



Get Trained. Get Certified. Get Recognized.

CM APPLICATION FORM

Congratulations on choosing to pursue Certified Manager (CM) certification. This application determines your eligibility to take the CM certification exams by assessing points in two areas: education and experience. Applications are reviewed on a continuous basis and applicants are notified of eligibility by mail or e-mail within 5-7 business days following receipt of an application. Eligible applicants have 15 months from the date of approval to successfully complete the three CM certification exams.

Application Instructions

1. Fill in all application blanks and the order form provided.
2. Assemble supporting documentation outlined in Section II to verify education and experience.
3. Prepare payment in US funds by check, US money order, or credit card (Visa or MasterCard).
4. Mail or fax the application, documentation, and payment to ICPM as follows:

Postal Service (Mail)		UPS, DHL or FedEx (Delivery)	
Institute of Certified Professional Managers		Institute of Certified Professional Managers	
James Madison University, MSC 5504		1598 S. Main Street	
Harrisonburg, VA 22807		Harrisonburg, VA 22801	
PH: 800-568-4120	FAX: 540-801-8650	PH: 800-568-4120	FAX: 540-801-8650

I. Personal Information (Please Print Clearly)

Last Name: _____ First Name: _____ Mid Name: _____

Home Address: _____ Prefix (Mr, Ms, Mrs, Dr) _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Home Phone: _____ Cell Phone: _____ Country: _____

Employer: _____ Industry: _____

Business Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Business Phone: _____ Business FAX: _____ Country: _____

Preferred Mailing Address: Home Work Email Address: _____

If you are a member of NMA . . . The Leadership Development Organization, Chapter # _____

How did you hear about the CM Program? NMA Internet Search College Referral
 Employer ICPM website Trainer Other

Which certification are you pursuing? Certified Manager (CM) Certified Manager of Animal Resources (CMAR)

Name, as you wish it to appear on your certificate: _____

II. Eligibility

To be eligible for CM certification, an applicant must document a total of 10 points and meet the minimum point requirement for each of the eligibility criteria: education and experience. Applicants with less than 10 points and who meet the minimum point requirement for one of the eligibility criteria (education or experience) may apply as an Associate Certified Manager (ACM). An ACM can obtain full CM status when documentation is provided to ICPM that the deficient eligibility criterion has been met.

A. Education Points *(Account for 3 min. to 6 max. education points.)*

Document the points reported below with: (1) a photocopy of your highest degree or global equivalent attained, and/or (2) a college/university transcript, and/or (3) letter(s)/certificate(s) of management training attended.

Record and document no more than 6 points in this section.

Points

1. High School Education *(1 point)*

School Name: _____ Dates: _____

2. College *(record highest degree attained: AA=2pts, BA/BS=4 pts, Master's/PhD=5 pts)*

College Name: _____ Degree: _____

Location: _____ Date Awarded: _____

3. Management Training *(40 hours=1 pt, CM Program=3 pts, other certifications=1 pt)*

Course: _____ Provider: _____

Location: _____ Dates: _____ Hours: _____

Course: _____ Provider: _____

Location: _____ Dates: _____ Hours: _____

Sub-total Education Points _____

B. Experience Points *(Account for 4 min. to 7 max. experience points.)*

Document the points reported using the Employer's Reference Statement provided and/or a DD214 or Statement of Service for military service. Reference Statements can be submitted directly to ICPM or returned to the applicant.

Record and document no more than 7 points in this section.

Points

1. Management: manager, supervisor, group or team leader *(1 pt/yr x ___ yrs)*

Employer: _____ Dates: _____

City/State: _____ Title: _____

Employer: _____ Dates: _____

City/State: _____ Title: _____

2. Non-management: business, sales, retail, manufacturing, educator etc. *(.5 pts/yr x ___ yrs)*

Employer: _____ Dates: _____

City/State: _____ Title: _____

Employer: _____ Dates: _____

City/State: _____ Title: _____

3. Military Service: *(manager/group leader=1 pt/yr x ___ yrs; non-manager=.5 pts/yr x ___ yrs)*

Branch of Service: _____ Rank: _____ Dates: _____

4. Other Leadership/Management Experience (non-work related—ICPM will assign points)

Sub-total Experience Points _____

Total Education & Experience Points _____

III. ICPM Code of Ethics

In keeping with the mission of the Institute of Certified Professional Managers, to increase the competency and professionalism of managers worldwide, I have read and agree to abide by the ICPM Code of Ethics that follows. In addition, I attest that all information provided on this application is true and verifiable, and I understand that the payment of an annual recertification fee and the completion of ongoing professional development are required to maintain current certification status.

