

CONTINUING ACCREDITATION REPORT
ON
THE WYOMING CERTIFIED PUBLIC MANAGER PROGRAM

Presented to:

The National Certified Public Manager Consortium

By the Review committee:

Chair: Jana Huffaker, Idaho
CPM Instructor: Trent Clagg, Tennessee
CPM Graduate: Dennis Martino, New Hampshire

September 2022

We, the members of the committee appointed to review the Wyoming Certified Public Manager program for continuing accreditation are pleased to report we have completed our review and recommend, that the Wyoming CPM program be accredited for the maximum period authorized by the bylaws. Our recommendation is based on the following findings:

Findings

1. Wyoming program administrators submitted all required program documentation to each of the review committee membership.
2. After review by committee members all supplemental documentation was provided on a timely basis.
3. In the matter of general program requirements, the committee determined that:
 - A. Adequate linkages exist with institutions of higher education.
 - B. An advisory board is actively involved in dealing with appropriate program improvement.
 - C. Program requirements are clear and accessible to all applicants and candidates.
4. In the matter of program organization, we find:
 - A. Adequate financial support exists from a combination of appropriated funds and fees.
 - B. Program instruction is provided by a combination of well-qualified state employees and contract instructors.
5. We find thorough documentation of administrative policies and procedures in a combination of administrative policy and formal regulations.

We further find:

- A. A formal learning management system, Canvas, is in place providing secure access to participant records.
- B. Project requirements are clear and the use of projects in the curriculum is one of the strengths of the program.

6. In the matter of course materials we find:
 - A. Courses provided are balanced to adequately cover the required competencies.
 - B. Course syllabi that include learning objectives exist for each course.
 - C. Clear policies regarding program expectations are in place.
 - D. All requirements regarding hours of instruction are met.
7. In regard to program evaluation, we find:
 - A. Program staff attend classes and provide feedback to instructors.
 - B. Program staff create strategic plans prior to each new cohort to support a continuous improvement cycle.
 - C. There is feedback from alumni, instructors, and program advocates within Wyoming State government, of high satisfaction based upon their continued use of the program.
8. We discussed the program's perceived strengths and weaknesses. We are impressed by the efforts to address areas needing improvement, especially:
 - A. Creating action steps for feedback from stakeholders
 - B. Incorporating the seven CPM competencies in program enrollment and referring to these competencies throughout the program duration.
 - C. Increased frequency of feedback from program staff regarding assignments and student progress.

The findings and recommendations are based on a review of all documentation by the committee and confirmed by a site visit by the chair on September 1, 2022.

Committee Recommendation:

Accredit ☒ Accredited Provisionally ☐ Not Accredited ☐

If either accredited provisionally or not accredited, please specify reasons or reference the relevant paragraph in the report.

Recommendation endorsed by consensus of the committee and respectfully submitted by:

Trent Clagg: _____

Dennis Martino: _____

And



Jana Huffaker, Chair, for the Committee

9/28/2022
Date