

Certified Manager® (CM) Certification
 90 Hours/15 Months/Self Paced
 Course with 3 CM exams: \$765 self-directed study
 or \$1,495 instructor-facilitated online study

Course Overview

Through a comprehensive, 3-module program of management development and assessment sponsored by the Institute of Certified Professional Managers (ICPM), the CM certification validates a level of managerial competency and leadership potential which is recognized worldwide by the CM® professional credential. CM certification is appropriate for managers, supervisors, and leaders working in all industries and who meet the eligibility requirements established by the Institute for education and experience. The CM certification can be completed in two formats: (1) self-directed study, or (2) instructor-facilitated online study.

Course Outline

Module #1 -- MS I: Management Fundamentals	Module #2 -- MS II: Planning + Organizing	Module #3 -- MS III: Leading + Controlling
<ul style="list-style-type: none"> • roles, skills, functions • managers v. leaders • ethics/social responsibility • managing globally • managing sustainability • communication • decision making • information technology • risk management • economics 	<ul style="list-style-type: none"> • org structure + culture • formulating strategy • operations management • project management • high performance teams • HR management • managing diversity • coaching + feedback • networking + mentoring • running effective meetings 	<ul style="list-style-type: none"> • leading effectively • motivation • managing change • conflict + negotiation • managing misbehavior • time/stress management • operations control • quality management • financial statements/ratios • financial management

CM certification is highly sought after in today's workplace because:

- It enhances management and leadership knowledge, skills and ethics.
- It develops confidence and improves on-the-job performance.
- It verifies a level of management competency and leadership potential.
- It demonstrates a commitment to continuing professional development.
- It offers a competitive edge for employee selection and advancement.
- It adds credibility to organization's that support quality management practices.

Certification Requirements

Enrollment in the CM certification is continuous and requires submission of the following documents to ICPM to verify the candidate meets the eligibility requirements:

1. [CM® Program Eligibility Worksheet](#) 📄 - assess education and work experience
2. [CM® Program Reference Statement](#) - documents work experience
3. Photo copy of highest educational degree or training – documents education
4. Attestation to abide by the ICPM Code of Ethics

ICPM Code of Ethics

Certified Managers agree to abide by the following standards of behavior:

- 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 the appropriate authority.
- I will discourage and confront any inappropriate behavior observed or reported to me.

CM Certification Program Materials

Eligible applicants will receive 3 custom published, color printed study manuals and a personal login to access ICPM's Online Learning Center (OLC) of study resources and practice exams.

Applicants to the self-directed study program receive a self-study agenda to assist in organizing their time to complete the program requirements and the 3 CM exams within 15 months.

Applicants that do not complete the CM certification within the allotted time may renew the CM certification one time for an additional 12 months by paying a renewal fee.

Applicants to the instructor-facilitated online program receive access to an LMS and a detailed syllabus which leads them through the certification at their own pace and provides instructor feedback along the way. Live webinars and audio lectures are included with the online program.

CM Certification Exams

The 3 CM certification exams are web-based and administered “on demand” under the supervision of a proctor (live or remote). Each exam is taken individually and is a 2-hour, timed, closed book administration. CM exams may be taken on a home or workplace computer or in a computer lab. Required equipment includes Internet access, a webcam and a microphone.

Questions

For additional questions, contact ICPM at 800-568-4120 or 540-568-3247 or email icpmcm@jmu.edu.