Continuing Education credits?**

**79.  If yes, how many Transfer Equivalent credits?**

**PROGRAM JURISDICTION**

80.   **Do you offer the program outside of your approved jurisdiction?**

Yes

81.   **If inside the United States, in which areas do you offer the program?**

We accept students from Western Wisconsin, with permission of the Wisconsin program.

82.   **If outside the United States, in which countries do you offer the program?**

**CONTINUOUS LEARNING**

83.   **Are you currently assessing the Continuous Learning needs of your graduates?**

No

84.   **Do you currently offer a continuous learning program for your CPM graduates?**

No

85.   **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86.   **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87.   **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88.  Do you use the following techniques to market the program?**

- Brochures
- Conference/Vendor Exhibits
- Meetings with decision makers
- Presentations
- Website
- Word of Mouth

**89.  How effective are Brochures?**

Somewhat Effective

**90.  How effective is Website?**

Somewhat Effective

**91.  How effective is Social Media?**

Somewhat Effective

**92.  How effective are Presentations?**

**93.  How effective are Conference/Vendor Exhibits?**

Somewhat Effective

**94.  How effective are Meetings with decision makers?**

Somewhat Effective

**95.  How effective is Word of Mouth?**

Somewhat Effective

**96.  How effective is (Other)?**

Do Not Use

**97.  Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98.  If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99.** **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Applicant Essay
- Supervisor Approval/Recommendation

**100.** **How do individuals apply to your CPM program? (Please select all that apply)**

- Essay
- Self-nomination

**101.** **Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102.** **If you would like to provide more information about how the program is offered, please do below.**

**103.** **How many training days did your program offer during the past calendar year? Enter whole number of days**

There are 12 days of residency split between 4 residencies. The cohort also meets for an our every other week. The rest is asynchronous online.

**104.** **If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105.** **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

6

**106.** **How many of those who were accepted enrolled in the CPM program last year?**

5

**107.** **How many active participants (new and previously enrolled) attended sessions last year?**

5

**108.** **How many individuals completed the CPM program last year?**

5

**109.** **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

5

**PARTICIPANTS BY ORGANIZATION**

**110. State**

**111. County**

**112. City/Municipal**

5

**113. Federal**

**114. Tribal**

na

**115. Nonprofit**

**116. International**

**117. Other (please specify)**

**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

May 17

**120. Does your state/jurisdiction have a local CPM society?**

no

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

## PROGRAM ASSESSMENT

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

- Agency assigned
- Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

Anecdotal information received from participants

**129. How often is the course content and delivery format reviewed?**

Annually

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Don't know

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**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Ellen Patterson**

|  |  |
|---|---|
| **Organization:** | University of Colorado Denver School of Public Affairs |
| **Phone:** | 3033150150 |
| **Address:** | 1380 Lawrence Street, Suite 500 Denver, CO 80204 |
| **Email:** | ellen.patterson@ucdenver.edu |

**CPM Program Represented:** Colorado

## PROGRAM ADMINISTRATION

**1.    What is the name of the agency(ies) responsible for administrative support for the program?**

School of Public Affairs Institute, School of Public Affairs, University of Colorado Denver

**2.    What type of organization provides the primary administrative support for the CPM program?**

University

**3.    Name of the Program Director**

Randy Harrison

**4.    Program Director's Title**

Director

**5.    Name of the Program Co-director (if any)**

Lisa VanRaemdonck

**6.    Program Co-director's Title**

Administrative Director for CPM
Executive Director, School of Public Affairs Institute

**7.    Year this program initially joined the CPM Consortium**

2010

**8.    Year of Initial Accreditation**

2010

**9.    Most recent continued accreditation year**

2021

**10.    Formal Authorization**

No

**11.    Source of Authorization**

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

76-99%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

1-49%

**16. Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

Decreased

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

Increased

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22. Pricing Options - Select those options your program offers**

- Cohort Enrollment - Fixed Price per group
- Cohort Enrollment - Fixed Price per person
- Open Enrollment - Fixed Price per person

**23. Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

$3,300

**24. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

Starts at $3,300. Some discounts available based on cohort size.

**25. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

$3,000

**26. If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

$300 per 2-day course for attendees not seeking the full certificate.

## CPM PROGRAM FEE STRUCTURE

**27. What percent of the enrollment fee is typically paid by the Organization**

76-99%

**28. What percent of the enrollment fee is typically paid by the Participant**

1-25%

**29. What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30. What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31.  **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

     0

32.  **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

     1-4

33.  **# of Program Staff assigned to Contract Staff- Full Time Staff**

     0

34.  **# of Program Staff assigned to Contract Staff- Part Time Staff**

     0

35.  **# of Program Staff assigned to Contract Trainers - Full Time Staff**

     0

36.  **# of Program Staff assigned to Contract Trainers - Part Time Staff**

     10-14

37.  **# of Program Staff assigned to Volunteers - Full Time Staff**

     0

38.  **# of Program Staff assigned to Volunteers - Part Time Staff**

     0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

University

**40. Curriculum Design**

University

**41. Evaluating the Program**

University

**42. Promoting the Program**

University

**43. Selecting Participants**

University

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

University

**46. Securing Program Funding**

University

**47. If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.** **Were there any program policy changes introduced during the last year?**

No

**49.** **Were there any program design or curriculum changes introduced during the last year?**

No

**50.** **Were there any program delivery changes introduced during the last year?**

Yes

**51.** **Please summarize major policy changes during the last year.**

**52.** **Please summarize the program design or curriculum changes during the last year.**

**53.** **Please summarize program delivery changes during the last year.**

Due to COVID-19, we continued the following, temporary, program delivery changes:
1) kept 100% virtual, real-time sessions
2) split each full-day session into two half-day sessions

We added a new regional cohort that was 100% virtual during 2021.

## PROGRAM GOALS OR PLANS

**54.** **Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Add/increase use of technology
- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55.   Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56.   Faculty Members as Contract Instructors**

1-25%

**57.   Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

76-99%

**58.   State Employees-Percentage of CPM courses taught**

None

**59.   CPM Program Staff-Percentage of CPM courses taught**

1-25%

**60.   Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61.   How does the CPM program recruit instructors? (Select all that apply):**

· Advisory Board Recommendations
· Agency/Institution Employees
· CPM Graduate Recommendations
· Faculty Members
· Other (describe): (Our experience with high level practitioner leaders within our other programs)

## INSTRUCTOR TRAINING

**62.   Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63.   Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64. Required classroom hours**

84

**65. Directed study hours**

166

**66. Required project hours**

50

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

   · Assessments
   · Case Studies
   · Projects
   · Required Readings
   · Simulations

68. **Are there any other program requirements?  If so, please describe**

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

   15

70. **Does your program offer instruction in the following formats?**

   · Completely Face to Face Instruction (Instruction is primarily face-to-face, can have on-line materials and support.)
   · Completely on-line or e-learning instruction

71. **For hybrid courses, what percent of the coursework is offered on-line?**

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

   No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

   No

75. **Are program participants able to earn the following by completing the CPM program:**

   Transfer Equivalent Credit

76. **If yes, how many Undergraduate credits?**

77. **If yes, how many Graduate credits?**

78. **If yes, how many Continuing Education credits?**

**Name: Ellen Patterson**

79. **If yes, how many Transfer Equivalent credits?**

    6

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**PROGRAM JURISDICTION**

80. **Do you offer the program outside of your approved jurisdiction?**

    No

81. **If inside the United States, in which areas do you offer the program?**

82. **If outside the United States, in which countries do you offer the program?**

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**CONTINUOUS LEARNING**

83. **Are you currently assessing the Continuous Learning needs of your graduates?**

    No

84. **Do you currently offer a continuous learning program for your CPM graduates?**

    No

85. **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86. **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87. **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

## PROGRAM MARKETING

**88. Do you use the following techniques to market the program?**

- Brochures
- Conference/Vendor Exhibits
- Meetings with decision makers
- Social Media
- Website
- Word of Mouth

**89. How effective are Brochures?**

Somewhat Effective

**90. How effective is Website?**

Somewhat Effective

**91. How effective is Social Media?**

Somewhat Effective

**92. How effective are Presentations?**

Somewhat Effective

**93. How effective are Conference/Vendor Exhibits?**

Somewhat Effective

**94. How effective are Meetings with decision makers?**

Somewhat Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98. If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99. Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Agency Recommendation
- Applicant Essay
- High School Diploma
- Some Supervisory Experience

**100. How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Essay
- Self-nomination

**101. Is the CPM offered in the following formats? (Please select all that apply)**

- By Contract for an Organization
- Cohort Based
- Open Enrollment

**102. If you would like to provide more information about how the program is offered, please do below.**

**103. How many training days did your program offer during the past calendar year? Enter whole number of days**

18

**104. If you would like to provide additional information about the number of sessions, please do so below**

12 days in Denver, 6 days in Aspen cohort.

## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

33

**106. How many of those who were accepted enrolled in the CPM program last year?**

31

**107. How many active participants (new and previously enrolled) attended sessions last year?**

38

**108. How many individuals completed the CPM program last year?**

5

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

91

**PARTICIPANTS BY ORGANIZATION**

**110. State**

**111. County**

> 5

**112. City/Municipal**

> 27

**113. Federal**

> 3

**114. Tribal**

> 0

**115. Nonprofit**

> 2

**116. International**

**117. Other (please specify)**

> 1 = higher education

**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

> No

**119. If so, what are the dates in 2022?**

**120. Does your state/jurisdiction have a local CPM society?**

> No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

**PROGRAM ASSESSMENT**

**123.** **Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of organizational impact of the participant's CPM training
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program

**124.** **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects

**125.** **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from individuals at participants' organization
- Anecdotal information received from participants
- Evaluation of review projects
- Survey of participants

**126.** **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Team Presentations

**127.** **Where do participants get their capstone project ideas?  (Please select all that apply)**

Self selected

**128.** **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants

**129.** **How often is the course content and delivery format reviewed?**

Annually

**130.** **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Don't know

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Rhonda Priest**

|  |  |
|---|---|
| **Organization:** | Laramie County Community College |
| **Phone:** | 307-778-1356 |
| **Address:** | 1400 E. College Dr. TC #111 Cheyenne, WY 82007 |
| **Email:** | rpriest@lccc.wy.edu |

**CPM Program Represented:** Wyoming

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## PROGRAM ADMINISTRATION

**1. What is the name of the agency(ies) responsible for administrative support for the program?**

Laramie County Community College

**2. What type of organization provides the primary administrative support for the CPM program?**

Community College

**3. Name of the Program Director**

Rhonda Priest

**4. Program Director's Title**

Program Manager

**5. Name of the Program Co-director (if any)**

N/A

**6. Program Co-director's Title**

N/A

**7. Year this program initially joined the CPM Consortium**

2009

**8. Year of Initial Accreditation**

2015

**9. Most recent continued accreditation year**

2015

**10. Formal Authorization**

Yes

**11. Source of Authorization**

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

100%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

0%

**16. Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22. Pricing Options - Select those options your program offers**

Cohort Enrollment - Fixed Price per person

**23. Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

N/A

**24. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

$3299

**25. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

N/A

**26. If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

10% discount for agencies enrolling two or more participants in the same cohort.

## CPM PROGRAM FEE STRUCTURE

**27. What percent of the enrollment fee is typically paid by the Organization**

100%

**28. What percent of the enrollment fee is typically paid by the Participant**

**29. What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30. What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    0

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    0

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    0

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

University

**40. Curriculum Design**

- Advisory Board
- State/Government Agency
- University

**41. Evaluating the Program**

- Advisory Board
- State/Government Agency
- University

**42. Promoting the Program**

- Advisory Board
- State/Government Agency
- University

**43. Selecting Participants**

- State/Government Agency
- University

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

- Advisory Board
- State/Government Agency
- University

**46. Securing Program Funding**

- State/Government Agency
- University

**47. If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.　Were there any program policy changes introduced during the last year?**

　　No

**49.　Were there any program design or curriculum changes introduced during the last year?**

　　Yes

**50.　Were there any program delivery changes introduced during the last year?**

　　Yes

**51.　Please summarize major policy changes during the last year.**

**52.　Please summarize the program design or curriculum changes during the last year.**

　　Added unconscious bias and civil discourse to session topics.

