

OPM 01-38

DATE: May 25, 2001

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

RE: OKLAHOMA CERTIFIED PUBLIC MANAGER PROGRAM

I am pleased to announce open enrollment for the Oklahoma Certified Public Manager (CPM) Program, offered by the Office of Personnel Management. CPM is a nationally accredited professional development program, designed to improve the management and leadership skills of public employees.

Nineteen other states and the federal government currently offer the CPM certification, and 6 additional states are working towards accreditation. Oklahoma is one of the few programs to offer courses in one and two-day formats to meet the scheduling needs of today's state agency. The Council of State Governments has recognized the Oklahoma CPM as an "exemplary state management program" and a model "to help policy-makers in every state."

The program consists of 300 hours of classroom training, four comprehensive exams and four job-related projects. The cost of the program is \$1,080. \$1,000 is paid by the agency in two installments of \$500. The candidates are assessed \$10 for each test and project. As added incentive, graduates from the Oklahoma CPM program qualify for up to 15 hours of upper-division baccalaureate credit or up to 9 hours of graduate credit through the American Council of Education.

Currently we have 317 candidates representing 58 state agencies, boards, and commissions. Last year Oklahoma honored its largest graduating class of 36 Certified Public Managers, bringing the total to 243.

Oklahoma agencies have reported a ten-fold return on their investment. Many agencies use the CPM projects to perform studies and tasks previously contracted to consultants. The Department of Human Services utilizes its CPM graduates to facilitate problem-solving groups and task forces. Program graduates offer improved resources to their agency and to the state.

This a win-win program for Oklahoma. Take this opportunity to nominate someone from your agency. For more information, contact Carrie Rohr, Certified Public Manager Coordinator, at (405) 521-6344.

Attachment



The following state agencies/municipal governments have participated or are currently participating in the CPM Program:

Agency	Candidates	Total Graduates	Agency	Candidates	Total Graduates
ABLE Commission	1	2	Labor	4	1
Accountancy Board	0	1	Land Office	1	2
Advancement of Science & Technology	2	2	Libraries	1	2
Agriculture	4	3	Lieutenant Governor	1	0
Architects Board	0	1	Marginal Wells Commission	1	0
Auditor & Inspector	2	1	Medical Licensure & Supervision	1	0
Central Services	3	2	Medicolegal Investigators	1	0
Civil Emergency Management	3	1	Mental Health	4	5
Commerce	2	2	Military Department	1	0
Conservation Commission	1	0	Mines	6	0
Corporation Commission	3	1	Motor Vehicle Commission	0	1
Corrections	27	8	Nursing Board	0	1
Cosmetology Board	0	3	City of Oklahoma City	3	0
Dentistry Board	0	1	Osteopathic Examiners	0	1
Election Board	2	0	Pardon & Parole Board	2	0
Employment Security Commission	10	2	Office of Personnel Management	6	3
Environmental Quality	6	0	Pharmacy Board	2	1
Office of State Finance	2	4	Public Employees Retirement System	2	1
Health Care Authority	2	2	Public Safety	10	6
Health	6	4	Real Estate Commission	0	1
Historical Society	1	0	Rehabilitation Services	16	12
Horse Racing Commission	1	0	State Treasurer	0	1
Housing Finance Authority	2	1	Tax Commission	13	13
Human Services	86	84	Teacher Preparation Commission	1	0
Insurance Board	1	3	Tourism	6	4
Insurance Department	2	0	Transportation	48	51
Insurance Fund	1	3	Transportation Authority	2	1
Bureau of Investigation	3	0	Veterans Affairs	6	5
Juvenile Affairs	4	0	Water Resources Board	2	0
			Totals: 58 Agencies	317	243

Information current as of 5/22/01

Data reflects the employing agency at the date of graduation, subsequent transfers are not included.

Program Benefits

- ◆ **Reward High Achievers**
Agencies can enhance the management skills of employees, supervisors and key personnel by enrolling them in the CPM Program.
- ◆ **Job-Related Training**
The CPM Program requires the completion of four job-related research projects. These projects are an outstanding opportunity to engage in workplace efficiency ideas, job-related problem solving, and organizational planning.
- ◆ **Applied Research**
State agencies can use the required CPM projects to accomplish research tasks and study activities previously contracted to consultants.
- ◆ **Financial Return**
Since inception of the program, CPM projects have generated more than \$600,000 in savings for state agencies, a \$10 to \$1 return on total investment.
- ◆ **Employee Retention**
Designed for career public employees, CPM is ideal for succession planning. It reduces employee turnover and encourages development for key positions.

For more information, contact:

Carrie Rohr
*Coordinator for the
Certified Public Manager Program*
Office of Personnel Management
2101 North Lincoln Blvd.
Oklahoma City, OK 73105

(405) 521-6344
(405) 524-6942 FAX

carrie.rohr@opm.state.ok.us

Applications are available on-line at:
www.state.ok.us/~opm/hrds/cpm/cpm.html

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What is the Certified Public Manager Program?

Quality and efficiency of management in state government have a major impact on the lives of individual citizens and the orderly functioning of the state. By 2010, forty percent of the state and local government workforce will be eligible for retirement. In response, the state of Oklahoma offers the Certified Public Manager, a nationally accredited professional development program.

The Oklahoma Certified Public Manager Program (CPM) is designed to improve service to state citizens. Participants in the program enhance their management skills through seminars, examinations, and job related projects. Graduates offer unique resources to their agency and the state.

The program is administered by the Office of Personnel Management, Human Resources Development Services (HRDS), as part of its legislative mandate to provide development programs for state managers, supervisors, and other employees. The program's long-range goal is to help agencies identify and develop the skills of Oklahoma government's future leaders.

A nationwide survey of state governments revealed "training" as one of the top five activities for enhancing employee productivity.

Program Requirements

The Certified Public Manager Program is a three-level curriculum, consisting of **237** required hours and **63** elective hours.

Required hours

Level I

Basic Supervisory Skills
75 classroom hours

Level II

Middle-management Skills
84 classroom hours

Level III

Advanced-management Skills
78 classroom hours

The candidate must also complete:

Four examinations—one for each level and one comprehensive exam.

Four job-related projects—providing excellent opportunities to improve efficiency in the workplace, solve current problems at work, and examine or develop long-range work plans.

The cost of the program is \$1,080. The agency pays \$1,000 in two annual \$500 payments. The candidate pays \$10 per exam and \$10 per project (a total of \$80).

Program

- ◆ The Oklahoma Certified Public Manager Program Consortium of States. The program received accreditation from the American Society for Quality.
- ◆ The CPM program involves a rigorous testing process.
- ◆ The American Society for Quality has recommended the CPM program for 15 hours of credit and credit in the field of Human Resources Management.
- ◆ With age and experience, participants are eligible for skill-based pay increases authorized by State Compensation Administration.
- ◆ CPM fully meets the requirements for a professional classification.