



Ohio's Certified Public Manager® Program

FREQUENTLY ASKED QUESTIONS

WHERE WILL CLASSES BE HELD?

All classes are located in Columbus at The Ohio State University's John Glenn School of Public Affairs. Parking fees will be paid.

WHAT TIME ARE CLASSES HELD? WHAT DAYS OF THE WEEK?

Class begins at 9 am and concludes by 4 pm with a 30 minute lunch break. (Lunch is on your own.)

Classes are typically scheduled on Tuesdays and Thursdays but there are exceptions.

Attendance at all learning events is required.

WHAT IS THE TIME COMMITMENT?

Monthly classes: Typically, there are 2-4 classes per month. Multiple day classes must be taken consecutively as scheduled.

Other activities: In addition to the classroom experience students are required to participate in a number of learning activities outside of the classroom including pre-work reading assignments, application of coursework, and various assessments and other assignments.

Projects: Students are required to participate in a team project. This may require students to have team meetings outside of normally scheduled class days. Students must discuss this with their supervisors to explain the time commitment and to secure approval for participation.

WHAT IS THE COST?

The program cost is \$20 per credit hour for a total of 300 credit hours over a 20-month timeframe. For State of Ohio employees of participating agencies with at least 6 months of service, the cost of the program may be covered by your Employee Development funds (maximum benefit is \$3,000 annually), and is paid directly to Ohio State University at no out of pocket cost to you.

Local and county government employees will be billed directly on a quarterly basis.

WILL THERE BE REQUIREMENTS OF MY SUPERVISOR?

Yes. Once you have been accepted into the program, you and your supervisor will be asked to complete a pre-assessment of your skills and abilities related to the seven CPM® competency areas. Also, you and your supervisor will be asked to complete a post assessment 90 days after you complete the program. Of course, their attendance at your graduation is most welcome!



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WILL COLLEGE CREDIT BE GRANTED FOR COMPLETION OF OCPM?

There are a few colleges that offer some academic credit for completing the program. Each school has their own policies concerning transfer credits. Students are advised to check with the college of their choice to see if any academic credit is granted.

CAN I SUBSTITUTE COURSES THAT I HAVE PREVIOUSLY TAKEN FOR OCPM COURSE REQUIREMENTS?

No substitutions will be granted for OCPM curriculum.

WHEN IS MY APPLICATION COMPLETE?

Your application will be reviewed once the application, two letters of recommendation (one from direct supervisor, or division chief and agency director or designee), your personal essay explaining why you should be considered for OCPM and your resume are received.

WHEN WILL I BE NOTIFIED REGARDING ACCEPTANCE INTO THE PROGRAM?

You will be notified of your acceptance no later than 30 days prior to the **first day of class**.

THE ELIGIBILITY CRITERIA STATES THAT YOU MUST HAVE AT LEAST ONE DIRECT REPORT. WHAT DOES THAT MEAN EXACTLY? AND WHY?

This means you are responsible for evaluating performance, offering work guidance, performing corrective action and coaching for at least one direct report. OCPM is designed to take current managers to the next level providing them with the tools and skills necessary to lead in today's fast-paced and ever-changing work environment. The curriculum is targeted to these individuals. Many of the courses in OCPM will require participants to apply the tools and knowledge learned back on their job during the coursework in order to successfully complete this program.

We recognize that some positions require leadership and involve work guidance and coaching but are not directly responsible for evaluating performance. Exempt individuals who manage major projects or programs or have a high level of influence on policy may also be suitable for the OCPM program and will be considered on a case-by-case basis.



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CAN I TAKE JUST A COUPLE OF THE OCPM COURSES THAT ARE OF INTEREST TO ME?

No. The OCPM curriculum is designed specifically around the 7 competency areas that need to be mastered in order to confer the CPM® credential. Classes are offered only upon acceptance into the full program and on a cohort basis.

WHO CAN I CONTACT FOR MORE INFORMATION?

OCPM Program Manager:

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Or visit the OCPM website:

www.das.ohio.gov/ocpm