**53.　Please summarize program delivery changes during the last year.**

　　The Wyoming CPM Program returned to in-person sessions when the 2021-2022 cohort started in October 2021. The program pivoted to synchronous online delivery due to the pandemic in April 2020.

　　The program delivery schedule shifted as needed due to instructor availability and the ability to teach online during the pandemic. The program manager facilitated most of the sessions previously conducted by the lead instructor, who could not teach online.

## PROGRAM GOALS OR PLANS

**54.　Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

> None

**56. Faculty Members as Contract Instructors**

> None

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

> 51-75%

**58. State Employees-Percentage of CPM courses taught**

> 1-25%

**59. CPM Program Staff-Percentage of CPM courses taught**

> 26-50%

**60. Other (please explain)-Percentage of CPM courses taught**

> None

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- Agency/Institution Employees
- CPM Graduate Pool
- CPM Graduate Recommendations
- Word of Mouth

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

> No

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

> No

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64.  Required classroom hours**

256

**65.  Directed study hours**

36

**66.  Required project hours**

35

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

   · Projects
   · Required Readings
   · Simulations

68. **Are there any other program requirements?  If so, please describe**

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

   12

70. **Does your program offer instruction in the following formats?**

   Completely Face to Face Instruction (Instruction is primarily face-to-face, can have on-line materials and support.)

71. **For hybrid courses, what percent of the coursework is offered on-line?**

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

   No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

   Yes

75. **Are program participants able to earn the following by completing the CPM program:**

76. **If yes, how many Undergraduate credits?**

77. **If yes, how many Graduate credits?**

78. **If yes, how many Continuing Education credits?**

79. **If yes, how many Transfer Equivalent credits?**

## PROGRAM JURISDICTION

80.  **Do you offer the program outside of your approved jurisdiction?**

     No

81.  **If inside the United States, in which areas do you offer the program?**

82.  **If outside the United States, in which countries do you offer the program?**

## CONTINUOUS LEARNING

83.  **Are you currently assessing the Continuous Learning needs of your graduates?**

     No

84.  **Do you currently offer a continuous learning program for your CPM graduates?**

     No

85.  **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86.  **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87.  **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

## PROGRAM MARKETING

**88. Do you use the following techniques to market the program?**

- Meetings with decision makers
- Website
- Word of Mouth

**89. How effective are Brochures?**

Do Not Use

**90. How effective is Website?**

Somewhat Effective

**91. How effective is Social Media?**

Do Not Use

**92. How effective are Presentations?**

Do Not Use

**93. How effective are Conference/Vendor Exhibits?**

Do Not Use

**94. How effective are Meetings with decision makers?**

Somewhat Effective

**95. How effective is Word of Mouth?**

Somewhat Effective

**96. How effective is (Other)?**

Do Not Use

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98. If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99.** **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- High School Diploma
- Supervisor Approval/Recommendation

**100.** **How do individuals apply to your CPM program? (Please select all that apply)**

Agency Nomination

**101.** **Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102.** **If you would like to provide more information about how the program is offered, please do below.**

**103.** **How many training days did your program offer during the past calendar year? Enter whole number of days**

32

**104.** **If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105.** **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

11

**106.** **How many of those who were accepted enrolled in the CPM program last year?**

11

**107.** **How many active participants (new and previously enrolled) attended sessions last year?**

24

**108.** **How many individuals completed the CPM program last year?**

10

**109.** **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

200

**PARTICIPANTS BY ORGANIZATION**

**110. State**

10

**111. County**

0

**112. City/Municipal**

0

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

0

**117. Other (please specify)**

0

**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

September 15, 2022

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

N/A

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

## PROGRAM ASSESSMENT

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

Capstone Project or Course

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Team Presentations

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants

**129. How often is the course content and delivery format reviewed?**

As needed, no formal review cycle

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Promotional preferences

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**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Organization:** University of Kansas Public Management Center
**Phone:** 785-864-5117
**Address:** 1445 Jayhawk Blvd, 4060 Wescoe Lawrence, KS 66046
**Email:** noel@ku.edu
**CPM Program Represented:** Heartland (Kansas and Missouri)

## PROGRAM ADMINISTRATION

1. **What is the name of the agency(ies) responsible for administrative support for the program?**

   The University of Kansas, The School of Public Affairs & Administration, The KU Public Management Center

2. **What type of organization provides the primary administrative support for the CPM program?**

   University

3. **Name of the Program Director**

   Noel Rasor

4. **Program Director's Title**

   Program Manager, Heartland Certified Public Manager program

5. **Name of the Program Co-director (if any)**

   Co-directors - Tarik Khatib and Deb Miller

6. **Program Co-director's Title**

   Tarik Khatib - Law Enforcement Leadership Academy Program Manager
   Deb Miller - Director of the Public Management Center

7. **Year this program initially joined the CPM Consortium**

   1993

8. **Year of Initial Accreditation**

   1993

9. **Most recent continued accreditation year**

   2019

10. **Formal Authorization**

    No

11. **Source of Authorization**

## CPM FUNDS DETAIL

**12.  Percentage of funds - Program Fees**

   100%

**13.  Percentage of funds - Government Appropriations**

   0%

**14.  Percentage of funds - Donations or Grants**

   0%

**15.  Percentage of funds - Funding from Your Organization**

   0%

**16.  Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17.  Change in percentage of funds received - Program Fees**

   Decreased

**18.  Change in percentage of funds received - Appropriations**

   No Change

**19.  Change in percentage of funds received - Donations or Grants**

   No Change

**20.  Change in percentage of funds received - Funding from Your Organization**

   No Change

**21.  Change in percentage of funds received - Other**

   No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.  Pricing Options - Select those options your program offers**

Open Enrollment - Fixed Price per person

**23.  Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

Early Registration - $3,600.00
Standard CPM Price - $3,800.00

**24.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

**25.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26.  If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27.  What percent of the enrollment fee is typically paid by the Organization**

100%

**28.  What percent of the enrollment fee is typically paid by the Participant**

**29.  What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30.  What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    0

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    5-9

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

## ADMINISTRATIVE STRUCTURE

**39. Program Administration**

University

**40. Curriculum Design**

- Advisory Board
- University

**41. Evaluating the Program**

- Advisory Board
- University

**42. Promoting the Program**

- Advisory Board
- State/Government Agency
- University

**43. Selecting Participants**

University

**44. Selecting Scholarship Recipients**

N/A

**45. Recruiting Instructors**

- Advisory Board
- University

**46. Securing Program Funding**

University

**47. If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

48. **Were there any program policy changes introduced during the last year?**

    No

49. **Were there any program design or curriculum changes introduced during the last year?**

    Yes

50. **Were there any program delivery changes introduced during the last year?**

    Yes

51. **Please summarize major policy changes during the last year.**

    None

52. **Please summarize the program design or curriculum changes during the last year.**

    Added high-performing organization class.

53. **Please summarize program delivery changes during the last year.**

    2021 was the first year for 100% online delivery of content for one cohort.

## PROGRAM GOALS OR PLANS

54. **Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

    · Enhance and expand marketing
    · Increase/expand program participation
    · Recruit/train new instructors/faculty
    · Review/modify program delivery systems
    · Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56. Faculty Members as Contract Instructors**

None

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

26-50%

**58. State Employees-Percentage of CPM courses taught**

1-25%

**59. CPM Program Staff-Percentage of CPM courses taught**

51-75%

**60. Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**
- Advisory Board Recommendations
- CPM Graduate Pool
- CPM Graduate Recommendations
- Word of Mouth

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

No

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

No

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64. Required classroom hours**

143

**65. Directed study hours**

95

**66. Required project hours**

70

## PROGRAM DESIGN AND COMPLETION REQUIREMENTS

**67.  Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Case Studies
- Projects
- Required Readings

**68.  Are there any other program requirements?  If so, please describe**

Individual Management Development Plan
Pre-Class Activities, Intermission Assignments, Topical Assignments, and Book Reviews.

**69.  On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

11

**70.  Does your program offer instruction in the following formats?**

- Completely Face to Face Instruction (Instruction is primarily face-to-face, can have on-line materials and support.)
- Completely on-line or e-learning instruction
- Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

**71.  For hybrid courses, what percent of the coursework is offered on-line?**

1-25%

**72.  Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

Yes

**73.  If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

The Law Enforcement Leadership Academy: Command School (a CPM cohort for Law Enforcement Commanders) also adds Public Safety as a defined competency area.

**74.  Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75.  Are program participants able to earn the following by completing the CPM program:**

Transfer Equivalent Credit

**76.  If yes, how many Undergraduate credits?**

15 undergraduate level credits

**77.  If yes, how many Graduate credits?**

6 graduate-level credits

**78.  If yes, how many Continuing Education credits?**

**Name: Noel Rasor**

**79.   If yes, how many Transfer Equivalent credits?**

The Unversity of Kansas provides a 6 credit-hour reduction for the KU MPA program. Fifteen undergraduate-level credits at transfer local transfer institutions. Several universities in Kansas have provided credit for our CPM program, but it varies by institution.

**PROGRAM JURISDICTION**

**80.   Do you offer the program outside of your approved jurisdiction?**

No

**81.   If inside the United States, in which areas do you offer the program?**

Kansas and Missouri

**82.   If outside the United States, in which countries do you offer the program?**

**CONTINUOUS LEARNING**

**83.   Are you currently assessing the Continuous Learning needs of your graduates?**

No

**84.   Do you currently offer a continuous learning program for your CPM graduates?**

Yes

**85.   If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

The Heartland CPM program offers CPM with Distinction certification for graduates who complete 40 hours of leadership/management training every 3 years.

**86.   If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

Every 3 years, CPM graduates who have earned the CPM with Distinction receive a certificate and recognition in the Statehouse at CPM graduation.

**87.   If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

An Enhancement

**PROGRAM MARKETING**

**88.  Do you use the following techniques to market the program?**

- Brochures
- Conference/Vendor Exhibits
- Meetings with decision makers
- Presentations
- Social Media
- Website
- Word of Mouth

**89.  How effective are Brochures?**

Somewhat Effective

**90.  How effective is Website?**

Very Effective

**91.  How effective is Social Media?**

Somewhat Effective

**92.  How effective are Presentations?**

Somewhat Effective

**93.  How effective are Conference/Vendor Exhibits?**

Somewhat Effective

**94.  How effective are Meetings with decision makers?**

Somewhat Effective

**95.  How effective is Word of Mouth?**

Very Effective

**96.  How effective is (Other)?**

**97.  Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98.  If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99. Does the CPM program have any of the following eligibility requirements? (Please select all that apply)**

- Agency Recommendation
- Current Supervisory Position
- Supervisor Approval/Recommendation

**100. How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Letter(s) of Recommendation

**101. Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102. If you would like to provide more information about how the program is offered, please do below.**

**103. How many training days did your program offer during the past calendar year? Enter whole number of days**

90 - Includes all four CPM cohorts.

**104. If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

96

**106. How many of those who were accepted enrolled in the CPM program last year?**

96

**107. How many active participants (new and previously enrolled) attended sessions last year?**

103

**108. How many individuals completed the CPM program last year?**

66

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

2006

## PARTICIPANTS BY ORGANIZATION

**110. State**

20%

**111. County**

19%

**112. City/Municipal**

55%

**113. Federal**

5%

**114. Tribal**

0%

**115. Nonprofit**

1%

**116. International**

**117. Other (please specify)**

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

2021 date was December 3rd - 2022 date is December 2nd.

