



Frequently Asked Questions

Q: What is *CPM with Excellence*?

A: *CPM with Excellence* encourages graduates of the Mississippi Certified Public Manager® program to continue their professional development and commitment to life-long learning. Each year, MCPM graduates may submit a record of completed professional development activities to the MCPM Program Director. Graduates who accumulate a minimum of 36 hours of eligible professional development activities within a twelve-month period for two consecutive years, attend the *CPM with Excellence* Seminar, and pass the Seminar exam are eligible for the *CPM with Excellence Level I* designation.

Q: Who administers *CPM with Excellence*?

A: The Mississippi State Personnel Board Office of Workforce Development is responsible for program administration of *CPM with Excellence*.

Q: What are the benefits of *CPM with Excellence*?

A: The benefits of *CPM with Excellence* include the demonstration of a commitment to maintaining relevant managerial skills for the public sector workforce, an awareness of new developments in the practice of public administration and management, and professional networking opportunities.

Q: Who can participate in *CPM with Excellence*?

A: *CPM with Excellence* is open to graduates of the Mississippi Certified Public Manager® program. New graduates are eligible after the MCPM graduation ceremony. All participants must have the support of their supervisors and Executive Director.

Q: Where is eligible training offered?

A: MCPM elective classes provided by the MSPB Office of Workforce Development are normally offered at the MSPB office in Jackson. Other management-related training sessions offered separately from MSPB may be submitted for consideration. MSPB recommends checking with the MCPM Program Director before attending the session to confirm it is an eligible activity. The Mississippi Society of Certified Public Managers (MSCPM) conference is held at different locations each year. Check their website <http://mscpm.org/> for more information.

Q: What are the requirements for *CPM with Excellence*?

A: Participants must acquire and submit to the MCPM Program Director 36 hours of professional development activities for two consecutive years, attend the *CPM with Excellence Seminar*, and pass the Seminar exam to attain *CPM with Excellence Level I*.

MCPM elective classes that the participant has not already taken may be submitted for *CPM with Excellence* professional development activities. The MSCPM annual conference is eligible for up to 6 hours credit, with each hour of conference sessions equal to an hour of eligible credit. Other management-related training sessions may be submitted for consideration.

It is recommended to check with the MCPM Program Director before attending the session to confirm it is an eligible activity. Activities submitted for *CPM with Excellence* credit are not eligible for any other MSPB benchmark.

Two new activities are eligible for *CPM with Excellence* credit beginning with the December 2019 – November 2020 reporting period: book reports and work projects. Forms for each of the new activities are provided on the MSPB website. The book report must be on a book from the MCPM Reading List read during the reporting period, not including one already submitted in the MCPM Program. The work project must be a project completed during the reporting period at the participant's employing agency.

Participants may complete subsequent two-year periods as described below for an additional 1% benchmark eligibility, with a maximum of 5%. Benchmarks are awarded at agency discretion.

Multiple year recognition levels indicate benchmark eligibility:

Excellence Level I: Two (2) consecutive years of eligibility, *CPM with Excellence Seminar*, passing score on the Seminar exam. Eligible for 1% benchmark at agency discretion.

Excellence Level II: Attainment of the Bronze Level, two (2) additional consecutive years of eligibility, *CPM with Excellence Seminar*, passing score on the Seminar exam. Eligible for 1% benchmark at agency discretion.

Excellence Level III: Attainment of the Silver Level, two (2) additional consecutive years of eligibility, *CPM with Excellence Seminar*, passing score on the Seminar exam. Eligible for 1% benchmark at agency discretion.

Excellence Level IV: Attainment of the Gold Level, two (2) additional consecutive years of eligibility, *CPM with Excellence Seminar*, passing score on the Seminar exam. Eligible for 1% benchmark at agency discretion.

Excellence Level V: Attainment of the Platinum Level, two (2) additional consecutive years of eligibility, *CPM with Excellence Seminar*, passing score on the Seminar exam. Eligible for 1% benchmark at agency discretion.

Q: What are the requirements for book reports and work projects?

A: Up to two book reports may be submitted each year. Each book report is eligible for 3 hours of *CPM with Excellence* credit. Only books from the MCPM Reading List are eligible. The *CPM with Excellence* Book Report form is available on the MSPB website.

Up to two work projects may be submitted each year. Each work project is eligible for 3 hours of *CPM with Excellence* credit. Eligible work projects for *CPM with Excellence* must be completed during the reporting period at the participant's employing agency. The *CPM with Excellence* Work Project form is available on the MSPB website.

Q: Are participants required to take an examination, and how many attempts are allowed if the participant fails the exam?

A: Yes, participants are required to take the *CPM with Excellence* Seminar and achieve a passing score on the Seminar exam after attending 36 hours of professional development activities for two consecutive years. The minimum passing score is 80%. If the participant fails the examination, he or she may take it again (up to 2 retakes).

Q: What if a participant transfers to a different agency while in *CPM with Excellence*?

A: The participant and the new organization must agree on the status, and if the participant is still eligible, he or she is encouraged to continue in the program.

Q: How do I register for MSPB Professional Development Courses?

A: State employees register online via the Mississippi Accountability System for Government Information and Collaboration (MAGIC) at <https://portal.magic.ms.gov/iri/portal>. Please check the Professional Development Courses training schedule on the MSPB website (<http://www.mspb.ms.gov/workforce-development/registration-and-class-schedule.aspx>) to ensure the session is eligible for CPM elective credit.

For more information, contact:

Shondra Houseworth, MBA, CPM

Director of Mississippi Certified Public Manager® Program

Phone: 601-359-2715

Email: shondra.houseworth@mspb.ms.gov



210 E. Capitol Street • Suite 800 • Jackson, Mississippi 39201
Phone: (601) 359-1406 • Fax: (601) 359-2729 • www.mspb.ms.gov