



Certified Public Manager[®]

Participant Request Form

Instructions for CPM Program Training Request

1. Submit the completed form and your cover letter to your supervisor for approval in accordance with your training request process and timelines. Incomplete applications will not be considered.
2. Submit your agency approved form to CPM@dhr.idaho.gov by **10/15/25**.
3. DHR will communicate enrollment decisions with applicants by 11/14/2025. DHR will communicate availability decisions and track assignments which will be based on the volume of totals requests received.
4. CPM classes are scheduled to start in January 2026. Program information and course calendars will be sent to participants after 11/14/2025 from DHR.

SECTION I: Applicant Information

| | | |
|--|--|-------------|
| Name | | |
| Agency | | |
| Department/Division | | |
| Work Phone | | Other Phone |
| Work Email | | |
| Work Address | | |
| Track options include Treasure Valley, East Idaho (rotating between Pocatello & Idaho Falls), North Idaho (rotating between Lewiston & CDA area), and Satellite. *Preferences will be considered, but track assignments will be based on availability. | | |
| Track Preference | | |

SECTION II: Supervisor Information

| | | |
|------------|--|------------|
| Name | | |
| Title | | |
| Work Email | | Work Phone |

Section III: Agency Billing Contact

| | | |
|--------------|--|---------------|
| Contact Name | | Billing Email |
|--------------|--|---------------|

Total cost for two-year program: \$3,000. This can be paid in full or in installments over two fiscal years.
Program fees do not include any travel or per diem for participants.

SECTION IV: Applicant Assurance

| | |
|--------------------------|--|
| <input type="checkbox"/> | By checking this box, I certify that I have satisfactorily completed the entrance probationary period of employment, if applicable. |
| <input type="checkbox"/> | By checking this box, I certify that I understand participation in all classes and completion of all projects and coursework is required to achieve the CPM designation. |

| | |
|--|--|
| | By checking this box, I certify that my agency can provide me with any necessary technology (including such items as a computer, tablet, or phone with a camera, speakers, microphone, and a stable internet connection) to attend or complete any online classes, group work, meetings, or assignments. |
| | By checking this box, I certify that I understand that CPM® class hours will be held during normal business hours and that I must attend without disruptions. |

SECTION V: Applicant Cover Letter

A cover letter is required with your request form. The letter should be addressed to your agency and should:

- Explain your interest in the CPM program and why you are seeking participation.
- Describe the anticipated impact of your participation, including how the knowledge and skills gained will support your professional growth.
- Outline the value your participation will bring to your agency and the State of Idaho as a whole.

This cover letter will help your agency evaluate both your commitment to the program and the expected benefits of your involvement.

NOTICE TO ORGANIZATIONS:

The Idaho CPM Program is designed for supervisory/managerial personnel; however, an organization may grant approval for a non-supervisory employee to attend if that employee has been identified as having high potential as a supervisor or manager.

| SECTION VI: Agency Approval | |
|---|-------|
| Name: | Date: |
| Title: | |
| <p>How to Select a Candidate A thoughtful selection process ensures the right individuals enter the CPM program with the tools they need to succeed. Consider these steps:</p> <ul style="list-style-type: none"> • Evaluate leadership potential through performance reviews and managerial input. • Gauge motivation & commitment by conducting informal discussions or interviews. • Review applications & resumes for relevant experience. • Seek supervisory endorsement to confirm support for participation. • Select candidates who are both professionally and organizationally ready for this investment. | |
| <p>To earn the CPM designation, the National Certified Public Manager® Consortium requires each candidate complete 300 hours of course work and develop a Capstone Project. Supervisors should: Integrate CPM coursework into the nominee's work plan to ensure alignment with their role.</p> <ul style="list-style-type: none"> • Encourage application and discussion of learned skills through job-related projects, including the final Capstone Project. • Complete required feedback instruments, evaluations, and assessments to support the participant's journey. | |
| Questions and Further Information | |
| <p>EMAIL: CPM@dhr.idaho.gov CONTACT: Jana Huffaker, CPM Program Manager, jana.huffaker@dhr.idaho.gov, (208) 854-308</p> | |