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

**PROGRAM ASSESSMENT**

123. **Do you use the following program evaluation methods? (Please select all that apply)**

    · Assessments of knowledge or skills from CPM used in the workplace

    · Assessments of organizational impact of the participant's CPM training

    · Assessments of participant reaction to individual course or session instructors

    · Assessments of participant reaction to individual courses or sessions

    · Assessments of participant reaction to overall program

    · Pre-program skill assessments

124. **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

    · Capstone Project or Course

    · Individual Presentations

125. **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

    · Anecdotal information received from individuals at participants' organization

    · Anecdotal information received from participants

    · Evaluation of review projects

    · Survey of participants

    · Survey of participants' supervisors

126. **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

    · Capstone Project or Course

    · Individual Presentations

    · Individual Written Projects

127. **Where do participants get their capstone project ideas?  (Please select all that apply)**

    Self selected

128. **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

    · Anecdotal information received from other individuals at participants' organization

    · Anecdotal information received from participants

129. **How often is the course content and delivery format reviewed?**

    Annually

130. **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

    Promotional preferences

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

|  |  |
|---|---|
| **Organization:** | Center for Achievement in Public Service |
| **Phone:** | 802 595 2415 |
| **Address:** | 32 College Street Montpelier, VT 05620 |
| **Email:** | brian.remer@vermont.gov |
| **CPM Program Represented:** | Vermont |

## PROGRAM ADMINISTRATION

**1. What is the name of the agency(ies) responsible for administrative support for the program?**

Agency of Administration - Department of Human Resources - Workforce Development Division

**2. What type of organization provides the primary administrative support for the CPM program?**

State Agency

**3. Name of the Program Director**

Brian Remer

**4. Program Director's Title**

Training and Engagement Specialist III

**5. Name of the Program Co-director (if any)**

N/A

**6. Program Co-director's Title**

N/A

**7. Year this program initially joined the CPM Consortium**

1984

**8. Year of Initial Accreditation**

2013

**9. Most recent continued accreditation year**

2020

**10. Formal Authorization**

Yes

**11. Source of Authorization**

Program established in the State Department of Human Resources

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

100%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

0%

**16. Percentage of funds - Other (List percentage and source here)**

0%

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.  Pricing Options - Select those options your program offers**

Cohort Enrollment - Fixed Price per person

**23.  Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

**24.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

$2,300

**25.  Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26.  If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27.  What percent of the enrollment fee is typically paid by the Organization**

100%

**28.  What percent of the enrollment fee is typically paid by the Participant**

**29.  What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30.  What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

**31.  # of Program Staff assigned to the Administrative Staff- Full Time Staff**

   0

**32.  # of Program Staff assigned to the Administrative Staff- Part Time Staff**

   1-4

**33.  # of Program Staff assigned to Contract Staff- Full Time Staff**

   0

**34.  # of Program Staff assigned to Contract Staff- Part Time Staff**

   1-4

**35.  # of Program Staff assigned to Contract Trainers - Full Time Staff**

   0

**36.  # of Program Staff assigned to Contract Trainers - Part Time Staff**

   1-4

**37.  # of Program Staff assigned to Volunteers - Full Time Staff**

   0

**38.  # of Program Staff assigned to Volunteers - Part Time Staff**

   0

**ADMINISTRATIVE STRUCTURE**

**39.  Program Administration**

- State/Government Agency
- University

**40.  Curriculum Design**

- State/Government Agency
- University

**41.  Evaluating the Program**

- Advisory Board
- State/Government Agency
- University

**42.  Promoting the Program**

- Advisory Board
- State/Government Agency

**43.  Selecting Participants**

- State/Government Agency
- University

**44.  Selecting Scholarship Recipients**


**45.  Recruiting Instructors**

University

**46.  Securing Program Funding**

N/A

**47.  If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48. Were there any program policy changes introduced during the last year?**

No

**49. Were there any program design or curriculum changes introduced during the last year?**

No

**50. Were there any program delivery changes introduced during the last year?**

No

**51. Please summarize major policy changes during the last year.**

**52. Please summarize the program design or curriculum changes during the last year.**

**53. Please summarize program delivery changes during the last year.**

## PROGRAM GOALS OR PLANS

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Enhance and expand marketing
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

76-99%

**56. Faculty Members as Contract Instructors**

None

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

None

**58. State Employees-Percentage of CPM courses taught**

**59. CPM Program Staff-Percentage of CPM courses taught**

1-25%

**60. Other (please explain)-Percentage of CPM courses taught**

1-25%

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

- Agency/Institution Employees
- Faculty Members

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

No

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

No

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64. Required classroom hours**

144

**65. Directed study hours**

250

**66. Required project hours**

0

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Case Studies
- Projects
- Required Readings

**68. Are there any other program requirements?  If so, please describe**

Students complete a portfolio of their learning accomplishments

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

27

**70. Does your program offer instruction in the following formats?**

Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

**71. For hybrid courses, what percent of the coursework is offered on-line?**

100%

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

No

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

Undergraduate Credit

**76. If yes, how many Undergraduate credits?**

6

**77. If yes, how many Graduate credits?**

**78. If yes, how many Continuing Education credits?**

**79. If yes, how many Transfer Equivalent credits?**

**PROGRAM JURISDICTION**

80. **Do you offer the program outside of your approved jurisdiction?**

    No

81. **If inside the United States, in which areas do you offer the program?**

    Vermont

82. **If outside the United States, in which countries do you offer the program?**


**CONTINUOUS LEARNING**

83. **Are you currently assessing the Continuous Learning needs of your graduates?**

    Yes

84. **Do you currently offer a continuous learning program for your CPM graduates?**

    No

85. **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86. **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87. **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

88. **Do you use the following techniques to market the program?**

   · Meetings with decision makers

   · Presentations

   · Website

   · Word of Mouth

89. **How effective are Brochures?**

   Do Not Use

90. **How effective is Website?**

   Somewhat Effective

91. **How effective is Social Media?**

   Do Not Use

92. **How effective are Presentations?**

   Somewhat Effective

93. **How effective are Conference/Vendor Exhibits?**

   Do Not Use

94. **How effective are Meetings with decision makers?**

   Very Effective

95. **How effective is Word of Mouth?**

   Very Effective

96. **How effective is (Other)?**

   Do Not Use

97. **Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

   No

98. **If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99.  Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Agency Recommendation
- Supervisor Approval/Recommendation

**100.  How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Self-nomination

**101.  Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102.  If you would like to provide more information about how the program is offered, please do below.**

**103.  How many training days did your program offer during the past calendar year? Enter whole number of days**

24

**104.  If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105.  How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

21 were accepted in 2021

**106.  How many of those who were accepted enrolled in the CPM program last year?**

21

**107.  How many active participants (new and previously enrolled) attended sessions last year?**

45

**108.  How many individuals completed the CPM program last year?**

23

**109.  How many individuals have completed all the requirements for the CPM designation since your program's inception?**

236

## PARTICIPANTS BY ORGANIZATION

**110. State**

43

**111. County**

2

**112. City/Municipal**

0

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

0

**117. Other (please specify)**

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

Friday, May 27, 2022

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

**PROGRAM ASSESSMENT**

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Team Presentations
- Team Written Projects

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Team Presentations
- Team Written Projects

**127. Where do participants get their capstone project ideas? (Please select all that apply)**

Agency assigned

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants

**129. How often is the course content and delivery format reviewed?**

As needed, no formal review cycle

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Hope Schmids**

|  |  |
|---|---|
| **Organization:** | Millersville University |
| **Phone:** | 717-871-7642 |
| **Address:** | P.O. Box 1002 Millersville, PA 17551 |
| **Email:** | hope.schmids@millersville.edu |
| **CPM Program Represented:** | Pennsylvania |

## PROGRAM ADMINISTRATION

**1.　What is the name of the agency(ies) responsible for administrative support for the program?**

　　Millersville University

**2.　What type of organization provides the primary administrative support for the CPM program?**

　　University

**3.　Name of the Program Director**

　　Hope Schmids

**4.　Program Director's Title**

　　Director of Workforce Development

**5.　Name of the Program Co-director (if any)**


**6.　Program Co-director's Title**


**7.　Year this program initially joined the CPM Consortium**

　　2010

**8.　Year of Initial Accreditation**

　　2012

**9.　Most recent continued accreditation year**

　　2018

**10.　Formal Authorization**

　　No

**11.　Source of Authorization**

## CPM FUNDS DETAIL

**12.  Percentage of funds - Program Fees**

   100%

**13.  Percentage of funds - Government Appropriations**

   0%

**14.  Percentage of funds - Donations or Grants**

   0%

**15.  Percentage of funds - Funding from Your Organization**

   0%

**16.  Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17.  Change in percentage of funds received - Program Fees**

   No Change

**18.  Change in percentage of funds received - Appropriations**

   No Change

**19.  Change in percentage of funds received - Donations or Grants**

   No Change

**20.  Change in percentage of funds received - Funding from Your Organization**

   No Change

**21.  Change in percentage of funds received - Other**

   No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

22. **Pricing Options - Select those options your program offers**

    - Cohort Enrollment - Fixed Price per person
    - Open Enrollment - Fixed Price per person

23. **Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

    $3250

24. **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

    $3250

25. **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

26. **If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

27. **What percent of the enrollment fee is typically paid by the Organization**

    Not Used

28. **What percent of the enrollment fee is typically paid by the Participant**

    100%

29. **What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

    Not Used

30. **What percent of the enrollment fee is typically paid by a Scholarship?**

    Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

 1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

 0

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

 0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

 0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

 0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

 0

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

 0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

 0

## ADMINISTRATIVE STRUCTURE

**39.   Program Administration**

- Advisory Board
- University

**40.   Curriculum Design**

- Advisory Board
- University

**41.   Evaluating the Program**

- Advisory Board
- University

**42.   Promoting the Program**

- Advisory Board
- University

**43.   Selecting Participants**

University

**44.   Selecting Scholarship Recipients**

N/A

**45.   Recruiting Instructors**

- Advisory Board
- University

**46.   Securing Program Funding**

University

**47.   If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.  Were there any program policy changes introduced during the last year?**

No

**49.  Were there any program design or curriculum changes introduced during the last year?**

No

**50.  Were there any program delivery changes introduced during the last year?**

Yes

**51.  Please summarize major policy changes during the last year.**

**52.  Please summarize the program design or curriculum changes during the last year.**

**53.  Please summarize program delivery changes during the last year.**

Our opening Retreat, Mid-Program Retreat and Graduation, which are usually in-person events, were held remotely due to COVID-19 exposure concerns.

## PROGRAM GOALS OR PLANS

**54.  Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- ·   Add/increase use of technology
- ·   Enhance and expand marketing
- ·   Increase/expand program participation
- ·   Other (describe): (Work on digital badeges/micro credentials was delayed, but still planned.)
- ·   Recruit/train new instructors/faculty
- ·   Review/revision of program curriculum

**CPM PROGRAM TEACHING DESCRIPTION**

**55.  Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56.  Faculty Members as Contract Instructors**

None

**57.  Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

100%

**58.  State Employees-Percentage of CPM courses taught**

1-25%

**59.  CPM Program Staff-Percentage of CPM courses taught**

None

**60.  Other (please explain)-Percentage of CPM courses taught**

**INSTRUCTOR RECRUITMENT**

**61.  How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- CPM Graduate Pool
- CPM Graduate Recommendations
- Faculty Members
- Word of Mouth

**INSTRUCTOR TRAINING**

**62.  Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63.  Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64.  Required classroom hours**

304

**65.  Directed study hours**

0

**66.  Required project hours**

60

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

   - Case Studies
   - Projects
   - Required Readings

68. **Are there any other program requirements?  If so, please describe**

   We use discussion posts and learning logs as additional assignments.  Participants must present their capstone idea at mid-program retreat to cohort members, instructors, and invited guests, who are subject matter experts from the university and the community.  They present completed or in-progress capstone project at CPM graduation.

