

Utah Valley University

Certified Public Manager®

Policies and Procedures



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Dear CPM Participants!

We are excited to welcome you to the Certified Public Manager[®] program at our Lehi Campus. To ensure you have all the needed information for this course, please take a few minutes to carefully read the following information.

The Utah Certified Public Manager (CPM) Chapter has a proud history with over 31 years of programs in Utah. Utah Valley University Executive Education is proud to add to that history.

As a Certified Public Manager[®] you will join a proud family of highly skilled leaders making a difference in their communities. In the CPM program you will develop practical leadership skills that can immediately be put to use.

We look forward to having you join us for the Certified Public Manager[®] course!

UVU Executive Education Team



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Utah Certified Public Manager® Program Policies and Procedures

Attendance

CPM courses are designed to include classroom interaction among students; therefore, students are expected to attend all class sessions or make-up necessary work in order to verify achievement of performance outcomes. Make-up work or alternative arrangements to complete performance outcomes are made at the discretion of the instructors. Students who are not able to complete performance outcomes due to absences will be given a “Fail” course module rating.

Payment

Individual payments will be made through the online registration system of UVU. Organizations may request for an invoice from UVU, which can be paid by check or over the phone. Any arrangement varying from this practice must be approved by the CPM Program Director. Full payment must be received by UVU prior to the start of the Course which the participant would like to attend.

Cancellations

Cancellation requests must be made 7 days prior to the Course start date to receive a refund. Course reimbursement will be for the full amount minus a 10% non-refundable processing fee.

If canceling less than 7 days prior to the Course start date, or you do not attend, you will forfeit the entire payment.

We reserve the right to cancel any course for insufficient enrollment or other conflicts that may arise.

Agencies may substitute another individual from their agency in place of a canceling student without additional fee. The substituting student is required to follow the registration process prior to the start of the Course.

Students canceling after the start of the first class will not be refunded.

UVU CPM has the right to cancel a Course if the minimum number of participants is not met.

Course Sequences

Courses 1 and 2 may be completed in any order. Students must have completed the majority of Course 1 and 2 modules before enrolling in Course 3.



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Completion Requirements for Certified Public Manager® Designation

Students must satisfactorily complete the performance objectives for each module in CPM courses 1, 2 and 3 in order to qualify for the designation of Certified Public Manager® (CPM). All requirements for Certified Public Manager® certification must be completed within a five-year period. Those who fail to complete all requirements within the five-year period will lose credit for all previously completed work.

Independent Learning Hours

The CPM Program encourages continuous and engaged learning in leadership and professional development. 20 Independent Learning Hours are required to obtain the Certified Public Manager® designation. There are various ways to obtain these hours, including conferences, workshops, online courses, webinars, books and videos, and work projects. Students must submit a CPM Independent Learning Plan to have these hours reviewed for approval.

Enrollment Qualifications

The Utah Certified Public Manager® Program is designed for supervisors, managers and prospective managers in State, Federal and local government and registered non-profit organizations with a public purpose based in Utah. Enrollment is open to those with a minimum of a high school diploma. Supervisor approval is required for individuals attending classes during employer-paid working hours.

Equal Opportunity & Reasonable Accommodation

The CPM program does not discriminate against otherwise qualified individuals on the basis of race, color, religion, national origin, sex, age, disability or veteran's status in its admission, facility and program accessibility or services.

The student's agency is responsible for determining eligibility for an accommodation under the Americans with Disabilities Act (ADA) and for providing the needed reasonable accommodation and accompanying expense. The agency ADA coordinator shall coordinate the provision of accommodation with the Utah CPM Program Coordinator at least fifteen (15) days before the start of the CPM Course.

Ethics Statement

The CPM program supports the intent of the Utah State Employees' Ethics Act to promote the public interest and strengthen the faith and confidence of the people of the State of Utah in the integrity of their government. All students are expected to demonstrate the highest personal and professional standards in the performance of assigned duties and responsibilities.

