



CPM with Excellence Guidelines

The “CPM with Excellence” is a special certificate and designation for alumni of the Arkansas Certified Public Manager® Program. It acknowledges participants’ commitment to life-long learning by establishing a system of trackable professional development hours. It applies only to those who have already completed the CPM program.

Program Details:

Participants must earn a total of 30 hours of professional development or self-development to be eligible for the “CPM with Excellence” designation. The required hours can be fulfilled in a variety of ways:

- Reading materials on the CPM Book List.
- Attend CPM classes (including classes a participant may have taken previously)
- Attend Professional Development (conferences, classes, etc.) that falls under the CPM competencies.
- Participating in a service project

Timing:

The CPM Program Manager will accept submission of professional development hours from May 30 to April 15 every year.

- Participants may submit hours starting immediately after APAC graduation each year and continuing until April 15 of the next year. This allows time for the CPM program to prepare to recognize “CPM with Excellence” participants at the APAC graduation event.
- Materials submitted after April 15 and before graduation each year will be applied to the next year’s submission schedules. In other words, materials submitted after April 15, 2021 will designated CPM with Excellence for the 2021-2022 year, instead of the 2020-2021 year.

Earning Qualified CPM with Excellence Hours	
Reading books on the CPM approved book list and writing a summary/response assignment.	Up to 10 hours (4 books maximum)
Attending professional development training that fits under one of the CPM Competencies	Up to 25 hours
Attending a CPM class (graduates can take CPM classes for \$100.00 for a two-day workshop and \$50 for a one-day workshop).	Up to 28 hours
Doing a second Service Project. This is handled the same way that service projects are handled for the AGM program, except that the project would be up to 20 hours, with one hour of prep and one hour of reflection, so a total of 18 actual service hours.	Up to 20 hours

Multiple Year Recognition for CPM with Excellence

When a participant has earned CPM with Excellence for two years, levels of special recognition will apply. This recognition is for total years of participation in the CPM with Excellence. Participants who receive multiple year recognition will have this indicated on their certificate and in the letter written to supervisors. Participants who reach the Emerald level and above will also earn a special gift from APAC. All CPM with Excellence participants will be honored at APAC’s yearly graduation ceremony.

2 years	Amethyst Level
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3-4 years	Emerald Level
5-6 years	Sapphire Level
+ 7 years	Diamond Level