

BOWEN CENTER FOR PUBLIC AFFAIRS

Application for Admission to Indiana Certified Public Manager® Program

Contact Information:

Full Name			
Organization	Division		
Work Address		City	
StateZip	Phone	Fax	
Permanent Mailing Address		City	
State Zip l	Phone	Fax	
Email Address			
Work Experience:			
Current Position			
Job Title	Т	me in this position	
Do you supervise other employees	[] No		
Describe your current job tasks and	d responsibilities		

Prior Experience

List other positions you have held during the past five years, with a brief description of duties.

Position/Organization	Duties	Dates in Position

Prior Education and Training

List other degrees or certificates you possess, with a brief description and the date awarded.

Degree/Certificate	Description	Date Awarded

Training Location

Please indicate your choice of training location:
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[] I am applying for admission to the series of training sessions to be offered in Jasper, Indiana beginning September 2012.
[] I am applying for admission to a future series of training sessions to be offered in Indianapolis, Indiana beginning March 2013.
[] I am applying for admission to a future series of training sessions to be offered in northern Indiana beginning September 2013.

Program Commitment

If accepted into the Indiana CPM Program, I commit to:

- Attend all program class sessions,
- Complete all assignments within the specified time frame,
- Actively engage in the learning process,
- Apply skills learned through this program in my work environment,

Note: Elected officials do not require a supervisor endorsement.

Application Instructions

- 1. Fully complete the application form.
- 2. Sign and date the Program Commitment section.
- 3. Have your supervisor sign and date the Supervisor Endorsement, if required.
- 4. Attach your statement of purpose. This brief statement (no more than two double-spaced, typewritten pages) should:
 - a. Explain what you hope to achieve for yourself and your organization by participating in the Indiana CPM Program, and
 - b. Briefly describe your career plans and explain how this professional development opportunity is related to those plans.
- 5. Have your supervisor submit a letter of nomination and recommendation. In the letter, your supervisor should describe either your current supervisory or management abilities or your potential abilities. The letter should also explain how your professional development in the CPM Program will contribute to your organization.

Note: Elected officials do not require a supervisor nomination.

6. Your completed application and supervisor's letter should be submitted to:

Dr. Charles Taylor Indiana CPM Program Bowen Center for Public Affairs Ball State University 2000 W. University Ave. Muncie, IN 47306