



CM APPLICATION FORM

Congratulations on choosing to pursue Certified Manager (CM) certification. This application determines your eligibility to take the CM certification exams by assessing points in two areas: education and experience. Applications are reviewed on a continuous basis and applicants are notified of eligibility by Mail or Telephone.

Instruction

1. Fill in all application blanks in block letters
2. Complete all applications in two copies
3. Submit the following along with the application
 - a. supporting documents outlines in section II to verify education and experience (original with two copies)
 - b. Sealed & signed one Employer's Reference Statement (Section VI)
 - c. Signed two copies of ICPM's Code of Ethics (Section V)
 - d. 250 Birr application fee
4. Mail or hand deliver the application, documentation, and application payment to Jethro-Imi

I. PERSONAL INFORMATION

Last Name /Grand Father Name/ First Name/ Your Name/ Mid Name /Father Name/
_____ / _____ / _____

(Title, Mr, Mrs, Ms, Dr--): _____ Male Female

Date of Birth: /MM/_____/DD/_____/YY/_____ (G.C) Nationality: _____

Region: _____ Woreda/Sub City: _____ Kebele/H.No: _____

Telephone: Home: _____ Cell Phone: _____

P.O.Box: _____ E:mail: _____ Fax: _____

Current Position (Job title): _____

Institutional Affiliation (Employer): _____

How did you hear about the CM program?

- Newspaper Ad Internet Search Referral
 Jethro-Imi/ICPM website Other _____ (Please specify)

Name, as you wish it to appear on your certificate:

_____ / _____ / _____

II. ELIGIBILITY

To be eligible for CM certification, an applicant must document a total of 10 points and meet the minimum point requirement for each of the eligibility criteria: education and experience. Applicants with less than 10 points and who meet the minimum point requirement for one of the eligibility criteria (education or experience) may apply as an Associate Certified Manager (ACM). An ACM can obtain full CM status when documentation is provided to Jethro-lmi that the deficient eligibility criterion has been met.

A. Education Points *(Account for 3 min to 6 max education points)*

Document the points reported below with: (1) a photocopy of your highest degree or equivalent attained, and/or (2) a collage/university transcript, and/or (3) letter(s)/certificate(s) of management training attended.

Record and document no more than 6 points in this section	Points
1. High school education <i>(1 point)</i> School Name _____ Dates _____	_____
2. College <i>(record highest degree attained: Dip=2pts, Deg=4pts, Master/PHD=5pts)</i> Collage Name _____ Degree _____ Location _____ Date Awarded: _____	_____
3. Management Training <i>(40 hrs=1pt, CM Program=3pts, Other Certifications=1pts)</i> Course _____ Provider _____ Location _____ Dates _____ Hrs _____ Course _____ Provider _____ Location _____ Dates _____ Hrs _____	_____
Sub-total Education Points	_____

B. Experience Points *(Account for 4 to 7 experience points)*

Document the points reported using the Employer's Reference Statement provided. Reference Statements can be submitted directly to Jethro-lmi.

Record and Document no more than 7 points in this section	Points
1. Management: manager, supervisor, group/team leader <i>(1 pt/ye X ___ yrs)</i> Employer: _____ Dates _____ Location: _____ Title: _____ Employer: _____ Dates _____ Location: _____ Title: _____	_____
2. Non-Management: business, sales, retail, manufacturing, educator, etc <i>(0.5pts/yr X yrs)</i> Employer: _____ Dates _____ Location: _____ Title: _____ Employer: _____ Dates _____ Location: _____ Title: _____	_____

3. Military Service: (*manager/group leader=1 pt/yr x __yrs; non-manager= 0.5 pts/yr x __yrs*)

Branch of Service: _____ Rank: _____ Dates: _____

4. Other leadership/management experience (non-work related- ICPM will assign points)

Sub-total Experience points _____

Total Education & Experience Points _____

III. PAYMENT INFORMATION

Training Cost

Tuition fee and Installment Type	Amount Charge in USD
1. One Payment	At registration \$ 1,800
2. Two Installment	At registration \$ 950
	At the End of 1 st Module or \$ 950 (At the start of 2 nd Module)
3. Triple Installment	At registration \$ 650
	At the End of 1 st Module or \$ 650 (At the start of 2 nd Module)
	At the End of 2 nd Module or \$ 650 (At the start of 2 nd Module)
4. Application fee	Taking the Application \$ 50

Finical Source

- Government Organization (Sponsor letter must be attached)
- Business Organization/Company (Sponsor letter must be attached)
- Non-Governmental Organization (Sponsor letter must be attached)
- Self-sponsor

IV. APPLICATION CHECKLIST

Before submitting your application, please be sure the following items are included

- Application form with all sections completed
- documentation to verify education- copies of highest degree and/or training certificate
- documentation to verify experience- Signed Reference Statement
- Sponsorship letter whose financial source is organization
- Signed ICPM's Code of Ethics

V. ICPM'S CODE OF ETHICS

In keeping with the mission of the Institute of Certified Professional Managers, to increase the competency and professionalism of managers worldwide, I have read and agree to abide by the ICPM Code of Ethics that follows. In addition, I attest that all information provided on this application is true and verifiable, and I understand that the payment of an annual recertification fee and the completion of ongoing professional development are required to maintain current certification status.

ICPM Code of Ethics

- 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 appropriate authorities.
- I will discourage and confront any inappropriate behavior observed or reported to me

Applicant's Signature: _____ Date: _____

VI. EMPLOYER'S REFERENCE STATEMENT

The applicant listed below has applied to the Institute of Certified Professional Managers (ICPM) to obtain Certified Manager (CM) certification. ICPM is an educational and business center of James Madison University. Certified Managers maintain high performance standards in management practice and make a commitment to continuing professional development. All applicants are reviewed for eligibility before taking 3 challenging 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). The completed reference statement may be returned directly to the authorized training partner in Ethiopia (Jethro-lmi)

To be completed by Applicant

Applicant's Name: _____ Position: _____
Employer: _____

To be completed by Employer

Name of Employer's Representative _____ Title _____
Dates of Applicant's Employment _____
Does/Did Applicant has management responsibility: Yes
If yes, details those responsibilities: _____

Employer's Signature: _____ Date _____

Business Phone: _____ Email: _____

Certified Manager (CM) certification is an independent verification of management competency that is evidenced by the globally recognized CM™ professional credential. ICPM has a 37 year history of certifying managers in all industries. Jethro Leadership & Management Institute (Jethro-lmi) is an authorized partner to provide CM in Ethiopia.