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

   13

70. **Does your program offer instruction in the following formats?**

   - Completely on-line or e-learning instruction
   - Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

71. **For hybrid courses, what percent of the coursework is offered on-line?**

   100%

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

   No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

   Yes

75. **Are program participants able to earn the following by completing the CPM program:**

   Continuing Education Credit

76. **If yes, how many Undergraduate credits?**

77. **If yes, how many Graduate credits?**

78. **If yes, how many Continuing Education credits?**

   4.0

79. **If yes, how many Transfer Equivalent credits?**

**PROGRAM JURISDICTION**

80.  **Do you offer the program outside of your approved jurisdiction?**

      No

81.  **If inside the United States, in which areas do you offer the program?**

82.  **If outside the United States, in which countries do you offer the program?**

**CONTINUOUS LEARNING**

83.  **Are you currently assessing the Continuous Learning needs of your graduates?**

      No

84.  **Do you currently offer a continuous learning program for your CPM graduates?**

      No

85.  **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86.  **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87.  **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88.  Do you use the following techniques to market the program?**

- Brochures
- Meetings with decision makers
- Other (describe): (targeted emails)
- Presentations
- Social Media
- Website
- Word of Mouth

**89.  How effective are Brochures?**

Somewhat Effective

**90.  How effective is Website?**

Somewhat Effective

**91.  How effective is Social Media?**

Somewhat Effective

**92.  How effective are Presentations?**

Somewhat Effective

**93.  How effective are Conference/Vendor Exhibits?**

Do Not Use

**94.  How effective are Meetings with decision makers?**

Somewhat Effective

**95.  How effective is Word of Mouth?**

Somewhat Effective

**96.  How effective is (Other)?**

Somewhat Effective

**97.  Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98.  If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99. Does the CPM program have any of the following eligibility requirements? (Please select all that apply)**

- Applicant Essay
- High School Diploma
- Some Supervisory Experience

**100. How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Essay
- Self-nomination

**101. Is the CPM offered in the following formats? (Please select all that apply)**

- Cohort Based
- Open Enrollment

**102. If you would like to provide more information about how the program is offered, please do below.**

**103. How many training days did your program offer during the past calendar year? Enter whole number of days**

Unsure of this question.

**104. If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

Due to delays created by pandemic, ransomware attack and participant health crisis, the most recent cohort began in Fall 2020 and completed in January 2022. This was unusually long. No NEW participants were accepted in 2021.

**106. How many of those who were accepted enrolled in the CPM program last year?**

0

**107. How many active participants (new and previously enrolled) attended sessions last year?**

3

**108. How many individuals completed the CPM program last year?**

0 (completed in January 2022)

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

18

## PARTICIPANTS BY ORGANIZATION

**110. State**

1

**111. County**

1

**112. City/Municipal**

1

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

0

**117. Other (please specify)**

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

January 28, 2022

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

## PROGRAM ASSESSMENT

**123.** **Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of organizational impact of the participant's CPM training
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program
- Pre-program skill assessments

**124.** **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Research Reports

**125.** **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from individuals at participants' organization
- Anecdotal information received from participants
- Evaluation of review projects

**126.** **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects

**127.** **Where do participants get their capstone project ideas?  (Please select all that apply)**

Self selected

**128.** **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants
- Quantitative analysis of project impact on customer satisfaction
- Quantitative analysis of project impact on organizational expenditures
- Quantitative analysis of project return on investment

**129.** **How often is the course content and delivery format reviewed?**

Annually

**130.** **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Don't know

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Saralyn Smith**

|  |  |
|---|---|
| **Organization:** | University of Washington Tacoma Professional Development Center |
| **Phone:** | 2536924682 |
| **Address:** | 1900 Commerce Street Tacoma, WA 98408 |
| **Email:** | smithpdc@uw.edu |
| **CPM Program Represented:** | Washington State |

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## PROGRAM ADMINISTRATION

**1. What is the name of the agency(ies) responsible for administrative support for the program?**

University of Washington Tacoma Professional Development Center

**2. What type of organization provides the primary administrative support for the CPM program?**

University

**3. Name of the Program Director**

Saralyn Smith

**4. Program Director's Title**

Program Development Manager

**5. Name of the Program Co-director (if any)**

**6. Program Co-director's Title**

**7. Year this program initially joined the CPM Consortium**

2013

**8. Year of Initial Accreditation**

2014

**9. Most recent continued accreditation year**

2020

**10. Formal Authorization**

Yes

**11. Source of Authorization**

UW Tacoma Chancellor (at time of founding), Debra Friedman

**CPM FUNDS DETAIL**

12. **Percentage of funds - Program Fees**

    100%

13. **Percentage of funds - Government Appropriations**

    0%

14. **Percentage of funds - Donations or Grants**

    0%

15. **Percentage of funds - Funding from Your Organization**

    0%

16. **Percentage of funds - Other (List percentage and source here)**

**CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED**

17. **Change in percentage of funds received - Program Fees**

    No Change

18. **Change in percentage of funds received - Appropriations**

    No Change

19. **Change in percentage of funds received - Donations or Grants**

    No Change

20. **Change in percentage of funds received - Funding from Your Organization**

    No Change

21. **Change in percentage of funds received - Other**

    No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22. Pricing Options - Select those options your program offers**

Open Enrollment - Fixed Price per person

**23. Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

$5,842

**24. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

**25. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26. If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

Early bird registration discount of $300 for registering early.

## CPM PROGRAM FEE STRUCTURE

**27. What percent of the enrollment fee is typically paid by the Organization**

51-75%

**28. What percent of the enrollment fee is typically paid by the Participant**

26-50%

**29. What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30. What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    1-4

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

**ADMINISTRATIVE STRUCTURE**

**39.**   **Program Administration**

- Advisory Board
- University

**40.**   **Curriculum Design**

University

**41.**   **Evaluating the Program**

University

**42.**   **Promoting the Program**

- Advisory Board
- University

**43.**   **Selecting Participants**

University

**44.**   **Selecting Scholarship Recipients**

N/A

**45.**   **Recruiting Instructors**

University

**46.**   **Securing Program Funding**

N/A

**47.**   **If you would like to provide other information about program structure, please do so here**

Assistance provided by the advisory board is minimal but we are trying to build it back up.

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.  Were there any program policy changes introduced during the last year?**

Yes

**49.  Were there any program design or curriculum changes introduced during the last year?**

Yes

**50.  Were there any program delivery changes introduced during the last year?**

Yes

**51.  Please summarize major policy changes during the last year.**

Up to 5 payments for the program (aligned with the 5 modules) instead of the previous 3 (one per term).

Refunds only issued if student withdraws more than 2 weeks before a module's start date.

Students must attend at least 80% of each Module's synchronous sessions and earn at least 80% on each Module's assignments/activities, rather than just levelled out for the entire program.

**52.  Please summarize the program design or curriculum changes during the last year.**

Significant changes to the structure of the program were made for the 2021-22 cohort that started in August 2021. Details of the changes can be found at https://miro.com/app/board/o9J_lXISzdM=/?share_link_id=604184646466.

Purposes of the changes included: Move to a course/module-based structure rather than a "term" one, to create a more consistent structure year-to-year and make it easier for students who stop out of the program to return and complete just the portion they need. Create stronger through-lines in the content for both students and instructors. Formally integrate equity-focused content through the entire program. Deliver more just-in-time content to students as they work on their Lean Six Sigma Capstone projects without adding additional instructor compensation expenses. Scaffold topics more effectively. Update content and integrate new instructors. Reduce cost of instruction by incorporating more asynchronous content.

The Capstone project directions and rubrics were revised to improve alignment with program learning outcomes and improve clarity/specificity of grading criteria. A summary of these new directions and rubrics along with the legacy rubrics can be found at https://docs.google.com/document/d/1HXD2hd3oMJH49IZ675gFC1b7Xmb5b1Iw/edit?usp=sharing&ou

The Learning Plan/Learning Contract and the Self-Focused Leadership Project were both revised slightly to reflect the other program design changes.

**53.  Please summarize program delivery changes during the last year.**

Orientation delivered in fully self-paced, online format. Moved from fully in-person delivery (2-3 days, once per month) to a blended format: 65% synchronous class hours and 35% asynchronous — not taking the Capstone or Pre-requisite work into account. Synchronous class hours spread over biweekly class meetings, either over Zoom (half-days, Thurs/Fri mornings) or one day in-person. Asynchronous content divided between reflection activities, lecture replacements (videos, interactive online lessons, etc.), and other assignments.

**Name: Saralyn Smith**

## PROGRAM GOALS OR PLANS

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56. Faculty Members as Contract Instructors**

None

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

76-99%

**58. State Employees-Percentage of CPM courses taught**

None

**59. CPM Program Staff-Percentage of CPM courses taught**

1-25%

**60. Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- CPM Graduate Pool
- Word of Mouth

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

No

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64.** **Required classroom hours**

151

**65.** **Directed study hours**

119

**66.** **Required project hours**

60

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Case Studies
- Projects
- Required Readings
- Simulations

**68. Are there any other program requirements?  If so, please describe**

40 hours supervisory prerequisites

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

10

**70. Does your program offer instruction in the following formats?**

Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

**71. For hybrid courses, what percent of the coursework is offered on-line?**

76-99%

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

Yes

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

Lean Six Sigma Green Belt (process improvement certificate)

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

Continuing Education Credit

**76. If yes, how many Undergraduate credits?**

**77. If yes, how many Graduate credits?**

**78. If yes, how many Continuing Education credits?**

30.0

79.  **If yes, how many Transfer Equivalent credits?**

---

**PROGRAM JURISDICTION**

80.  **Do you offer the program outside of your approved jurisdiction?**

   No

81.  **If inside the United States, in which areas do you offer the program?**

   Washington state

82.  **If outside the United States, in which countries do you offer the program?**

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**CONTINUOUS LEARNING**

83.  **Are you currently assessing the Continuous Learning needs of your graduates?**

   No

84.  **Do you currently offer a continuous learning program for your CPM graduates?**

   No

85.  **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86.  **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87.  **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**Name: Saralyn Smith**

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Presentations
- Social Media
- Website
- Word of Mouth

**89. How effective are Brochures?**

> Do Not Use

**90. How effective is Website?**

> Somewhat Effective

**91. How effective is Social Media?**

> Somewhat Effective

**92. How effective are Presentations?**

> Very Effective

**93. How effective are Conference/Vendor Exhibits?**

> Do Not Use

**94. How effective are Meetings with decision makers?**

> Somewhat Effective

**95. How effective is Word of Mouth?**

> Somewhat Effective

**96. How effective is (Other)?**

> Do Not Use

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

> Yes

**98. If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99. Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Current Supervisory Position
- Some Supervisory Experience
- Supervisor Approval/Recommendation

**100. How do individuals apply to your CPM program? (Please select all that apply)**

Self-nomination

**101. Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102. If you would like to provide more information about how the program is offered, please do below.**

**103. How many training days did your program offer during the past calendar year? Enter whole number of days**

7

**104. If you would like to provide additional information about the number of sessions, please do so below**

7.5 days, but broken into 1 full-day in person and 9 half-day virtual sessions

## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

11

**106. How many of those who were accepted enrolled in the CPM program last year?**

9

**107. How many active participants (new and previously enrolled) attended sessions last year?**

8

**108. How many individuals completed the CPM program last year?**

0

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

47

**PARTICIPANTS BY ORGANIZATION**

**110. State**

2

**111. County**

0

**112. City/Municipal**

4

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

0

**116. International**

0

**117. Other (please specify)**

Higher Education - 1

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**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

No

**119. If so, what are the dates in 2022?**

**120. Does your state/jurisdiction have a local CPM society?**

No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

**PROGRAM ASSESSMENT**

123. **Do you use the following program evaluation methods? (Please select all that apply)**