UCPM defines plagiarism as "using ideas, plots, text and other intellectual property developed by someone else while claiming it is your original work." UCPM will not tolerate any type of plagiarism, and encourages anyone with knowledge of plagiarism to report the act to the CPM



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Director. In addition any unethical behavior by students in regards to the program, including testing or attendance will not be tolerated.

Evaluative Ratings

Students who remain registered for a course after the start of the first class session will receive a Pass or Fail rating in all course modules. A Pass is required for all course modules to qualify for the “Certified Public Manager®” designation.

A Fail Rating is given if student was unable to complete module requirements due to absence, failed to complete required written assignments and documentation, did not adequately fulfill requirements of the assignments, did not adequately apply concepts in practice or did not complete require course module content or projects.

Evaluation of Students

Evaluations are administered to all students in the CPM program to assess a student's understanding and/or application of course content and in accordance with requirements of the NCPMC Bylaws.

An evaluation is defined as a substantive evaluation (oral or written examination, assessment evaluation, etc.) measuring a student’s proficiency in knowledge and/or performance relative to the course module performance outcomes. Evaluations are measured by criteria established by instructors that verify whether a student has demonstrated proficiency in course module performance outcomes. Each student’s module Pass/Fail rating will be retained with the Utah CPM training records.

Projects

Participation in a completed team project in Course 3, sponsored by a public agency, is required for all students receiving the Certified Public Manager® designation. Students are responsible for securing an adequate project. The CPM program may offer projects to students, but is not responsible for assuring that a project is provided to the student. Projects are designed to demonstrate transfer of knowledge and techniques to the workplace. A project must meet the standards defined in the Utah CPM document entitled Capstone Project Standards. Project documentation must be submitted no later than two weeks after the final class day. Failure to complete projects on time will require repeating the course.



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Students are not required to implement project recommendations, nor is it required that the project sponsor accept or implement the recommendations. The primary objective is to produce a quality product through accepted standards and processes introduced in the coursework.

CPM program instructors will evaluate projects based on the quality and completeness of the work, and their conformity to project guidelines. Specific evaluation criteria and evaluation forms will be defined by instructors.

All projects are considered confidential. However, sponsors must understand that project documentation and the presentation will be provided to the current Course 3 class, instructor, and CPM program administrators.

Upon completion, Course 3 projects become the property of the sponsoring agency. UVU maintains a copy of the project documentation. UVU reserves the right to use project documentation for such purposes as accreditation, award selection, coursework examples, and other instances meriting administrative and educational benefit, as determined by CPM Program administrators. CPM instructors and students are not to disclose documentation to parties other than the sponsor without documented permission. Open distribution of project documentation may be determined by the agency which charters the project. All requests from parties requesting project documentation should be directed to the project sponsor.

Quality Control

CPM administrators will monitor the delivery of all levels of courses offered to ensure that program content conforms to the standards of the National Certified Public Manager® Consortium.

Repeating Modules

Students who do not satisfy the performance outcomes of a course module may request to repeat the module to complete the outcomes. A fee will be established for these cases. Students must repeat the entire module, but not the entire course. Students desiring to repeat a module must contact CPM administrative support a week after the module ends. Authorization is subject to class availability and approval by the CPM Director.

Study Time

In compliance with the Federal Fair Labor Standards Act, students working in federal, state, or local government attending courses during paid work hours are to be permitted and expected to use paid work hours to complete reading assignments, projects, examinations and other out of class coursework required by the course.



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Taping & Recording

Please note that photography, audio and video recording may occur during the program. All photography, audio and video recording may be used for the purpose of UVU's marketing, publicity purposes in print, electronic and social media. If you do not wish to have your image recorded or published, please inform us via email before the start of the program. UVU shall not be responsible for photographs and/or videos taken by unauthorized persons during the program. Students must obtain written permission from the CPM Director before making any video or audiotaping of all or part of any CPM course module.