

Certified Public Supervisor Requirements Check List

County College Requirements	
Certified Public Supervisor	
<i>Successful completion of the following CPM courses is required to earn a Certified Public Supervisor designation. Each course comprises three hours of classroom instruction. 200-level courses may have a class assignment.</i>	
Course Title	Check Box
<u>Knowing Your Government</u>	
CPM 111- Knowing the Government	<input type="checkbox"/>
CPM 112- Answering the Call to Public Service	<input type="checkbox"/>
CPM 113- Knowing the Law I	<input type="checkbox"/>
CPM 114- Public Policy Making Process	<input type="checkbox"/>
<u>Management and Leadership</u>	
CPM 121- Ethics & professionalism	<input type="checkbox"/>
CPM 122- Congratulations You're a Leader	<input type="checkbox"/>
CPM 221- Leading others (prerequisite CPM 122)	<input type="checkbox"/>
CPM 123- Managing Organizational Change	<input type="checkbox"/>
CPM 222- Project Management (prerequisite CPM 123)	<input type="checkbox"/>
CPM 124- Federal Grants & Private Foundations I	<input type="checkbox"/>
CPM 224- Federal Grants & Private Foundations II	<input type="checkbox"/>
CPM 125- Developing a Professional Workplace	<input type="checkbox"/>
<u>Human Resources</u>	
CPM 131- General Human Resources Law	<input type="checkbox"/>
CPM 132- Eliminating Discrimination in the Workplace	<input type="checkbox"/>
CPM 133- Creating a Safe & Productive Workplace	<input type="checkbox"/>
CPM137- Discipline & Termination	<input type="checkbox"/>
CPM 236- Successful Supervision	<input type="checkbox"/>
<u>Conflict Resolution</u>	
CPM 138 Conflict Resolution Among Employees Or CPM 152- Basic of Conflict Resolution	<input type="checkbox"/>
<u>Budgeting & Public Finance</u>	
CPM 141- Public Finance	<input type="checkbox"/>
CPM 241- Budgeting I (prerequisite CPM 141)	<input type="checkbox"/>
CPM 142- Ethics & Managing Public Funds	<input type="checkbox"/>
CPM 144- Risk Management	<input type="checkbox"/>
<u>Communications</u>	
CPM 151- Foundations of Communications	<input type="checkbox"/>
CPM 154- Effective Meeting by Design	<input type="checkbox"/>
CPM 156- Improving Writing Skills	<input type="checkbox"/>
CPM 157- Creating a Service-oriented Culture	<input type="checkbox"/>
<u>Information Technology</u>	
CPM 161- Making the Most of the Web	<input type="checkbox"/>
CPM 261- Current Issues in Information Technology (prerequisite CPM 161)	<input type="checkbox"/>