

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



Division of Personnel
Bureau of Education and Training
State House Annex - 28 School Street.
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:

Large empty rectangular box for listing responsibilities.

III. Work History:

Title: _____ Employer: _____
years in job: _____ Supervisor: _____

Responsibilities:

Title: _____ Employer: _____
No. years in job: _____ Supervisor: _____

Responsibilities:

IV. Education Experience:

Institution: _____	Degree: _____	Completion Dates: _____
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V. 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.

**Applications for the CPS, CPM programs may be found at
<http://das.nh.gov/hr/trdev.html> .**

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.

***Pricing: \$1,200 for applications received by June 17, 2016; \$1,250 for applications received after that date.**

- Classes begin in July for both CPS and CPM programs.
- Graduation will be in June 2017 for those who successfully complete the program.

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