ICPM Code of Ethics

- I will recognize that management is a call to service with responsibilities to my direct reports, associates, supervisors, employer, community, nation and world.
- I will maintain honest relations with customers, suppliers, management and employees.
- I will recognize that, as a leader, my own pattern of work and life will exert more influence than what I say or write.
- I will give the same consideration to the rights and interests of others that I ask for myself.
- I will consider and look for value in the ideas and opinions of others.
- I will regard my role as a manager as an obligation to help others achieve personal and professional fulfillment.
- I will set reasonable performance goals for myself and for my direct reports and balance the interests of management and employees during challenging times.
- I will promote and practice the management principles and methods I have learned in achieving management certification.
- I will report and encourage others to report unethical business practices to appropriate authorities.
- I will discourage and confront any inappropriate behavior observed or reported to me.

Applicant's Signature _____ Date: _____

IV. Payment Information (in US funds)

Please complete the Order Form provided on the next page. Payment in US funds must accompany this application. Payment may be made by check, US money order, or credit card under one of two payment options:

1. **Bundle** - Save \$50 by paying all costs of certification at the time of application. The bundle includes: CM application fee, 3 CM study manuals, access to the online learning center, practice tests, 3 CM exams, CM lapel pin, CM certificate and self - promotion kit.
2. **Modules** – Pay for each module as you progress through the CM Program. The per-module price includes the application fee, the study manual and exam fee for that module, access to the online learning center, and practice tests.

Eligible veterans may apply for reimbursement under the G.I. Bill.

V. Application Checklist

Before submitting your application, please be sure the following items are included.

- Application form with all sections completed
- Documentation to verify education – photocopy of highest degree and/or training certificates
- Documentation to verify experience – signed Reference Statement(s) and/or Form DD214
- Signed ICPM Code of Ethics (Section III)
- Completed Order Form
- Payment in US funds

Applications are reviewed on a continuous basis and applicants are notified of eligibility to take the CM exams by mail or e-mail within 5-7 business days following receipt of an application. Questions can be addressed to ICPM at 1-800-568-4120 or emailed to icpmcm@jmu.edu.

Order Form

Item:	U.S. Price ¹	International Price ¹	Amount
Bundle	\$645	\$690	\$
Modules:			
Management Skills I: Foundations of Management	\$230	\$250	\$
Management Skills II: Planning and Organizing	\$230	\$250	\$
Management Skills III: Leading and Controlling	\$230	\$250	\$
Sales Tax – <u>VA Residents Only</u> : add \$5 per module or \$15 per bundle			\$
Shipping (from table below or call for quote)			\$
Total Due			\$

U.S. Shipping and Handling Charges ²

Item:	Charge:
1 Bundle	\$20
1 Module	\$12
2 Modules	\$16

¹ Residents of any state or territory of the USA and members of the US Military should pay U.S. prices. All others should pay International prices.

² UPS Ground shipment to any address in the continental USA. Please call for shipping rates to Hawaii and Alaska. Please call for Expedited or International rates.

Payment Method: Please select a form of payment below

- Check enclosed, made payable to ICPM
 Bill Company: Purchase Order # _____ Accts Payable Phone #: _____
 Prepaid (order will be held for verification) Payee name _____

Charge to:

- Visa MasterCard American Express

Card # _____

Expiration date: ____/____

Security Code (as shown at right): _____

Billing ZIP or Postal Code: _____

Name on card: _____

Signature: _____



Shipping Address: Please provide a street address - UPS does not ship to P.O. Boxes.

Name _____

Company Name (if shipping to company) _____

Street Address _____

City _____ State _____ Zip/Postal Code _____

Country (If outside USA): _____ Phone _____



Employer's Reference Statement

[Photocopy this form if more than one is needed to document experience listed in Section II of the CM Application Form.]

The applicant listed below has applied to the Institute of Certified Professional Managers (ICPM) to obtain Certified Manager (CM) certification. ICPM is a non-profit educational institute and business center of James Madison University. Certified Managers maintain high performance standards in management practice and make a commitment to continuing professional development. All applicants are reviewed for eligibility before taking 3 challenging CM certification exams. You are being asked to support the candidacy of this applicant by verifying their employment and workplace responsibilities (managerial or non-managerial). The completed reference statement may be returned directly to ICPM by mail or Fax at 540-801-8650 or returned to the applicant for submission to ICPM.

To be Completed by Applicant

Applicant's Name: _____ Position: _____
Employer: _____

To be Completed by Employer

Name of Employer Representative: _____ Title: _____
Dates of Applicant's Employment: _____

Does/Did Applicant Have Management Responsibility? Yes No

If yes, detail those responsibilities: _____

Employer's Signature: _____ Date: _____
Business Phone: _____ Email: _____

Certified Manager (CM) certification is an independent verification of management competency that is evidenced by the globally recognized CM™ professional credential. ICPM has a 32 year history of certifying managers in all industries. To date, ICPM has certified over 10,000 managers worldwide.

