

# **POLICIES OF THE WISCONSIN CERTIFIED PUBLIC MANAGER PROGRAM**

## ATTENDANCE POLICY

Adopted 10/27/92

Candidates in the Wisconsin Certified Public Manager Program are expected to attend the entirety of each class for which they enroll.

Those who have unavoidable conflicts may seek to be excused by the instructor.

In no case may instructors grant excused absences for more than one hour (for a six-hour class).

## COURSE WAIVER POLICY

Adopted 10/27/92

Candidates may request a waiver of a Phase II required course if the student demonstrates that s/he has successfully participated in an organized educational program of equivalent length and with similar educational objectives.

Requests must be made in writing to the director of the Wisconsin CPM Program.

While a course may be waived, its total hour requirement cannot. Another elective course must be taken to replace the instructional hours.

## INACTIVE STATUS POLICY

Adopted 10/27/92

Candidates in the Wisconsin Certified Public Manager Program are expected to progress steadily toward completion of the program.

Candidates who make no progress in an eighteen month period, without sufficient reason as established by the Program Director, shall be placed on Inactive Status.

Candidates on Inactive Status who wish to resume participation without starting over in the program may request in writing to the Advisory Board that they be granted Active status. Such request must provide reason(s) to regard the individual as current in the subject matter of the CPM courses s/he has taken. The CPM Advisory Board may designate a committee to determine whether the candidate can regain Active Status through his/her request.

Candidates on Active Status who anticipate personal or professional circumstances which may require postponing CPM activities for as long as eighteen months should so advise the Program Director. The Program Director may, in turn, advise the participant of readings or other relevant materials or activities which may assist the participant in remaining current in the CPM curriculum. However, a candidate so advised must still request the Advisory Board should she/he become Inactive and wish to resume Active Status.

## GENERAL APPEALS POLICY

Adopted 10/27/92

All decisions of the administrative staff of the Wisconsin Certified Public Manager Program can be appealed. First appeal is to the Director of the Program, and must be in writing.

If the issue is not resolved to the satisfaction of the candidate and his or her agency, the decisions of the Director can be appealed to the Advisory Board. The appeal must be in writing, and should be directed to the Chair of the Advisory Board of the Wisconsin Certified Public Manager Program.

The decision of the Advisory Board is final.

### CONFIDENTIALITY POLICY

Adopted 10/27/92

In accord with the United States Family Educational Rights and Privacy Act of 1974 ("the Buckley Amendment") and Chapter 19 (Section 36) of the Wisconsin Statutes regarding public records, all materials produced by students in the Wisconsin Certified Public Manager Program, and all records regarding student performance in the Wisconsin Certified Public Manager Program are not open to general public review.

The standards for the examination and/or release of student records as set forth by the University of Wisconsin-Madison apply to all student records of participants in the Certified Public Manager Program.

Administrative staff of the Wisconsin Certified Public Manager Program, employed by the University of Wisconsin-Madison, have access to student records in order to maintain those records and manage the program. Copies of all records made at a student's request may be subject to a reasonable fee to cover copying and mailing costs.

Use of student-produced materials in classes or in other public forums is strictly prohibited unless specific written permission is given by the student. That permission must include the names of the materials or documents to be used, and the specifics of the situation or setting in which they are to be used.

### MANAGEMENT ASSESSMENT POLICY

Adopted 1/20/95

A CPM Candidate must take the Management Assessment class within one year of being admitted to the program. If a candidate fails to take the class, CPM classes taken between that one year period and the completion of the Management Assessment class will not be considered part of the candidate's program.

### PHASE I WRITTEN PROJECT POLICY

Adopted 1/20/95

A CPM candidate is expected to complete a satisfactory Phase I written project within six months of completing the Management Assessment class. A candidate must satisfactorily complete the Phase I written project prior to scheduling the Phase II examination

### SUPERVISORY TRAINING POLICY

Adopted 1/20/95

A CPM candidate must provide evidence that she/he has completed, or is scheduled to complete, 60 hours of supervisory training. If a candidate fails to provide such evidence within one year of admittance to the program, all supervisory training acquired prior to admittance will not be credited toward the candidate's program.

### WRITING REQUIREMENT POLICY

Adopted 1/01/01

A CPM candidate must complete "Executive Writing" as one of the three Public Policy Electives required in the program. Additional writing courses may be required, based on the results of a writing assessment included in the "Management Assessment" class.

### STATEMENT OF PROFESSIONAL RESPONSIBILITY

Adopted 10/27/92

The Wisconsin Certified Public Manager Program is dedicated to developing competent, professional managers for Wisconsin's state and local governments. Candidates in, as well as graduates of, the program are expected to abide by the highest professional standards of ethical conduct.

Minimum standards of acceptable conduct for state and local government officials are established by Wisconsin Statutes and provide severe penalties for failure to abide by these standards. Local jurisdictions often adopt ordinances or codes establishing standards of ethical conduct as well. In addition, various professional societies have established standards of ethical conduct for their members; they include national societies established for professions as varied as accounting, city management, engineering, law enforcement, social work and other professions whose members are associated with the Wisconsin Certified Public Manager Program.

It is expected that candidates in, as well as graduates of, the Wisconsin Certified Public Manager Program will accept and adhere to the following code of professional responsibility:

- I will become familiar with and adhere to the standards of ethical conduct established by Wisconsin Statutes for persons holding a position related to or similar to mine.
- I will become familiar with and adhere to the standards of ethical conduct established by each of the professional societies to which I am admitted as a member.
- I will not tolerate unethical conduct on the part of others who claim membership in a professional society of which I am a member; I will take appropriate action to disclose a violation of ethical standards.
- I recognize that unethical conduct on my part or failure to meet my professional responsibilities as a public manager may result in termination of my affiliation with the Wisconsin Certified Public Manager Program.