    - Assessments of knowledge or skills from CPM used in the workplace
    - Assessments of organizational impact of the participant's CPM training
    - Assessments of participant reaction to individual course or session instructors
    - Assessments of participant reaction to individual courses or sessions
    - Assessments of participant reaction to overall program
    - Pre-program skill assessments

124. **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

    Capstone Project or Course

125. **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

    - Anecdotal information received from individuals at participants' organization
    - Anecdotal information received from participants
    - Evaluation of review projects

126. **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

    - Capstone Project or Course
    - Individual Presentations
    - Individual Written Projects
    - Other (describe): (self-assessment at beginning and end of program)

127. **Where do participants get their capstone project ideas?  (Please select all that apply)**

    - Agency assigned
    - Self selected

128. **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

    - Anecdotal information received from other individuals at participants' organization
    - Anecdotal information received from participants

129. **How often is the course content and delivery format reviewed?**

    Annually

130. **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

    Don't know

**FINAL SECTION! SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

CPM Graduate Survey

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

CPM Graduate Survey

**Name: LaVida Stalsworth**

|  |  |
|---:|:---|
| **Organization:** | NJ Civil Service Commission |
| **Phone:** | 609-984-1749 |
| **Address:** | 44 S. Clinton Avenue Trenton, New Jersey 08625 |
| **Email:** | lavida.stalsworth@csc.nj.gvo |
| **CPM Program Represented:** | State of New Jersey Certified Public Manager Program |

## PROGRAM ADMINISTRATION

**1.    What is the name of the agency(ies) responsible for administrative support for the program?**

New Jersey Civil Service Commission in partnership wit Rutgers University, School of Public Affairs and Administration

**2.    What type of organization provides the primary administrative support for the CPM program?**

Mixed - More than one type of entity

**3.    Name of the Program Director**

LaVida Stalsworth

**4.    Program Director's Title**

Manager of Training and Career Development and NJ CPM Program Director

**5.    Name of the Program Co-director (if any)**

Jane Sharp

**6.    Program Co-director's Title**

Rutgers CPM Program Director

**7.    Year this program initially joined the CPM Consortium**

1984

**8.    Year of Initial Accreditation**

1984

**9.    Most recent continued accreditation year**

2021

**10.    Formal Authorization**

Yes

**11.    Source of Authorization**

Executive Order 28 was issued by former Governor Thomas H. Kean in January 1983 authorizing the creation of a comprehensive managerial program to develop and enhance skills of public managers.

**CPM FUNDS DETAIL**

**12. Percentage of funds - Program Fees**

100%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

0%

**16. Percentage of funds - Other (List percentage and source here)**

Less than 1% veterans education benefits

**CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED**

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.   Pricing Options - Select those options your program offers**

Open Enrollment - Fixed Price per person

**23.   Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

3700

**24.   Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

**25.   Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26.   If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27.   What percent of the enrollment fee is typically paid by the Organization**

76-99%

**28.   What percent of the enrollment fee is typically paid by the Participant**

1-25%

**29.   What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

1-25%

**30.   What percent of the enrollment fee is typically paid by a Scholarship?**

1-25%

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    1-4

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    10-14

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    20-24

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39.** **Program Administration**

- State/Government Agency
- University

**40.** **Curriculum Design**

- State/Government Agency
- University

**41.** **Evaluating the Program**

- Advisory Board
- State/Government Agency
- University

**42.** **Promoting the Program**

- Advisory Board
- State/Government Agency
- University

**43.** **Selecting Participants**

State/Government Agency

**44.** **Selecting Scholarship Recipients**

University

**45.** **Recruiting Instructors**

University

**46.** **Securing Program Funding**

- State/Government Agency
- University

**47.** **If you would like to provide other information about program structure, please do so here**

The NJ Civil Service Commission (CSC) is the accredited member by the National CPM Consortium and the administrator of the program. Rutgers University, School of Public Affairs and Administration (SPAA) delivers the program under a Memorandum of Understanding with the CSC, effective December 2017.

## 2021 SIGNIFICANT PROGRAM CHANGES

**48. Were there any program policy changes introduced during the last year?**

Yes

**49. Were there any program design or curriculum changes introduced during the last year?**

Yes

**50. Were there any program delivery changes introduced during the last year?**

Yes

**51. Please summarize major policy changes during the last year.**

In Fall 2021, we returned to in-person classes and developed COVID related policies.

**52. Please summarize the program design or curriculum changes during the last year.**

In 2021, we began the process of updating the curriculum for various courses and incorporated discussion on Diversity, Equity and Inclusion and Emergency Management into multiple courses. We have also identified learning outcomes for each course based on the new CPM Competency descriptions.

**53. Please summarize program delivery changes during the last year.**

We have returned to in person instruction and plan for a virtual cohort in 2022.

## PROGRAM GOALS OR PLANS

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Other (describe): (survey of alumni)
- Recruit/train new instructors/faculty
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56. Faculty Members as Contract Instructors**

1-25%

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

76-99%

**58. State Employees-Percentage of CPM courses taught**

1-25%

**59. CPM Program Staff-Percentage of CPM courses taught**

None

**60. Other (please explain)-Percentage of CPM courses taught**

None

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- CPM Graduate Pool
- CPM Graduate Recommendations
- Faculty Members
- Word of Mouth

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

Yes

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

Yes

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64.  Required classroom hours**

> 252

**65.  Directed study hours**

> posting to discussion boards and completing team assignments

**66.  Required project hours**

> 50

## PROGRAM DESIGN AND COMPLETION REQUIREMENTS

67. **Which of the following are required to complete the program? Please check all that apply**

   · Assessments
   · Examinations
   · Projects
   · Required Readings

68. **Are there any other program requirements?  If so, please describe**

   Microsoft Office Competency quizzes, homework assignments, discussion boards, team projects

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

   10

70. **Does your program offer instruction in the following formats?**

   · Completely Face to Face Instruction (Instruction is primarily face-to-face, can have on-line materials and support.)
   · Completely on-line or e-learning instruction
   · Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

71. **For hybrid courses, what percent of the coursework is offered on-line?**

   1-25%

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

   Yes

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

   The NJ Civil Service Commission has identified an additional eight competencies. Administrative Law, Analytical Thinking, Budgetary Process, Communication, Management Information Systems, Problem Solving and Decision Making, Quantitative Techniques, and Strategic Thinking

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

   Yes

75. **Are program participants able to earn the following by completing the CPM program:**

   Continuing Education Credit

76. **If yes, how many Undergraduate credits?**

   15

77. **If yes, how many Graduate credits?**

   9

78. **If yes, how many Continuing Education credits?**

   30.2

79.   **If yes, how many Transfer Equivalent credits?**

---

**PROGRAM JURISDICTION**

80.   **Do you offer the program outside of your approved jurisdiction?**

    No

81.   **If inside the United States, in which areas do you offer the program?**

    New Jersey

82.   **If outside the United States, in which countries do you offer the program?**

---

**CONTINUOUS LEARNING**

83.   **Are you currently assessing the Continuous Learning needs of your graduates?**

    No

84.   **Do you currently offer a continuous learning program for your CPM graduates?**

    No

85.   **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86.   **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87.   **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Brochures
- Conference/Vendor Exhibits
- Meetings with decision makers
- Other (describe): (advertised in magazines of state associations that did not hold conferences in 2021)
- Website
- Word of Mouth

**89. How effective are Brochures?**

Very Effective

**90. How effective is Website?**

Very Effective

**91. How effective is Social Media?**

Do Not Use

**92. How effective are Presentations?**

Do Not Use

**93. How effective are Conference/Vendor Exhibits?**

Somewhat Effective

**94. How effective are Meetings with decision makers?**

Very Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Not Effective

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98. If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

99. **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

   - Agency Recommendation
   - Applicant Essay
   - Current Supervisory Position
   - Some Supervisory Experience
   - Supervisor Approval/Recommendation

100. **How do individuals apply to your CPM program? (Please select all that apply)**

   - Agency Nomination
   - Essay
   - Other (describe): (application)
   - Self-nomination

101. **Is the CPM offered in the following formats? (Please select all that apply)**

   Cohort Based

102. **If you would like to provide more information about how the program is offered, please do below.**

103. **How many training days did your program offer during the past calendar year? Enter whole number of days**

   36 training days per cohort, 5 cohorts per year

104. **If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

105. **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

   59

106. **How many of those who were accepted enrolled in the CPM program last year?**

   53

107. **How many active participants (new and previously enrolled) attended sessions last year?**

   101

108. **How many individuals completed the CPM program last year?**

   64

109. **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

   6,847

## PARTICIPANTS BY ORGANIZATION

**110. State**

17

**111. County**

10

**112. City/Municipal**

36

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

1

**116. International**

0

**117. Other (please specify)**

0

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## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

September 16

**120. Does your state/jurisdiction have a local CPM society?**

no

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

## PROGRAM ASSESSMENT

**123.  Do you use the following program evaluation methods? (Please select all that apply)**

-   Assessments of knowledge or skills from CPM used in the workplace
-   Assessments of participant reaction to individual course or session instructors
-   Assessments of participant reaction to individual courses or sessions
-   Assessments of participant reaction to overall program

**124.  If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

-   Capstone Project or Course
-   Individual Presentations
-   Individual Written Projects
-   Quiz
-   Test/Exam

**125.  If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

**126.  Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

-   Capstone Project or Course
-   Individual Presentations
-   Individual Written Projects
-   Quiz
-   Research Reports
-   Test/Exam

**127.  Where do participants get their capstone project ideas?  (Please select all that apply)**

-   Agency assigned
-   Self selected

**128.  What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

Anecdotal information received from participants

**129.  How often is the course content and delivery format reviewed?**

Other (describe): (In preparation for Reaccreditation Review in 2021, entire curriculum was reviewed and revision and updates were made as needed)

**130.  Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Don't know

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

> Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

> CPM Graduate Survey

**Name: Dan Vicker**

|  |  |
|---|---|
| **Organization:** | FCPM/FSU |
| **Phone:** | 8505706861 |
| **Address:** | 4600/ 227 N Bronough St Tallahassee, Fl 32301 |
| **Email:** | dvicker@fsu.edu |

**CPM Program Represented:** Florida

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## PROGRAM ADMINISTRATION

**1. What is the name of the agency(ies) responsible for administrative support for the program?**

The Florida State University

**2. What type of organization provides the primary administrative support for the CPM program?**

University

**3. Name of the Program Director**

Linda Jimenez

**4. Program Director's Title**

Director

**5. Name of the Program Co-director (if any)**


**6. Program Co-director's Title**


**7. Year this program initially joined the CPM Consortium**

1979

**8. Year of Initial Accreditation**

1979

**9. Most recent continued accreditation year**

2020/21

**10. Formal Authorization**

No

**11. Source of Authorization**

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

100%

**13. Percentage of funds - Government Appropriations**

**14. Percentage of funds - Donations or Grants**

**15. Percentage of funds - Funding from Your Organization**

**16. Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.** **Pricing Options - Select those options your program offers**

- Cohort Enrollment - Fixed Price per group
- Cohort Enrollment - Fixed Price per person
- Open Enrollment - Fixed Price per person

**23.** **Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

> 3500-3850

**24.** **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

> 2800

**25.** **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

> 2560

**26.** **If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27.** **What percent of the enrollment fee is typically paid by the Organization**

> 100%

**28.** **What percent of the enrollment fee is typically paid by the Participant**

**29.** **What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

**30.** **What percent of the enrollment fee is typically paid by a Scholarship?**

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    1-4

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    10-14

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

**ADMINISTRATIVE STRUCTURE**

**39.  Program Administration**

> University

**40.  Curriculum Design**

> University

**41.  Evaluating the Program**

> University

**42.  Promoting the Program**

- Advisory Board
- University

**43.  Selecting Participants**

> State/Government Agency

**44.  Selecting Scholarship Recipients**

> N/A

**45.  Recruiting Instructors**

> University

**46.  Securing Program Funding**

> University

**47.  If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.　Were there any program policy changes introduced during the last year?**

Yes

**49.　Were there any program design or curriculum changes introduced during the last year?**

Yes

**50.　Were there any program delivery changes introduced during the last year?**

Yes

**51.　Please summarize major policy changes during the last year.**

Delivery of our program through Zoom

**52.　Please summarize the program design or curriculum changes during the last year.**

We adjusted films, materials, and methods to adjust to zoom

**53.　Please summarize program delivery changes during the last year.**

All delivery was conducted through zoom.

## PROGRAM GOALS OR PLANS

**54.　Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Add/increase use of technology
- Recruit/train new instructors/faculty
- Review/modify program delivery systems
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55.   Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

**56.   Faculty Members as Contract Instructors**

**57.   Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

   51-75%

**58.   State Employees-Percentage of CPM courses taught**

**59.   CPM Program Staff-Percentage of CPM courses taught**

   26-50%

**60.   Other (please explain)-Percentage of CPM courses taught**

## INSTRUCTOR RECRUITMENT

**61.   How does the CPM program recruit instructors? (Select all that apply):**

   ·   CPM Graduate Pool
   ·   Word of Mouth

## INSTRUCTOR TRAINING

**62.   Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

   Yes

**63.   Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

   Yes

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64.   Required classroom hours**

   216

**65.   Directed study hours**

   24

**66.   Required project hours**

   72

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Examinations
- Projects
- Required Readings
- Simulations

**68. Are there any other program requirements?  If so, please describe**

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

22

**70. Does your program offer instruction in the following formats?**

- Completely Face to Face Instruction (Instruction is primarily face-to-face, can have on-line materials and support.)
- Completely on-line or e-learning instruction

**71. For hybrid courses, what percent of the coursework is offered on-line?**

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

No

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

Graduate Credit

**76. If yes, how many Undergraduate credits?**

6

**77. If yes, how many Graduate credits?**

6

**78. If yes, how many Continuing Education credits?**

79.  **If yes, how many Transfer Equivalent credits?**

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**PROGRAM JURISDICTION**

80.  **Do you offer the program outside of your approved jurisdiction?**

> No

81.  **If inside the United States, in which areas do you offer the program?**

82.  **If outside the United States, in which countries do you offer the program?**

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**CONTINUOUS LEARNING**

83.  **Are you currently assessing the Continuous Learning needs of your graduates?**

> No

84.  **Do you currently offer a continuous learning program for your CPM graduates?**

> No

85.  **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86.  **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87.  **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

## PROGRAM MARKETING

**88.  Do you use the following techniques to market the program?**

- Brochures
- Meetings with decision makers
- Presentations
- Social Media
- Website
- Word of Mouth

**89.  How effective are Brochures?**

Somewhat Effective

**90.  How effective is Website?**

Somewhat Effective

**91.  How effective is Social Media?**

Somewhat Effective

**92.  How effective are Presentations?**

Very Effective

**93.  How effective are Conference/Vendor Exhibits?**

Do Not Use

**94.  How effective are Meetings with decision makers?**

Very Effective

**95.  How effective is Word of Mouth?**

Very Effective

**96.  How effective is (Other)?**

Not Effective

**97.  Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98.  If you would like to provide more information about how the program is marketed, please do so below.**

One of our most successful marketing strategies is "co-op classes"-- with participants from multiple agencies in a local area. When we find interest in an area, we will arrange a meeting of interested parties and present the details of our program and make a case for the benefits of participation. We will invite previous graduates to give testimonials. We follow-up to obtain commitment by those interested and form a cohort group that will go through the program together.

## CPM TRAINING

**99.** **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

**100.** **How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Self-nomination

**101.** **Is the CPM offered in the following formats? (Please select all that apply)**

- By Contract for an Organization
- Cohort Based
- Open Enrollment

**102.** **If you would like to provide more information about how the program is offered, please do below.**

**103.** **How many training days did your program offer during the past calendar year? Enter whole number of days**

**104.** **If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105.** **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

600

**106.** **How many of those who were accepted enrolled in the CPM program last year?**

600

**107.** **How many active participants (new and previously enrolled) attended sessions last year?**

899

**108.** **How many individuals completed the CPM program last year?**

576

**109.** **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

8397

## PARTICIPANTS BY ORGANIZATION

### 110. State

262

### 111. County

119

### 112. City/Municipal

37

### 113. Federal

### 114. Tribal

0

### 115. Nonprofit

8

### 116. International

0

### 117. Other (please specify)

6 quasi governmental, 5 university, 1 private

## YOUR CPM GRADUATES

### 118. Does the CPM program hold a graduation ceremony?

Yes

### 119. If so, what are the dates in 2022?

July 19-21st        In-person
August 16-18th        Virtual
August 30-Sept 1st    Virtual

### 120. Does your state/jurisdiction have a local CPM society?

Yes, a statewide Society and local chapters in cities across florida

### 121. If yes, what is the size of the local CPM society membership?

220

### 122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):

Educating candidates and graduates about the Consortium and Society through CPM Program Channels

## PROGRAM ASSESSMENT

123. **Do you use the following program evaluation methods? (Please select all that apply)**

    · Assessments of knowledge or skills from CPM used in the workplace
    · Assessments of participant reaction to individual course or session instructors
    · Assessments of participant reaction to individual courses or sessions
    · Assessments of participant reaction to overall program

124. **If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

    · Individual Written Projects
    · Team Presentations
    · Team Written Projects
    · Test/Exam

125. **If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

126. **Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

    · Individual Written Projects
    · Team Presentations
    · Team Written Projects
    · Test/Exam

127. **Where do participants get their capstone project ideas?  (Please select all that apply)**

128. **What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

129. **How often is the course content and delivery format reviewed?**

    As needed, no formal review cycle

130. **Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

    Don't know

## FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING

131. **If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

    Do Not Track

132. **If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

    Do Not Track

**Name: Miha Vindis**

|  |  |
|---|---|
| **Organization:** | Texas State University |
| **Phone:** | 512-767-2715 |
| **Address:** | 601 University Drive San Marcos, Texas 78666 |
| **Email:** | mvindis@txstate.edu |
| **CPM Program Represented:** | Texas |

## PROGRAM ADMINISTRATION

**1.　What is the name of the agency(ies) responsible for administrative support for the program?**

Texas State University

**2.　What type of organization provides the primary administrative support for the CPM program?**

University

**3.　Name of the Program Director**

Dr. Miha Vindis

**4.　Program Director's Title**

Professor of Practice & Director, Texas CPM Program

**5.　Name of the Program Co-director (if any)**

**6.　Program Co-director's Title**

**7.　Year this program initially joined the CPM Consortium**

1995

**8.　Year of Initial Accreditation**

1996

**9.　Most recent continued accreditation year**

2020

**10.　Formal Authorization**

Yes

**11.　Source of Authorization**

Governor of Texas

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

76-99%

**13. Percentage of funds - Government Appropriations**

0%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

0%

**16. Percentage of funds - Other (List percentage and source here)**

10% Endowed Funds

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

No Change

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22.　Pricing Options - Select those options your program offers**

　　　Open Enrollment - Fixed Price per person

**23.　Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

　　　Open enrollments: $695 per course X 7 courses = $4865 per person

**24.　Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

**25.　Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

**26.　If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

## CPM PROGRAM FEE STRUCTURE

**27.　What percent of the enrollment fee is typically paid by the Organization**

　　　76-99%

**28.　What percent of the enrollment fee is typically paid by the Participant**

　　　1-25%

**29.　What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

　　　Not Used

**30.　What percent of the enrollment fee is typically paid by a Scholarship?**

　　　1-25%

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    1-4

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    0

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39.  Program Administration**

University

**40.  Curriculum Design**

University

**41.  Evaluating the Program**

University

**42.  Promoting the Program**

University

**43.  Selecting Participants**

University

**44.  Selecting Scholarship Recipients**

University

**45.  Recruiting Instructors**

University

**46.  Securing Program Funding**

University

**47.  If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48. Were there any program policy changes introduced during the last year?**

No

**49. Were there any program design or curriculum changes introduced during the last year?**

Yes

**50. Were there any program delivery changes introduced during the last year?**

Yes

**51. Please summarize major policy changes during the last year.**

**52. Please summarize the program design or curriculum changes during the last year.**

We began transitioning from online back to in-person instruction (as allowed by university, state, and federal guidelines).

**53. Please summarize program delivery changes during the last year.**

We began transitioning from online back to in-person instruction (as allowed by university, state, and federal guidelines).

## PROGRAM GOALS OR PLANS

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Add/increase use of technology
- Increase/expand program participation
- Review/modify program delivery systems

## CPM PROGRAM TEACHING DESCRIPTION

**55.　Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

　　　None

**56.　Faculty Members as Contract Instructors**

　　　1-25%

**57.　Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

　　　76-99%

**58.　State Employees-Percentage of CPM courses taught**

　　　1-25%

**59.　CPM Program Staff-Percentage of CPM courses taught**

　　　1-25%

**60.　Other (please explain)-Percentage of CPM courses taught**

　　　None

## INSTRUCTOR RECRUITMENT

**61.　How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- Agency/Institution Employees
- CPM Graduate Pool
- CPM Graduate Recommendations
- Faculty Members

## INSTRUCTOR TRAINING

**62.　Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

　　　No

**63.　Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

　　　No

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64.   Required classroom hours**

150

**65.   Directed study hours**

150

**66.   Required project hours**

30

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

**64.   Required classroom hours**

150

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

67. **Which of the following are required to complete the program? Please check all that apply**

    - Assessments
    - Case Studies
    - Examinations
    - Projects
    - Required Readings

68. **Are there any other program requirements?  If so, please describe**

69. **On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

    12-24

70. **Does your program offer instruction in the following formats?**

    - Completely Face to Face Instruction (Instruction is primarily face-to-face, can have on-line materials and support.)
    - Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

71. **For hybrid courses, what percent of the coursework is offered on-line?**

    51-75%

72. **Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

    No

73. **If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

74. **Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

    No

75. **Are program participants able to earn the following by completing the CPM program:**

    Continuing Education Credit

76. **If yes, how many Undergraduate credits?**

77. **If yes, how many Graduate credits?**

78. **If yes, how many Continuing Education credits?**

    21 days of continuing education credit

**79.  If yes, how many Transfer Equivalent credits?**

---

**PROGRAM JURISDICTION**

**80.  Do you offer the program outside of your approved jurisdiction?**

No

**81.  If inside the United States, in which areas do you offer the program?**

**82.  If outside the United States, in which countries do you offer the program?**

---

**CONTINUOUS LEARNING**

**83.  Are you currently assessing the Continuous Learning needs of your graduates?**

Yes

**84.  Do you currently offer a continuous learning program for your CPM graduates?**

Yes

**85.  If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

Annual Conference, free ASPA membership

**86.  If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

ASPA membership

**87.  If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

An Enhancement

**PROGRAM MARKETING**

88. **Do you use the following techniques to market the program?**

   - Meetings with decision makers
   - Presentations
   - Website
   - Word of Mouth

89. **How effective are Brochures?**

   Somewhat Effective

90. **How effective is Website?**

   Very Effective

91. **How effective is Social Media?**

   Do Not Use

92. **How effective are Presentations?**

93. **How effective are Conference/Vendor Exhibits?**

   Do Not Use

94. **How effective are Meetings with decision makers?**

   Somewhat Effective

95. **How effective is Word of Mouth?**

   Very Effective

96. **How effective is (Other)?**

   Do Not Use

97. **Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

   No

98. **If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

99. **Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

100. **How do individuals apply to your CPM program? (Please select all that apply)**
   · Agency Nomination
   · Self-nomination

