

ELIGIBILITY REQUIREMENTS

To be eligible for CM certification, an applicant must document at least 10 total points and meet the minimum point requirement for both education and experience.

ICPM CODE OF ETHICS

In keeping with the mission of the Institute of Certified Professional Managers - to advance managerial excellence internationally by developing and validating core competencies for management practice:

- ♦ 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 report and encourage others to report unethical business practices to appropriate authorities.
- ♦ 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 or 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 discourage and confront any inappropriate behavior observed or reported to me.

I have read and agree to abide by the ICPM Code of Ethics.

I. PERSONAL CONTACT INFORMATION Enter your name as you wish to see it on your certificate

Prefix (Mr. Ms, etc.): First Name: Middle Name:

Last Name: Employer:

Email: Phone Number

I. PERSONAL CONTACT INFORMATION Continued

City: State / Territory:

Zip Code: Country:

*To meet the education eligibility requirement for the CM certification applicants must record and document at **least 3** but no more than **6 points**.*

II. EDUCATION POINTS & DOCUMENTATION

Education points should be **documented** with one of the following:

- ♦ A copy of your highest degree or global equivalent attained
- ♦ A college/university transcript
- ♦ Letter/certificate(s) of management training attended

High School (1 point)

School Name: Points:

College (record highest degree attained only : AA = 2 pts, BA/BS = 4 pts, Master's/PhD = 5 pts)

College: Degree: Points:

Management Training (40 hours = 1 pt)

Course 1 Name: Provider: Hours: Points:

Course 2 Name: Provider: Hours: Points:

Course 3 Name: Provider: Hours: Points:

Certifications (PMP, PHR, etc. - each certification = 1 pt, maximum 2 pts)

Certification 1: Provider: Points:

Certification 2: Provider: Points:

EDUCATION POINTS SUB-TOTAL
(sum of all education points - Minimum = 3 pts, Maximum = 6 pts)

To meet the experience eligibility requirement for the CM certification applicants must record and document at **least 4 but no more than 7 points.**

III. EXPERIENCE POINTS & DOCUMENTATION

Points must be **documented** via a **Reference Statement** completed and signed by your current or most recent employer or a copy of your **resume**.

If you are self employed or are unable to provide a reference statement because an employer is no longer in business, please provide a note to this effect and submit a copy of your resume.

Points for military service should be documented by a Joint Services Transcript. Active duty military do not need to provide a resume.

Management (manager, supervisor, leader, etc. - full time = 1 pt/yr, part-time = 0.5 pts/yr)

| | | | | | |
|-----------|----------------------|--------|----------------------|---------|----------------------|
| Employer: | <input type="text"/> | Years: | <input type="text"/> | Points: | <input type="text"/> |
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| Employer: | <input type="text"/> | Years: | <input type="text"/> | Points: | <input type="text"/> |

Non-Management (sales, manufacturing, etc. - full time = 0.5 pt/yr)

| | | | | | |
|-----------|----------------------|--------|----------------------|---------|----------------------|
| Employer: | <input type="text"/> | Years: | <input type="text"/> | Points: | <input type="text"/> |
| Employer: | <input type="text"/> | Years: | <input type="text"/> | Points: | <input type="text"/> |
| Employer: | <input type="text"/> | Years: | <input type="text"/> | Points: | <input type="text"/> |

Military Service (leadership role = 1 pt/yr, non leadership role = 0.5 pts/yr)

| | | | |
|--------------------------|----------------------|---------|----------------------|
| Branch of Service: | <input type="text"/> | Years: | <input type="text"/> |
| Current or Highest Rank: | <input type="text"/> | Points: | <input type="text"/> |

EXPERIENCE POINTS SUB-TOTAL _____
(sum of all experience points - Minimum = 4 pts, Maximum = 7 pts)

ELIGIBILITY POINTS TOTAL _____
(Education Points Sub-Total + Experience Points Sub-Total)

IV. SIGNATURE VERIFICATION

I attest that all information provided on this application is true and verifiable. I further attest that I agree to abide by the ICPM Code of Ethics. I understand that payment of an annual recertification fee and the completion of ongoing professional development are required to maintain current certification status.

| | | | |
|------------|----------------------|-------|----------------------|
| Signature: | <input type="text"/> | Date: | <input type="text"/> |
|------------|----------------------|-------|----------------------|

REFERENCE FORM REQUIREMENTS

This form should be completed by your current or most recent employer and signed at the bottom. Please scan the completed form and submit it with your CM application or remit it to info@icpm.biz.

TO BE COMPLETED BY APPLICANT *Applicant Information*

Full Name: Position:

Company: Supervisor Name:

TO BE COMPLETED BY EMPLOYER *Employment information*

The person named above has applied to the Institute of Certified Professional Managers to obtain the Certified Manager certification. All applicants are reviewed for eligibility before taking the CM certification exams.

You are being asked to support the candidacy of this applicant by verifying their employment and workplace responsibilities (managerial or non-managerial). You are **NOT** being asked to evaluate the candidate's performance.

Employer Representative's Name: Position:

Email: Business Phone:

Date of applicant's employment - Start: Finish:

Does / Did applicant have management responsibilities? (yes or no)

If **yes**, please detail responsibility:

Signature: Date: