

## **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).

### CLASS WAIVER POLICY (Adopted 10/27/92)

A candidate may request a waiver of a Phase II required class 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 class may be waived, its total hour requirement cannot. Another elective class must be taken to replace the instructional hours.

### INACTIVE STATUS POLICY (Adopted 10/27/92; Amended 10/07/05)

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.

A candidate on Inactive Status who wishes to resume participation without starting over in the program may request in writing to the Program Director that s/he be granted permission to return to Active Status. This request must provide reason(s) to regard the individual as current in the subject matter of the CPM classes s/he has taken. Any candidate who has been inactive for more than 5 years will be required to re-enter the program and complete all program requirements (including classes previously taken).

Candidates on Active Status who anticipate personal or professional circumstances that 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 that may assist the participant in remaining current in the CPM curriculum. However, a candidate so advised must still submit a request to the Program Director 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 Policy Board. The appeal must be in writing, and should be directed to the Chair of the Policy Board of the Wisconsin Certified Public Manager Program. The decision of the Policy 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; amended 10/07/05)

A CPM Candidate must take the Management Assessment class within six months of being admitted to the program. If a candidate fails to take the class, CPM classes taken between that six-month 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; amended 10/07/05)

A CPM candidate is expected to complete a satisfactory Phase I written project within three months of completing the Management Assessment class. A candidate must satisfactorily complete the Phase I written project prior to scheduling the Phase II take-home 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 required ("core") classes in the program. Additional writing classes may be required, based on evaluation of the writing assignments in Phase I.

### PROGRAM COMPLETION POLICY (Adopted 10/07/05)

A candidate has 7 years from the time s/he enters the program to complete all requirements of Phase II. This policy applies to all candidates who entered the program after January 1, 2005.

STATEMENT OF PROFESSIONAL AND ETHICAL RESPONSIBILITY (Adopted 10/27/92;  
Amended 10/6/06)

The Wisconsin Certified Public Manager Program is dedicated to developing ethical, competent and 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 state laws and provide civil and criminal penalties for failure to abide by these standards. Many local jurisdictions have adopted ordinances or codes of conduct establishing standards of ethical and professional conduct as well. In addition, various professional associations have established standards of ethical conduct for their members including national and international associations established for professions as varied as accounting, human resources, city management, engineering, law enforcement, public administration, social work and other professions whose members are associated with the Wisconsin Certified Public Manager Program. Also, the American Academy of Certified Public Managers has a Code of Ethics.

Wisconsin Certified Public Manager Program candidates, graduates, teachers and program policy board members are expected to accept and adhere to the following code of professional and ethical responsibility:

- I will become familiar with and adhere to the standards of ethical conduct established by Wisconsin Statutes or local ordinance for persons holding a position related to or similar to mine. I am committed to adhering not only to the letter of the law, but to their spirit as well.
- I will become familiar with and adhere to the standards of ethical conduct established by each of the professional societies or associations to which I am admitted as a member as well as the American Academy of Certified Public Managers.
- I will question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
- I will maintain the highest standards of professional competence and of personal and professional conduct.
- I will support the Wisconsin Certified Public Manager Program's goals and objectives for developing the public sector professional and the public's understanding of the role of the public sector in our society.
- I will respect the dignity of all individuals and respect the rights of others to fair and equitable treatment in all aspects of employment without regard to race, gender, religion, age, national origin, disability, and sexual orientation and to promote affirmative action.
- I will encourage, mentor, and counsel individuals pursuing a career in the public sector.
- I will not compromise, for personal gain or benefit or special privilege, my integrity or that of my employer, and I will avoid all conflicts of interest.
- I will uphold both the letter and the spirit of all federal, state and local laws, ordinances and regulations, and endeavor to instill in the public a sense of confidence and trust about the conduct and actions of my employer and myself.
- 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.