

ICPM

Institute of Certified
Professional Managers

Instructional Partner Application to **ADMINISTER ICPM LEARNING PROGRAMS**



AUTHORIZED

ICPM

INSTRUCTIONAL PARTNER



ICPM's management programs provide managers and management hopefuls with an excellent start to their management career path.



Thank you for your interest in ICPM's learning and certification programs. The Institute of Certified Professional Managers (ICPM) has been training and certifying managers for over 40 years in affiliation with the College of Business at James Madison University, USA. ICPM partners with authorized training organizations, colleges, and universities worldwide to promote managerial excellence and enhance recognition of the management profession.

To be authorized as an ICPM Instructional Partner, organizations must undergo a thorough review of organizational experience, reputation, business practices, instructional staff, training facilities, and professional network. Minimum eligibility requirements include a demonstrable history of delivering high quality education programs (including five years of experience administering certification programs), a well-developed network of professional affiliations, and a high standard of ethics.

Eligible organizations may initiate an authorization review by completing this questionnaire and providing two written letters of recommendation from customers and/or affiliated organizations. The completed form can be scanned and returned to ICPM by email at kochas@jmu.edu. Authorization decisions are made within 45-60 days (pending timely receipt of reference responses).

I. CONTACT INFORMATION (INSTITUTION OR ORGANIZATION)

Please print clearly

Contact Name:

Organization:

Title:

Department:
if applicable

Mailing Address:

City, State (territory), & Zip Code:

Country:

Country Postal Code:

Phone:

Skype:

Email:

Website:

1. Organization's Purpose: _____

2. How long in business?

3. Type of Business?
Public or Private?

4. Geographic Service Area Requested: _____

5. Staff size & Average years of experience: _____

6. Customer Demographic: _____

7. Does your organization have a history of administering certification courses? If so, which certifications: _____

8. Years of Experience:

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I. CONTACT INFORMATION (INSTITUTION OR ORGANIZATION)

9. Why do you want to offer ICPM learning programs?

II. PROFESSIONAL NETWORK AND/OR AFFILIATIONS

1. List organizations that are part of your professional network and briefly describe their relationship and or affiliation:

ORGANIZATION/INSTITUTION

RELATIONSHIP/AFFILIATION

III. PROGRAM ADMINISTRATION

1. Which ICPM program(s) are you interested in administering? CS CM

2. When do you plan to start offering ICPM's programs? _____

a. Frequency of offerings? (per year) _____

3. Describe the training format(s) you plan to use (*classroom, online, webinar, etc.*)

4. Where will classes be offered? Describe the facilities.

III. PROGRAM ADMINISTRATION

5. How many classroom hours will you schedule for each program?

a. Check the following that describes your testing facilities:

- | | |
|---|---|
| <input type="checkbox"/> computer lab on site for group testing | <input type="checkbox"/> computer lab off site |
| <input type="checkbox"/> individual computers on site for testing | <input type="checkbox"/> proctored test environment |
| <input type="checkbox"/> other, please describe: _____ | |

b. Describe the speed & reliability of your internet service for testing?

6. Marketing Budget \$ _____ per year

a. Marketing plan to promote ICPM programs: _____

b. Organization's website *(where information on ICPM programs will be posted)*: _____

7. Who will provide training instruction*? **[Provide name(s) & attach a resume or vitae for each instructor that includes instructional experience]**

**Instructors must meet the following minimum requirements. Education: Undergraduate degree in business or management, or CM certified. MBA or graduate degree in a business field is preferred. Experience: 7 years management experience plus 2 years training/presentation or mentoring experience. Instructors are encouraged to obtain CM certification to add credibility to the CM Program. Instructors pay discounted CM program fees. Contact ICPM for details.*

7). CM certificants are required to engage in annual professional development to keep their CM credential status current. Do you plan to offer courses for certificants to meet their annual recertification requirement?

- Yes No

IV. PRICING AND PAYMENT

Instructional Partners set their own pricing for classroom training based on per credit hour fees or competitive rates charged for certification training in their local area. 100% of training fees are retained by the institution/organization. ICPM charges a comprehensive fee per applicant for preparatory training materials, exams, certificates, support, recognition and record keeping.

V. ADDITIONAL INFORMATION

Authorization is conditional and dependent on a Partner delivering high quality educational programs and maintaining ICPM's Code of Ethics in administering ICPM learning programs. Violation of conditions is grounds for rescinding Authorization and discontinuing the administration of future ICPM programs at an organization/institution.

Please provide any additional information or comments.

VI. REFERENCES

Please provide the name and contact information for 2 references that you have delivered educational programs to during the last 12 months.

REFERENCE #1

Name: _____

Organization: _____

Phone: _____ Email: _____

Training Relationship: _____

Date of Service: _____

REFERENCE #2

Name: _____

Organization: _____

Phone: _____ Email: _____

Training Relationship: _____

Date of Service: _____

VII. REQUIRED LETTERS OF RECOMMENDATION

Please submit two letters of recommendation prepared by customers and/or network partners with the completed questionnaire.



Contact

Questions and completed applications should be emailed to Drew Koch, CM, Senior Director, at kochas@jmu.edu. You can also reach Drew at 540-568-3245.



CODE OF ETHICS

The following code of ethics was developed by the Institute of Certified Professional Managers' Board of Regents to ensure the highest ethical standards for Certified Managers.

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