



2023-2024 Virgin Islands Certified Public Manager® (CPM) Program

Approval of Participation

WHEREAS, I understand that an employee of the Government of the U.S. Virgin Islands (GVI) must have the formal approval and support of their direct supervisor and agency head in order to participate in the **Virgin Islands Certified Public Manager® (CPM) Program** and WHEREAS, I understand that this approval becomes valid only if the employee named below is officially accepted into the **Virgin Islands Certified Public Manager® (CPM) Program**, I give my approval for

_____ of the _____
(Employee's Name) (VI Government Agency)

to participate in the **2023-2024** VI CPM Program. With this approval, I acknowledge that:

- I UNDERSTAND that the Virgin Islands Certified Public Manager® (CPM) program is a nationally accredited, comprehensive management development program. The program's primary goal is to improve the performance of public sector managers and the organizational performance of state, local and federal governments. The Virgin Islands CPM program is sponsored by the Division of Personnel (DOP) and the University of the Virgin Islands (UVI) and delivered by UVI's Center for Excellence in Leadership and Learning (CELL).
- I UNDERSTAND that the VI CPM's rigorous 300-hour program is designed around seven (7) core competency areas which are set by the National Certified Public Manager® Consortium, the accrediting body of all CPM programs. Training in these seven (7) competencies is included in the CPM classes: Personal and Organizational Integrity; Managing Work; Leading People; Developing Self; Systemic Integration; Public Service Focus; and Change Leadership.
- I UNDERSTAND that VI CPM participants also complete an applied project (capstone project), which is crucial to the successful completion of the VI CPM Program. The applied project is typically a real-world problem faced in the CPM participant's agency that would benefit from a systematic application of the principles taught in the classroom.
- I RECOGNIZE the management abilities and potential of this employee.
- I UNDERSTAND that I am responsible for helping to ensure that the GVI receives a good return on its financial investment (\$3,500 Program fee, Administrative Leave costs, etc.) for this employee's participation in the Virgin Islands Certified Public Manager® (CPM) program, and I AGREE to fully support the employee's completion of the CPM Program within the constraints of organizational demands.
- I UNDERSTAND that this employee's participation in the VI CPM Program will require time away from work for a period of 14 months – including at least three (3) full days each month – and that the eight (8) hours of each completed VI CPM class day is to be charged to Administrative Leave.
- I AGREE that I will work with this employee **to discuss and approve his/her final applied project proposal before the proposal deadline**. I UNDERSTAND that the applied project must receive final approval from the VI CPM Program.
- I AGREE that I – or a designee – will attend the **presentation of the employee's final applied project** and the **CPM graduation ceremony of this employee** (as scheduled by UVI).
- I AGREE that upon completion of the VI CPM Program, I will work with the employee to ensure **implementation of his/her individual capstone project** and of the enhanced skills he/she develops through the Program.

PERIOD OF CPM PROGRAM: **April 2023 through June 2024**

Immediate Supervisor: _____	Position Title: _____
Immediate Supervisor's Signature: _____	Date: _____
Agency Head: _____	Position Title: _____
Agency Head's Signature: _____	Date: _____