

The ICPM logo consists of the letters 'ICPM' in white, bold, sans-serif font, set against a red rectangular background.

Institute of Certified
Professional Managers

An overhead photograph of four people (three men and one woman) sitting around a wooden conference table. They are looking at documents and a tablet. The table has several colorful gears (blue, green, orange, black) and some charts or diagrams on it. The text 'Continuously invest in your professional development' is overlaid in white, bold, sans-serif font across the middle of the image.

Continuously **invest** in your
professional development

Institute of Certified Professional Managers

Certified Manager Recertification Handbook

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The logo features the lowercase letters 'cm' in a large, bold, teal font. Below it, the word 'RECERTIFICATION' is written in a smaller, teal, all-caps, sans-serif font.

CM Recertification Handbook

About CM Recertification

CM certification embodies a commitment to life-long learning in order to stay current on ever changing management practices. As such, you are required to recertify in order to maintain awareness and continue using the CM credential.

Requirements

The Certified Manager certification must be renewed every three years. To recertify, a CM must complete 45 units of management- or leadership-related professional development during the 3 year renewal period and be current in paying the \$50 annual fee.

At the end of the 3 year renewal period CMs are required to report their completed 45 professional development units (PDUs) to ICPM. Any PDUs reported in excess of the 45 required will not count toward the next three-year recertification period. They must also agree to abide by the CM Credential Use statement and ICPM Code of Ethics when reporting their PDUs.

Who must recertify?

All current CMs are responsible for recertifying. Initial CM Certification is current for 3 years. CMs are responsible for paying annual fees beginning one year after their certification date, which is shown on the CM certificate, and annually thereafter. They are also responsible for reporting 45 PDUs for the first time 3 years after their certification date, and every 3 years thereafter.

For example, those who earned certification during 2015 are responsible for paying annual fees for the first time in 2016 and reporting 45 PDUs for the first time in 2018. Retired CMs are not required to recertify.

Certification Status

Current Status

CM certification will be considered current (up-to-date) if the CM has met all recertification requirements, or is within his or her first year of certification. ICPM will provide verification of a Certified Manager's status at the request of the CM's employer and any other party who has been approved by the CM, such as a prospective employer or an admissions representative of a college or university.

Retired Status

Retired CMs are released from the responsibility of recertifying. Retired CMs continue to receive ICPM communications and may continue to use the CM credential. If you are recently retired or will retire within the year, please notify ICPM.

Lapsed Status

CM certification will be considered lapsed if any recertification requirement has been unmet, either payment of annual fees or reporting of professional development. CMs who have allowed their certification to lapse should discontinue use of the CM credential, as per the CM Credential Use statement.

CMs who allow their certification to lapse may become current by paying a \$75 reinstatement fee and the current year's annual fees. Reinstatement will begin a new three-year renewal period.

Professional Development

What sort of activities earn PDUs?

A wide range of activities are acceptable. ICPM encourages Certified Managers to participate in a variety of different activities to earn their required PDUs.

- 1) College credit hours** - management-related courses
15 PDUs are earned for each semester-long course completed.
10 PDUs are earned for each quarter-long course completed.
Example: 3 semester-long courses x 15 = 45 PDUs
2 quarter-long courses x 10 = 20 PDUs
- 2) Courses, seminars, conferences and workshops** – leadership or management related
1 PDU is earned for every contact hour in which you participate.
Example: 8-hour workshop = 8 PDUs
- 3) Military training** – leadership or management related
1 PDU is earned for every contact hour in which you participate.
Example: 8-hour session = 8 PDUs
- 4) Continuing Education Units** – management-related study
10 PDUs are earned for each CEU.
Example: 2 CEU course = 20 PDUs
- 5) Instructing Management Courses or Training, including CM or FoM prep courses**
1 PDU is earned for each hour of teaching. Preparation time does not count. The same class may be counted only once in a three-year recertification period.
Example: 30 hours teaching = 30 PDUs
- 6) Reading Management-related books**

5 PDUs are earned for each book read. A maximum of 10 PDUs may be earned by reading books.

Example: 1 book = 5 PDUs
 2 or more books = 10 PDUs

7) Other activities

Other management/leadership-related activities may count for recertification credit. If you have questions, contact ICPM.

Documentation

CMs are not required to send documentation of their PDUs when they submit a Recertification Credit Report. ICPM will conduct random audits to verify compliance, and will request documentation from those CMs who are selected at that time. CMs are advised to retain a personal file of documentation to support completion of their PD activities. Documentation may include course registrations or verification of completion, copies of book covers, copies of articles, or any other appropriate means.

CM Credential Use Statement

CMs must agree to abide by the following conditions in order to maintain CM Certification.

I confirm that I hold the professional Certified Manager (CM) credential granted by the Institute of Certified Professional Managers on the campus of James Madison University in Harrisonburg, Virginia. I understand that I may use the CM credential on my résumé, business cards, employment applications, school admissions applications, or for other business purposes provided my CM recertification status is current and I remain a CM in good standing. If retired, I understand that I may continue to use my CM credential.

I understand that CM recertification is required to maintain current CM status and if I do not recertify, I must discontinue use of the CM credential. I confirm that I have not and will not use the CM credential in any misleading manner or for any unintended purpose. I acknowledge that if found using the CM credential inappropriately, I will be subject to disciplinary actions including revocation of my CM, as sanctioned by ICPM's Board of Regents.

ICPM Code of Ethics

CMs must agree to abide by the following conditions in order to maintain CM Certification.

- *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.*