101. **Is the CPM offered in the following formats? (Please select all that apply)**
   · Cohort Based
   · Open Enrollment

102. **If you would like to provide more information about how the program is offered, please do below.**

103. **How many training days did your program offer during the past calendar year? Enter whole number of days**

   125

104. **If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

105. **How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

   200

106. **How many of those who were accepted enrolled in the CPM program last year?**

   200

107. **How many active participants (new and previously enrolled) attended sessions last year?**

   190

108. **How many individuals completed the CPM program last year?**

   102

109. **How many individuals have completed all the requirements for the CPM designation since your program's inception?**

   2281

## PARTICIPANTS BY ORGANIZATION

**110. State**

10%

**111. County**

5%

**112. City/Municipal**

60%

**113. Federal**

5%

**114. Tribal**

0%

**115. Nonprofit**

10%

**116. International**

0%

**117. Other (please specify)**

10% (retired, self-employed)

## YOUR CPM GRADUATES

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

June 13, December 12

**120. Does your state/jurisdiction have a local CPM society?**

no

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

**PROGRAM ASSESSMENT**

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Test/Exam

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

- Anecdotal information received from individuals at participants' organization
- Anecdotal information received from participants
- Evaluation of review projects
- Survey of participants

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Quiz
- Test/Exam

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants

**129. How often is the course content and delivery format reviewed?**

As needed, no formal review cycle

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Promotional preferences

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

CPM Graduate Survey

**Name: Rob Ziol**

| | |
|---:|---|
| **Organization:** | Cleveland state University |
| **Phone:** | 216 687-3509 |
| **Address:** | 1717 Euclid Ave. Cleveland, Ohio 44115 |
| **Email:** | r.ziol@csuohio.edu |
| **CPM Program Represented:** | Ohio |

## PROGRAM ADMINISTRATION

**1. What is the name of the agency(ies) responsible for administrative support for the program?**

Cleveland State University

**2. What type of organization provides the primary administrative support for the CPM program?**

University

**3. Name of the Program Director**

Rob Ziol, MPA

**4. Program Director's Title**

Director,
center for Public & Nonprofit Management

**5. Name of the Program Co-director (if any)**

Alexandra Higl-Timms

**6. Program Co-director's Title**

Program Manager,
Center for Public & Nonprofit Management

**7. Year this program initially joined the CPM Consortium**

2020

**8. Year of Initial Accreditation**

2020

**9. Most recent continued accreditation year**

2020

**10. Formal Authorization**

Yes

**11. Source of Authorization**

## CPM FUNDS DETAIL

**12. Percentage of funds - Program Fees**

76-99%

**13. Percentage of funds - Government Appropriations**

1-49%

**14. Percentage of funds - Donations or Grants**

0%

**15. Percentage of funds - Funding from Your Organization**

0%

**16. Percentage of funds - Other (List percentage and source here)**

## CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED

**17. Change in percentage of funds received - Program Fees**

Increased

**18. Change in percentage of funds received - Appropriations**

No Change

**19. Change in percentage of funds received - Donations or Grants**

No Change

**20. Change in percentage of funds received - Funding from Your Organization**

No Change

**21. Change in percentage of funds received - Other**

No Change

**CPM PROGRAM ENROLLMENT PRICING OPTIONS**

22. **Pricing Options - Select those options your program offers**

    Open Enrollment - Fixed Price per person

23. **Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

    $5950 total (Public Management Academy + Leadership Academy)
    $2750 - Public Management track, $3200 - Leadership Academy track

24. **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

    $5950 total (Public Management Academy + Leadership Academy)
    $2750 - Public Management track, $3200 - Leadership Academy track

25. **Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**

    $5950 total (Public Management Academy + Leadership Academy)
    $2750 - Public Management track, $3200 - Leadership Academy track

26. **If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**

**CPM PROGRAM FEE STRUCTURE**

27. **What percent of the enrollment fee is typically paid by the Organization**

    76-99%

28. **What percent of the enrollment fee is typically paid by the Participant**

    1-25%

29. **What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

    1-25%

30. **What percent of the enrollment fee is typically paid by a Scholarship?**

    1-25%

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    0

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    10-14

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    1-4

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    1-4

## ADMINISTRATIVE STRUCTURE

**39. Program Administration**

   University

**40. Curriculum Design**

- Advisory Board
- University

**41. Evaluating the Program**

- Advisory Board
- University

**42. Promoting the Program**

- Advisory Board
- State/Government Agency
- University

**43. Selecting Participants**

   University

**44. Selecting Scholarship Recipients**

   University

**45. Recruiting Instructors**

   University

**46. Securing Program Funding**

   University

**47. If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48.  Were there any program policy changes introduced during the last year?**

No

**49.  Were there any program design or curriculum changes introduced during the last year?**

Yes

**50.  Were there any program delivery changes introduced during the last year?**

Yes

**51.  Please summarize major policy changes during the last year.**

Public Management Academy - Online session hours have been reduced to 4:00 contact hours, but we have added 2.5 hours as "Pre & Post" hours to account for the total of 6.5 total contact hours per class.

**52.  Please summarize the program design or curriculum changes during the last year.**

N/A

**53.  Please summarize program delivery changes during the last year.**

We changed the Leadership Academy delivery model from 100% in-person to a hybrid model with 6 in-person sessions and 6 online sessions for a total of 12 sessions.

## PROGRAM GOALS OR PLANS

**54.  Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Add/increase use of technology
- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty
- Review/modify program delivery systems
- Review/revision of program curriculum

**Name: Rob Ziol**

## CPM PROGRAM TEACHING DESCRIPTION

**55.  Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

  1-25%

**56.  Faculty Members as Contract Instructors**

  1-25%

**57.  Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

  76-99%

**58.  State Employees-Percentage of CPM courses taught**

  None

**59.  CPM Program Staff-Percentage of CPM courses taught**

  1-25%

**60.  Other (please explain)-Percentage of CPM courses taught**

  None

## INSTRUCTOR RECRUITMENT

**61.  How does the CPM program recruit instructors? (Select all that apply):**
- Advisory Board Recommendations
- Agency/Institution Employees
- CPM Graduate Pool
- CPM Graduate Recommendations
- Faculty Members
- Word of Mouth

## INSTRUCTOR TRAINING

**62.  Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

  Yes

**63.  Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

  Yes

**HOURS REQUIRED TO COMPLETE THE PROGRAM**

64. **Required classroom hours**

> 201 hours
> Public Management Academy - 123
> Leadership Academy - 78

65. **Directed study hours**

> 66 Hours
> Public Management Academy - 36
> Leadership Academy - 30

66. **Required project hours**

> 100 Hours
>
> Public Management Academy - 60
> Leadership Academy - 40

___

## PROGRAM DESIGN AND COMPLETION REQUIREMENTS

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Examinations
- Projects
- Required Readings
- Simulations

**68. Are there any other program requirements?  If so, please describe**

N/A

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

22 months

11 -Public Management Academy track
11- Leadership Academy track

**70. Does your program offer instruction in the following formats?**

Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

**71. For hybrid courses, what percent of the coursework is offered on-line?**

51-75%

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

No

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

N/A

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

Undergraduate Credit

**76. If yes, how many Undergraduate credits?**

6 undergraduate credits, 3 for each track

**77. If yes, how many Graduate credits?**

6, 3 credits per track

**78. If yes, how many Continuing Education credits?**

20

79. **If yes, how many Transfer Equivalent credits?**

    N/A

---

**PROGRAM JURISDICTION**

80. **Do you offer the program outside of your approved jurisdiction?**

    No

81. **If inside the United States, in which areas do you offer the program?**

    N/A

82. **If outside the United States, in which countries do you offer the program?**

    N/A

---

**CONTINUOUS LEARNING**

83. **Are you currently assessing the Continuous Learning needs of your graduates?**


84. **Do you currently offer a continuous learning program for your CPM graduates?**

    No

85. **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

    N/A

86. **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

    N/A

87. **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Brochures
- Meetings with decision makers
- Presentations
- Social Media
- Website
- Word of Mouth

**89. How effective are Brochures?**

Somewhat Effective

**90. How effective is Website?**

Very Effective

**91. How effective is Social Media?**

Very Effective

**92. How effective are Presentations?**

Somewhat Effective

**93. How effective are Conference/Vendor Exhibits?**

Do Not Use

**94. How effective are Meetings with decision makers?**

Very Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Do Not Use

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

Yes

**98. If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99. Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- · Agency Recommendation
- · Supervisor Approval/Recommendation

**100. How do individuals apply to your CPM program? (Please select all that apply)**

- · Agency Nomination
- · Self-nomination

**101. Is the CPM offered in the following formats? (Please select all that apply)**

Cohort Based

**102. If you would like to provide more information about how the program is offered, please do below.**

**103. How many training days did your program offer during the past calendar year? Enter whole number of days**

66

**104. If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105. How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

131 total
78 - Public Management Academy
53- Leadership Academy

**106. How many of those who were accepted enrolled in the CPM program last year?**

131

**107. How many active participants (new and previously enrolled) attended sessions last year?**

131

**108. How many individuals completed the CPM program last year?**

22

**109. How many individuals have completed all the requirements for the CPM designation since your program's inception?**

36

**PARTICIPANTS BY ORGANIZATION**

**110. State**

22

**111. County**

0

**112. City/Municipal**

107

**113. Federal**

0

**114. Tribal**

0

**115. Nonprofit**

2

**116. International**

0

**117. Other (please specify)**

0

**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

Yes

**119. If so, what are the dates in 2022?**

April 29, 2022

**120. Does your state/jurisdiction have a local CPM society?**

N/A

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

## PROGRAM ASSESSMENT

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Team Presentations
- Team Written Projects

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Team Presentations
- Team Written Projects

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

- Agency assigned
- Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

- Anecdotal information received from other individuals at participants' organization
- Anecdotal information received from participants
- Quantitative analysis of project impact on customer satisfaction
- Quantitative analysis of project return on investment

**129. How often is the course content and delivery format reviewed?**

Annually

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Don't know

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**Name: Shannon Zweig**

**Organization:** Arizona State University - Bob Ramsey Executive Education
**Phone:** 602-496-1300
**Address:** 400 E. Van Buren, Ste. 718 Phoenix, AZ 85004
**Email:** shannon.zweig@asu.edu
**CPM Program Represented:** Arizona State University

## PROGRAM ADMINISTRATION

1.  **What is the name of the agency(ies) responsible for administrative support for the program?**

    Bob Ramsey Executive Education
    School of Public Affairs
    Watts College of Public Service & Community Solutions
    Arizona State University

2.  **What type of organization provides the primary administrative support for the CPM program?**

    University

3.  **Name of the Program Director**

    Hector Zelaya

4.  **Program Director's Title**

    Director, Bob Ramsey Executive Education

5.  **Name of the Program Co-director (if any)**

6.  **Program Co-director's Title**

7.  **Year this program initially joined the CPM Consortium**

    1979

8.  **Year of Initial Accreditation**

    1981

9.  **Most recent continued accreditation year**

    2016

10. **Formal Authorization**

    Yes

11. **Source of Authorization**

    Arizona State University

**CPM FUNDS DETAIL**

**12.   Percentage of funds - Program Fees**

   100%

**13.   Percentage of funds - Government Appropriations**

   0%

**14.   Percentage of funds - Donations or Grants**

   0%

**15.   Percentage of funds - Funding from Your Organization**

   0%

**16.   Percentage of funds - Other (List percentage and source here)**

**CPM FUNDS - CHANGE BY SOURCE OF FUNDS RECEIVED**

**17.   Change in percentage of funds received - Program Fees**

   No Change

**18.   Change in percentage of funds received - Appropriations**

   No Change

**19.   Change in percentage of funds received - Donations or Grants**

   No Change

**20.   Change in percentage of funds received - Funding from Your Organization**

   No Change

**21.   Change in percentage of funds received - Other**

   No Change

## CPM PROGRAM ENROLLMENT PRICING OPTIONS

**22. Pricing Options - Select those options your program offers**

- Cohort Enrollment - Fixed Price per person
- Open Enrollment - Fixed Price per person

