

# Kansas Certified Public Manager Program Application

Application is requested for calendar year \_\_\_\_\_ Location \_\_\_\_\_

Name (Last, First, MI) \_\_\_\_\_

Employee ID (Required for state employees) \_\_\_\_\_ Title/classification \_\_\_\_\_

Organization \_\_\_\_\_ Agency number \_\_\_\_\_

Business address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Business phone \_\_\_\_\_ E-mail \_\_\_\_\_ Home phone \_\_\_\_\_

Please check the category below that most accurately describes your current position:

Senior manager  Middle manager  Supervisor  Employee

Number of employees you currently supervise \_\_\_\_\_ Years of experience in government \_\_\_\_\_

Please check the category below that most accurately describes your highest level of education completed:

High school  Associate's degree  Bachelor's degree  Graduate degree

Please attach the following with this application:

Letter of intent to participate fully and to complete all program requirements  Letter of recommendation from your supervisor

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

## Special Accommodation

If you will need special accommodation, please mark the box above and a member of the Public Management Center staff will contact you. PM073000/JCN70127

Supervisor's name \_\_\_\_\_ Supervisor's signature \_\_\_\_\_

Supervisor's business address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Supervisor's phone \_\_\_\_\_ Supervisor's e-mail \_\_\_\_\_

Designated authority's signature \_\_\_\_\_ Fiscal officer's signature \_\_\_\_\_

Submit completed application and attachments to: CPM Program Director Fax 785-296-2580  
KU Public Management Center  
715 SW 10th Street  
Topeka, Kansas 66612

An interfund voucher or invoice will be sent to your organization in March. Please include complete billing information:

Organization \_\_\_\_\_ Billing representative \_\_\_\_\_

Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

## Refund & Cancellation Policy

There is no charge for cancellations received by December 15 of the year previous to the course year. Cancellations between December 15 and the first class will be charged an administrative fee of \$150. Applicants who withdraw before March 1 of the course year may be replaced in the class by the sponsoring organization, or a full fee credit may be applied to a participant in the following year. Replacements and credits will not be allowed for participants who withdraw after March 1 of the course year.

## Program Accessibility

We accommodate persons with disabilities. Please call 785-296-2353 or mark the space on the registration form and a KU Public Management Center representative will contact you to discuss your needs. To ensure accommodation, please indicate your special needs at least two weeks before the start of the program.

The University of Kansas is committed to providing programs and activities to all persons, regardless of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, university policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

## Privacy Policy

KU Public Management Center does not share, sell, or rent their mailing lists. KU PMC typically releases directory information in the form of a participant roster unless written notification to withhold this information is received at least one week before the program