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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM

March 24, 2017

TO: Department Directors
Deputy Directors
Administrators

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: Nevada Certified Public Manager Program – Class 15 Announcement

We are pleased to announce applications are open for Class 15 of the Nevada Certified Public Manager (NVCPM) Program, a nationally recognized and accredited management and leadership development program for the public sector.

After many years of this highly successful program, the Division of Human Resource Management (DHRM) is partnering with the Nevada System of Higher Education to ensure the Program's continued relevance for our aspiring government leaders. The structure of the Program remains similar to past classes (e.g., 18 months, two phases, 300 hours of instruction, readings, and requirement for a Capstone Project) – while updating curriculum sources, strengthening the focus on *public* sector management challenges, and adding opportunities to practice new skills.

We invite you to nominate agency employees with the talent and potential to benefit from an intensive management/leadership development program. Successful applicants are employees who meet *at least one* of the following criteria:

- Currently manage or supervise professional staff;
- Hold a mid-level supervisory or managerial position responsible for providing technical or professional support; or
- Identified by agency executives as having strong potential for advancement into management and leadership positions.

The NVCPM Program is demanding and requires participants to demonstrate:

- An openness to developing professionally and growing personally;
- The ability to prioritize multiple responsibilities and competing priorities;
- The skill to maintain diverse working relationships; and
- A commitment to public service and to improving government services and outcomes.

So please take these traits into account when nominating staff for the program to ensure once accepted they will be successful.

The Division of Human Resource Management will fund the instructional costs for a maximum of 40 participants from State agencies. For these participants, there will be no tuition fees. However, any additional costs (such as participant travel) will be the responsibility of the participant's agency.

The application form is included as an attachment to this email. It is also available on the DHRM website at: <http://hr.nv.gov/CPM/>. Applicants must complete the application form, obtain supervisory approval, and submit it to the Department Director. The Director completes the final approval and recommendation (Section VIII) and submits the completed application via email to: NVCPM@admin.nv.gov.

*For Class 15, we have a single application due date. All applications should be submitted no later than **Friday, April 28th**.*

NVCPM Program staff may conduct applicant interviews as part of the selection process. Once selection decisions are made, the NVCPM Program Administrator will contact Department Directors no later than **Wednesday, May 8th**. It is the responsibility of the Department to notify all its applicants of the final determinations.

CLASS 15 PROGRAM ORIENTATION SCHEDULE

Carson City Class	Thursday May 18 th	8:30am – 12:30pm
Las Vegas Class	Wednesday June 14 th	8:30am – 12:30pm

A preliminary schedule and additional information about the NVCPM Program can be found on our website: <http://hr.nv.gov/CPM/>. You can also email NVCPM@admin.nv.gov or contact Rebecca Kennard, NVCPM Program Administrator, (rkennard@admin.nv.gov or 702-486-2913), should you have any questions.

*Thank you for your continued support of this premier program
preparing future State of Nevada leaders.*