**23. Please indicate (if applicable) the unit price per person to complete the program - Open enrollment – fixed price per person -(enter your selection in whole dollars)**

$3300 - Arizona Resident
$3500 - Non Arizona Resident

**24. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per person -(enter your selection in whole dollars)**

$3300 - Arizona Resident
$3500 - Non Arizona Resident

**25. Please indicate (if applicable) the unit price per person to complete the program - Cohort enrollment – fixed price per group – REPORT AVERAGE PRICE PER PARTICIPANT**


**26. If you have other pricing structures, or would like to provide additional information about your price per person to complete the program**


## CPM PROGRAM FEE STRUCTURE

**27. What percent of the enrollment fee is typically paid by the Organization**

76-99%

**28. What percent of the enrollment fee is typically paid by the Participant**

1-25%

**29. What percent of the enrollment fee is typically paid by a Third Party (e.g., state personnel office)**

Not Used

**30. What percent of the enrollment fee is typically paid by a Scholarship?**

Not Used

**PROGRAM STAFF**

31. **# of Program Staff assigned to the Administrative Staff- Full Time Staff**

    1-4

32. **# of Program Staff assigned to the Administrative Staff- Part Time Staff**

    0

33. **# of Program Staff assigned to Contract Staff- Full Time Staff**

    0

34. **# of Program Staff assigned to Contract Staff- Part Time Staff**

    0

35. **# of Program Staff assigned to Contract Trainers - Full Time Staff**

    0

36. **# of Program Staff assigned to Contract Trainers - Part Time Staff**

    0

37. **# of Program Staff assigned to Volunteers - Full Time Staff**

    0

38. **# of Program Staff assigned to Volunteers - Part Time Staff**

    0

**ADMINISTRATIVE STRUCTURE**

**39. Program Administration**

> University

**40. Curriculum Design**

> University

**41. Evaluating the Program**

> University

**42. Promoting the Program**

- State/Government Agency
- University

**43. Selecting Participants**

- Advisory Board
- State/Government Agency
- University

**44. Selecting Scholarship Recipients**

> N/A

**45. Recruiting Instructors**

> University

**46. Securing Program Funding**

> University

**47. If you would like to provide other information about program structure, please do so here**

## 2021 SIGNIFICANT PROGRAM CHANGES

**48. Were there any program policy changes introduced during the last year?**

No

**49. Were there any program design or curriculum changes introduced during the last year?**

Yes

**50. Were there any program delivery changes introduced during the last year?**

Yes

**51. Please summarize major policy changes during the last year.**

n/a

**52. Please summarize the program design or curriculum changes during the last year.**

Revised classroom curriculum based on customer organizations' needs (on going)
Revised online curriculum with new facilitators (in process)

**53. Please summarize program delivery changes during the last year.**

Utilizing hybrid delivery with both virtual and in-person delivery to accommodate customer organizations' needs.

## PROGRAM GOALS OR PLANS

**54. Please select the goals or plans you have for the program in 2021 from the list below. You may select all that apply.**

- Add/increase use of technology
- Enhance and expand marketing
- Increase/expand program participation
- Recruit/train new instructors/faculty
- Review/modify program delivery systems
- Review/revision of program curriculum

## CPM PROGRAM TEACHING DESCRIPTION

**55. Faculty Members As Part of Normal Teaching Duties-Percentage of CPM courses taught**

None

**56. Faculty Members as Contract Instructors**

51-75%

**57. Contract Instructors (Non Faculty)-Percentage of CPM courses taught**

76-99%

**58. State Employees-Percentage of CPM courses taught**

None

**59. CPM Program Staff-Percentage of CPM courses taught**

1-25%

**60. Other (please explain)-Percentage of CPM courses taught**

## INSTRUCTOR RECRUITMENT

**61. How does the CPM program recruit instructors? (Select all that apply):**

- Advisory Board Recommendations
- Agency/Institution Employees
- CPM Graduate Pool
- CPM Graduate Recommendations
- Faculty Members
- Word of Mouth

## INSTRUCTOR TRAINING

**62. Does the CPM program offer a training session to familiarize instructors with the CPM and CPM competencies?**

No

**63. Does the CPM program offer a training session to familiarize instructors with specific CPM course content?**

No

## HOURS REQUIRED TO COMPLETE THE PROGRAM

**64.   Required classroom hours**

   25 days x 7 hours = 175 classroom hours

**65.   Directed study hours**

   Program pre-requisite = 60 instructor led hours
   25 days x 2 hours outside class preparation/homework assignments = 50 hours

**66.   Required project hours**

   4 Course Applied Learning Assignments + 1 Final project = 15 hours

**PROGRAM DESIGN AND COMPLETION REQUIREMENTS**

**67. Which of the following are required to complete the program? Please check all that apply**

- Assessments
- Case Studies
- Projects
- Required Readings
- Simulations

**68. Are there any other program requirements?  If so, please describe**

In lieu of exams, we use a Course Applied Learning Assignment after each five week course. This assignment contains specific, thought-provoking questions for each topic taught during the five week course that encourages participants to take the concepts presented, apply them to a real-life scenario and analyze the potential outcome in relation to their current position/organization.

**69. On average, how long (in MONTHS) does it take to complete the CPM program?-Enter Total Number of months**

9 months

**70. Does your program offer instruction in the following formats?**

- Completely Face to Face Instruction (Instruction is primarily face-to-face, can have on-line materials and support.)
- Completely on-line or e-learning instruction
- Hybrid or Blended Instruction (Mix of classroom and e-Learning sessions)

**71. For hybrid courses, what percent of the coursework is offered on-line?**

26-50%

**72. Does the content of the CPM program curriculum focus on any skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium?**

No

**73. If the content of the CPM program curriculum focuses on skill-sets outside of the seven competency areas required by the National Certified Public Managers Consortium, please describe the other skill sets covered:**

**74. Does the content of the CPM program's courses build on one another, tying content back to previous learned material?**

Yes

**75. Are program participants able to earn the following by completing the CPM program:**

Graduate Credit

**76. If yes, how many Undergraduate credits?**

9 Undergraduate Credits

**77. If yes, how many Graduate credits?**

6 Graduate Credits

78. **If yes, how many Continuing Education credits?**

79. **If yes, how many Transfer Equivalent credits?**

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## PROGRAM JURISDICTION

80. **Do you offer the program outside of your approved jurisdiction?**

    Yes

81. **If inside the United States, in which areas do you offer the program?**

    Our online program is open to any non-CPM state and available for participants from states with approved CPM programs with a verified participation agreement from the home state CPM program.

82. **If outside the United States, in which countries do you offer the program?**

    Through our online program and agreement with GOARMY, we serve civilian military personnel on posts such as Japan, Germany, Korea, Belgium, France, and Switzerland.

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## CONTINUOUS LEARNING

83. **Are you currently assessing the Continuous Learning needs of your graduates?**

    No

84. **Do you currently offer a continuous learning program for your CPM graduates?**

    No

85. **If you do currently offer a continuous learning program for your CPM graduates, including alumni programs etc., Please describe:**

86. **If you do offer a continuous learning program for your CPM graduates, What recognition, if any, is awarded to the participants?  Add "CPM with Distinction" or like programs.**

87. **If you do offer a continuous learning program for your CPM graduates, Is continuous learning a requirement or an enhancement?**

**PROGRAM MARKETING**

**88. Do you use the following techniques to market the program?**

- Meetings with decision makers
- Other (describe): (Marketing campaign bi-annually targeting organizational decision makers)
- Website
- Word of Mouth

**89. How effective are Brochures?**

Do Not Use

**90. How effective is Website?**

Very Effective

**91. How effective is Social Media?**

Do Not Use

**92. How effective are Presentations?**

Do Not Use

**93. How effective are Conference/Vendor Exhibits?**

Do Not Use

**94. How effective are Meetings with decision makers?**

Very Effective

**95. How effective is Word of Mouth?**

Very Effective

**96. How effective is (Other)?**

Somewhat Effective

**97. Is a pre-enrollment orientation session offered to individuals interested in participating in the program?**

No

**98. If you would like to provide more information about how the program is marketed, please do so below.**

## CPM TRAINING

**99.  Does the CPM program have any of the following eligibility requirements?  (Please select all that apply)**

- Agency Recommendation
- Some Supervisory Experience
- Supervisor Approval/Recommendation

**100.  How do individuals apply to your CPM program? (Please select all that apply)**

- Agency Nomination
- Letter(s) of Recommendation
- Self-nomination

**101.  Is the CPM offered in the following formats? (Please select all that apply)**

- By Contract for an Organization
- Cohort Based
- Open Enrollment

**102.  If you would like to provide more information about how the program is offered, please do below.**

**103.  How many training days did your program offer during the past calendar year? Enter whole number of days**

Classroom = 34 days
Online = 336 days (48 weeks)

**104.  If you would like to provide additional information about the number of sessions, please do so below**

## CPM PROGRAM STATISTICS

**105.  How many individuals were accepted into the CPM program in 2021? Note: Not all who are accepted enroll.**

173

**106.  How many of those who were accepted enrolled in the CPM program last year?**

173

**107.  How many active participants (new and previously enrolled) attended sessions last year?**

216

**108.  How many individuals completed the CPM program last year?**

135

**109.  How many individuals have completed all the requirements for the CPM designation since your program's inception?**

3321

**PARTICIPANTS BY ORGANIZATION**

**110. State**

> 70

**111. County**

> 24

**112. City/Municipal**

> 100

**113. Federal**

> 19

**114. Tribal**

> 2

**115. Nonprofit**

> 0

**116. International**

> 0

**117. Other (please specify)**

> 1

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**YOUR CPM GRADUATES**

**118. Does the CPM program hold a graduation ceremony?**

> Yes

**119. If so, what are the dates in 2022?**

> City of Tucson (in person) 6/1/22
> Online Open Enrollment (virtual) 6/24/22 and October 2022 (date to be determined)

**120. Does your state/jurisdiction have a local CPM society?**

> No

**121. If yes, what is the size of the local CPM society membership?**

**122. Please indicate if your program provided the following supports for the local CPM society (Please select all provided):**

## PROGRAM ASSESSMENT

**123. Do you use the following program evaluation methods? (Please select all that apply)**

- Assessments of knowledge or skills from CPM used in the workplace
- Assessments of participant reaction to individual course or session instructors
- Assessments of participant reaction to individual courses or sessions
- Assessments of participant reaction to overall program
- Pre-program skill assessments

**124. If Assessments of knowledge or skills from CPM used in the workplace was selected, Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Team Presentations
- Team Written Projects

**125. If Assessments of organizational impact of the participant's CPM training was selected, How do you assess the participants' application of knowledge or skills in the workplace? (Please select all that apply)**

**126. Which of the following techniques does the program use to assess the level of knowledge or skills gained by the participant? (Please select all that apply)**

- Capstone Project or Course
- Individual Presentations
- Individual Written Projects
- Team Presentations
- Team Written Projects

**127. Where do participants get their capstone project ideas?  (Please select all that apply)**

- Agency assigned
- Self selected

**128. What method(s) do you use to evaluate the impact of the participants' capstone project on his or her organization? (Please select all that apply)**

**129. How often is the course content and delivery format reviewed?**

As needed, no formal review cycle

**130. Do CPM graduates receive any of the following incentives for program completion? (Please select all that apply)**

Ability to substitute CPM for EDUCATIONAL experience

**FINAL SECTION!  SALARY/CAREER PROGRESSION TRACKING**

**131. If you track SALARY PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track

**132. If you track CAREER PROGRESSION for CPM graduates, please indicate your data sources. (Please select all that apply)**

Do Not Track