



# New Hampshire Certified Public Management Programs

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**Level I**  
**Public Supervisor Program**

**Level II**  
**Public Manager Program**

## Vision, Mission and Goals

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**Vision** Visionary leaders demonstrating excellence in public service

**Mission** Advancing the profession of public management through training and experiences that emphasize:

- The State of New Hampshire and American Academy of Certified Public Managers Code of Ethics
- The value of respectful communication
- Critical thinking and effective problem solving
- Continuing professional development
- Networking in the public sector
- Adherence to the standards established by the National Certified Public Manager Consortium.

**Goals** Goals of the NHCPMP are:

To provide participants with the training and development needed to enhance management skills and increase knowledge of public administration.

To network, share problem solving techniques, disseminate information, and share resources.

To increase the number of qualified candidates for administrative positions.

To prepare managers to actively pursue ongoing professional growth and development for themselves and others.

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The New Hampshire Division of Personnel, Bureau of Education and Training, is recognized by the National Certified Public Manager Consortium as a fully accredited member.

**Level I** is designed for supervisors and potential supervisors.

**Level II** is designed for managers and potential managers.

## About the New Hampshire Public Management Program...

The goal of the NH Certified Public Management Program (CPMP) is to standardize and professionalize public management. The program includes training that measures and develops participants' public management competencies. The New Hampshire Division of Personnel, Bureau of Education and Training, with representation from the Departments of Safety, Transportation, Resources and Economic Development, New Hampshire Employment Security, and Health and Human Services, has developed a Certified Public Management Program consisting of two levels.

By successfully completing the Level I Public Supervisor Program, participants earn a *Certificate of Public Supervision*. The program is available to entry-level supervisors and individuals planning to enter a supervisory position; it is mandatory for anyone who seeks to graduate from Level II. The Level I program takes one year to complete.

By successfully completing the Level II Public Manager Program, participants earn a *Certificate of Public Management*. The Level II program is available to entry-level managers and individuals planning to enter a managerial position. The Level II program takes two years to complete (this includes Level I).

Both designations are viewed as professional, rather than academic, credentials. The program involves intensive study, practice, and application.

### Competency-Based Training

Competency-based training identifies the key skills needed to be an effective leader, measures the skills of participants, and creates learning and training opportunities to strengthen and develop skills identified as important to successful leadership.

### Program Benefits

- Career-oriented supervisors and managers participate in training and development opportunities to enhance management skills and increase knowledge of government practices.
- Government organizations increase productivity and quality of work when employees understand the state, county or municipal system and apply managerial competencies.
- Organizations and individuals are exposed to innovative ideas, techniques, and best practices.
- Graduates join a network of professional public managers in New Hampshire.
- Participants earn supervisory or managerial credit which can be applied toward specific job requirements for employment with the State of New Hampshire as follows:
  - One year of supervisory credit for successful completion of the Level I – Certified Public Supervisor Program.
  - One year of managerial credit for successful completion of the Level II – Certified Public Manager Program.
- Graduates may earn credit at several colleges and universities in New Hampshire.
- Graduates may become members of the New Hampshire Association of Certified Public Managers.

For more information about the Certified Public Management Program, contact the Bureau of Education and Training: Bureau Chief Kate McGovern at [mary.mcgovern@nh.gov](mailto:mary.mcgovern@nh.gov) or 271-1429

## Level I – Certified Public Supervisor Program

**Level One Program Costs: \$1,200\***

### Applicant Minimum Requirements

- ◆ Currently employed as a supervisor or key staff member. (A key staff member is defined as one who directly serves management by providing high-level technical or professional expertise to program managers.)
- ◆ Demonstrates leadership qualities.
- ◆ Shows potential for advancement.
- ◆ Has successfully completed initial probationary period.

## Level II – Certified Public Manager Program

**Level Two Program Cost: \$1,200\***

### Applicant Minimum Requirements

- ◆ Currently employed as a middle/upper level manager or key staff member. (A key staff member is defined as one who directly serves management by providing high-level technical or professional expertise to program managers.)
- ◆ Demonstrates leadership qualities.
- ◆ Shows potential for advancement.
- ◆ Has successfully completed the Level I, Certified Public Supervisor Program.

## How to apply

1. Complete sections I – IV of the formal application form (part of this packet).
2. Attach a letter to the application stating why you want to participate in the program.
3. Have your application endorsed by your immediate supervisor, and, if required by your organization's policy, include a second signature to verify funding approval, and/or approval by the Human Resources office. The signature(s) indicate you will receive funding for the program, as well as support on the job to act on program projects and apply learned skills. Your supervisor is responsible for reviewing the requirements and application form with you as the employee who is applying for acceptance into the program.
4. Read and sign the agreement statement on the application form.
5. Return the completed application to:

NH Division of Personnel  
Bureau of Education and Training  
State House Annex  
28 School Street  
Concord, NH 03301

**\*Pricing: \$1,200 for applications received by June 19, 2015; \$1,250 for applications received after that date.**

- Classes begin in July for both CPS and CPM programs.
- Graduation will be in June 2016 for those who successfully complete the program.

**Application for New Hampshire Certified Public Manager Program  
Levels I & II**

Division of Personnel  
Bureau of Education and Training  
State House Annex  
25 Capitol St.  
Concord, NH 03301

Date:

Level I:

Level II

Both

**I. Personal information**

Name: \_\_\_\_\_

Work Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax # \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CPS Graduation Date (Level II Applicants only):

**II. Current work information**

I am currently a: Supervisor      Manager      I am not a Supervisor/Manager at this time

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Division: \_\_\_\_\_

Responsibilities:

**III. Work History:**

Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
# years in job: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities:

Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
No. years in job: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities:

**IV. Signatures**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's or Manager's support statement: "My signature below indicates that I fully support this candidate's entry into the NHCPM Program, and that funding has been approved." (A separate signature line is available if another signature is required to indicate funding approval.)  
Note: If the applicant is not currently a Supervisor or Manager, the agency should provide a written justification briefly explaining why they wish this individual to participate in the program.**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

(Additional  
signatures if  
appropriate)

~ Please do not process payment until applicant has been accepted into the program. ~

**Note to the applicant: Remember to attach a letter stating why you want to participate.**