Certified Manager (CM™)

Validating Essential Skills to Lead and Manage Effectively

CM is a globally recognized project management credential offered by Jethro-lmi
authorized training provider in Eastern Africa

About the Institute of Certified Professional Managers, ICPM, USA (*www.ICPM.biz*)

ICPM is a US based international institute for management and leadership education. Recognized worldwide for its Certified Manager (CM^{TM}) certification, ICPM draws on over 35 years of experience to validate essential skills that are needed to lead and manage effectively in the workplace and achieve organizational goals. Located on the campus of *James Madison University (JMU)* in Harrisonburg, VA, USA, the Institute is a business center of the *JMU College of Business*. It was founded through a grant from the George R. Brown Foundation, management educators and members of two professional trade groups--*the National Management Association (NMA)* and *International Management Council (IMC)*.

About Certified Manager Certification Program

The Certified Manager (CM) program is an international professional management and leadership certification. It is appropriate for Managers and Leaders at all levels, in any industry and benefits certificants and their organizations. Completion of the CM program is a reliable indicator that an individual possesses the skills that successful international leaders and managers need.

Training & Study

Preparation for the CM exams can be accomplished through individual self-directed study or group study. Group classes are facilitated by Jethro-LMI. Classes have been conducted by highly acknowledged professors.

CM program in Ethiopia

Jethro Leadership and management Institute is an authorized training partner in Ethiopia. Jethro Leadership and Management Institute (Jethro-LMI) is a legally established training institution that offers a range of quality services in leadership and management skill development through short-term and international certification training programs for all industry sectors (Profit, Non-profit and Public).

Courses and Learning Resources

The CM program covers more than 60 Core Competencies that are needed by professional managers and leaders at all levels and in all industries. The courses are divided in to three well recognized and comprehensive manuals as follows;

Management Skills I (MS I): Foundations of Management. This manual covers the foundation of the CM program, such as; fundamental leadership and international management practices, diversity, global issues, etc…
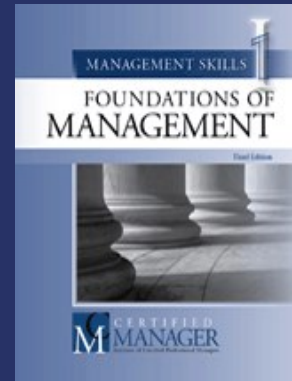
Management Skills II (MS II): Planning and Organizing. This manual expands on concepts introduced in MS I. The course covers planning and organizing, which are 2 of the 4 core managerial functions.

Management Skills III (MS III): Leading and Controlling. This manual expands on concepts introduced in MS I & MS II. The course covers the remaining 2 core managerial functions - leading and controlling
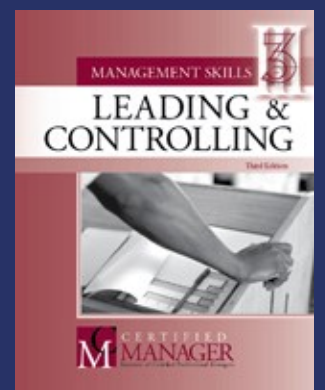
Applying to the CM Program

There is a process of application to get approval and continue the study. Approved applicants have a minimum of 6 month and maximum of 15 months in which to study and pass the CM exams. Application is available at Jethro-LMI training center and/or you can access it online.

Eligibility

Eligibility for the CM certification is determined by a point system that considers both experience and education. A candidate must have at least 10 points.

Determining Eligibility

To determine your Eligibility status, calculate your Education and Experience points according to the chart below and add them together. Based on your total number of eligibility points you may qualify to take the certification exams as a Certified Manager (CM).

Education points are assigned as follows:

<u>High school</u> (or equivalent)　　1point

<u>College Degrees</u>**

Associate's (AA)　　　　　2ponits

Bachelor's (BA/BS)　　　　4points

<u>Other certifications</u> (maximum = 2) 1pt

<u>Management Training</u> (per 40 hours) 1pt

Experience points are assigned as follows

CM™ Exam Prep Materials
The CM exams are supported by a comprehensive program of management training comprised of topics "essential" to success in today's workplace, as identified by thousands of corporate managers through periodic job task analyses. CM training can be completed as individualized, self-directed study or group, classroom study. CM exam prep materials consist of:

• 3 dynamic, application-based manuals　　custom published by McGraw-Hill, and
• a robust online learning center (http://www.vcampus.com/icpm) comprised of learning resources and exam prep tools

CM™ Exams
There are 3 CM™ assessment exams—(MS I, MS II, and MS III). To be eligible to test, an individual must have:

1. an approved CM application on file with ICPM, and
2. paid the applicable CM program fees

Format and Location of Exams.
Exams are administered "on demand" when an individual or group is ready to test. Each CM exam is a 2 hour, closed book exam consisting of 120 multiple choice questions. Exam questions are of three types: knowledge, analytical and decision making. Each question has four answer selections (1 thru 4) with one correct answer.

