



Florida Society of Certified Public Managers
“CPM with Distinction”
Professional Development and Continuing Education Program

All professional development and continuing education activities must help the CPM build their skills and knowledge in at least one of the core competencies established by the National Certified Public Manager Consortium:

1. Personal and Organizational Integrity

Increase awareness, build skills and model behaviors related to identifying potential ethical problems and conflicts of interest; appropriate workplace behavior; and legal and policy compliance.

2. Managing Work

Meet organizational goals through effective planning, prioritize, organize and align human, financial, material and information resources. Empower others by delegating clear job expectations; provide meaningful feedback and coach; create a motivational environment and measure performance. Monitor workloads and document performance. Deal effectively with performance problems.

3. Leading People

Inspire others to positive action through a clear vision; promote a diverse workforce. Encourage and facilitate cooperation, pride, trust and group identity; foster commitment and team spirit. Articulate a vision, ideas and facts in a clear and organized way; effectively manage emotions and impulses.

4. Developing Self

Demonstrate commitment to continuous learning, self-awareness and individual performance planning through feedback, study and analysis.

5. Systemic Integration

Approach planning, decision-making and implementation from an enterprise perspective; understand internal and external relationships that impact the organization.

6. Public Service Focus

Deliver superior services to the public and internal and external recipients; including customer/client identification, expectations, needs and develop and implement paradigms, processes and procedures that exude positive spirit and climate; demonstrate agency and personal commitment to quality service.

7. Change Leadership

Act as a change agent; initiate and support change within the organization by implementing

strategies to help others adapt to changes in the work environment, including personal reactions to change; emphasize and foster creativity and innovation; be proactive.

FSCPM Approved Professional Development CPMd Activities

QUALIFYING REQUIREMENTS: Earn 40 points to receive the initial CPMd
RENEWAL: Earn 24 points every 4 years to maintain the credential

EXPERIENCE – maximum 4 points

1 point will be awarded for every year of service as:

- A government manager or supervisor of 1 or more employees
- A project manager or team leader of 1 or more employees
- A management or leadership instructor
- A CPM Academy, Society or Chapter Board officer
- A CPM Academy, Society, or Chapter committee chairperson

PROFESSIONAL DEVELOPMENT – maximum 30 points

College Degree – maximum 6 points for degree during the review period

Points will be awarded for post-certification completion of any college degree as follows:

2 points for associate's degree

4 points for bachelor's degree

6 points for master's degree

Continuing Education and Training – maximum 24 points

Approved training includes those from the Florida Center of Public Management or other professional leadership or management training organizations, sponsored or promoted by AACPM and their Societies, FSCPM and their chapters, as well as training relative to any of the core CPM competencies of *personal and organizational integrity, managing work, leading people, developing self, systematic integration, public service focus, and change leadership.*

Points will be awarded accordingly for successful completion of any leadership or management course as follows:

1 point for 2 hours

2 points for 5-20 hours in length

3 points for 21-39 hours in length

4 points for 40 hours or more in length

Personal Development Activities – maximum 20 points

Points will be awarded for these activities; maximum 8 points per activity:

1 point for attending a CPM chapter **meeting or event** within the review timeframe

1 point for facilitating a **leadership or management topic discussion** on a CPM social networking page

2 points for facilitating a **leadership or management topic discussion** at a meeting or event

2 points for receiving chapter **President's Award**

3 points for writing and publishing a **leadership or management article** for a management newsletter or professional magazine

3 points for giving a **leadership or management presentation**

3 points for receiving the **FSCPM or AACPM Askew Awards**

4 points for **instructing a leadership or management training class**

4 points for receiving the **FSCPM or AACPM President's, CPM of the Year, or Henning Awards**

SERVICE – maximum 10 points

Points will be awarded for these service-oriented activities:

1 point – Volunteering at a **charity or non-profit event**

1 point – Volunteering for an **agency-sponsored community service event**

1 point – Serving on an **Academy, Society, or Chapter committee**

2 points – Mentoring and assisting a **CPM student to complete CPM assignments**

4 points – Coordinating a **CPM or charity fundraiser**