Exam Results.
Exams are graded in aggregate on or around the 15th of each month. Exam results are reported as "P" for pass and "F" for fail. All test takers receive a mailed feedback report which documents the P or F grade and provides subs cores (1 to 5) for each content area covered by an exam. Failed exams may be retaken by repaying half the exam fee and waiting 30 days. Failed exams may be retaken an unlimited number of times.

Recognition

The power of CM certification is great. As a new certificate you will receive a Self-Promotion Kit to help you get the most out of your CM Certification. If you choose not to complete the activities outlined in the kit you will miss out on opportunities to gain recognition for yourself and promote the CM. With each new CM the brand grows and gains recognition from employers, clients, colleagues, vendors and from your subordinates.

Benefits of the CM certificate:

Benefit for Certificates

CM Lapel Pin

 The lapel pin is a visible sign of CM certification. It may be worn to meetings, conferences and other business functions to show that you are a Certified Manager.

Code of Ethics

The Code of Ethics is an important and integral part of the CM certification. CMs must agree to abide by the Code of Ethics. A copy of the Code is provided for your office wall or for reference purposes.

CM Logo Apparel

Leader promo is the exclusive provider of shirts and outerwear adorned with the CM logo. Polo shirts, dress shirts, and sweaters are available in a variety of colors.

CM Credential

The credential sets CM certification apart from other management training. CM should become a permanent part of your signature block (i.e. John Smith, CM) and be used on your:

- Business cards
- Written and E-mail communications
- Human Resource records
- Professional directories and listings
- Resume'

Pricing

Three Payment Options are available

Option 1: One Payment Pricing –

- Application Fee: $50
- $ 1,800 USD which is paying in advance for all of the costs of certification. This covers everything you need to become certified.
- Total= $1,850

Option 2: Two Installment Pricing - Allows you to split the cost of the CM program into 2 payments;

- Application Fee: $50
- 1st installment at registration: $ 950
- Second installment: $950
- Total= $1,950 USD

Option 3: Three Installments Pricing - Allows you to split the cost of the CM program into 3 payments,

- Application Fee: $50
- 1st installment at registration: $ 650
- Second installment: $ 650.
- Third installment: $ 650.
- Total= $2,000

The price covers

- CM application fee
- 3 CM study manuals
- 3 CM certification exams
- ICPM Online Learning Center access

CM Notification and Verification

Upon receipt of a completed press release request form, ICPM will send a press release on your behalf to up to 2 newspapers, as well as a letter to your employer. You should also notify any professional organizations to which you belong of your CM certification.

CM Certificate

The certificate confirms that you have met all of the requirements of the CM certification. 2 copies are provided: 1 for your office wall and 1 for your files or home office.

Verifying CM status

Upon request, ICPM will verify your CM status to current or potential employers. To maintain current status, CMs must meet annual recertification requirements.

CM local accreditation and its value

International Professional certifications are designations earned by a person to certify that he or she is qualified to perform a job. They are awarded by independent professional bodies and corporations at the international level. They are not under the mainstream of formal education system for which the Ministry of Education is responsible. So, CM program is not necessarily required to get recognized by Ministry of Education. Its equivalence, in the Ethiopian case, is with such programs as ACCA (the Association of Chartered Certified Accountants), Certified Microsoft, Certified Internal Auditor (CIA), Certified Cisco, etc
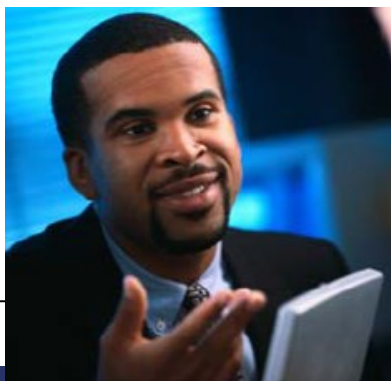
Some of CM International Customers

Companies & Organizations

NASA, National Management Association, Pepsi-Cola Bottling Co., The Boeing Company, Toyota , U.S. Air Force, U.S. Army, U.S. Navy, U.S. Postal Service, United Space Alliance, Wyeth Research, Boeing Employee's Credit Union, Etc…

Colleges & Universities

Harvard University, Columbia University, Davenport University, Duke University, George Washington University, Guam Community College, James Madison University, Johns Hopkins University, Etc…

Industries

Aerospace, Banking, Biotech, Pharmaceuticals, Consulting, Defense & Armament, Engineering, Environmental Consultants, Government, Manufacturing, Oil & Gas, Retail, Technology, Telecommunications, Training & Development, Higher Education, Etc…

CM customers in Ethiopia

Dashen Bank, Wegagen Bank, Sur Construction PLC, YENCOMAD, Ethiopian Revenue Authority, Black Lion Hospital, Addis Real Estate, Fiori Flower PLC, Save the Children, Addis Ababa Chamber of Commerce (ACCSA), GTZ, CARE Ethiopia, etc