

2010 EBMA CM Program Enrollment Instructions

2010 Program Limited to 10 Participants, on a first come basis having completed the following:

Needed:

1. ICPM Certified Manager Application, hardcopy completed and back to John Consiglio by 3/16/09.
2. Bundle Payment submitted to ICPM for the amount of \$345.00*
[Shipping and handling will be covered and paid for by EBMA for approved program participants and need not be considered by the individual applicant.]
3. EB ROPE Form, if appropriate, completed and approved (by MGR & DIR) and back to John Consiglio for VP Approval, by 3/19/09
4. EB Enrollment Agreement for ROPE subsidy, completed and back to John Consiglio by 3/16/09

(* Payment of \$345 considers an EB ROPE Subsidy of \$300 for a total Bundle Payment of \$645. If ROPE is not approved, or approved for a lesser amount, employee is responsible for the additional balance payment up to \$300 to the ICPM for the bundle cost. Payment and Application are to be provided to John Consiglio for a group submittal.)

1. ICPM CM Application

Complete the ICPM CM Application by downloading the printable version through the Institute of Certified Professional Managers (ICPM) website **CM homepage** at www.icpm.biz and by clicking on the "FAQ & Forms" > "Printable Forms" hotlinks, or through the EB Homepage, and EBMA > Special Programs web site.

Eligibility section: Management Training – For those participating in the EBMA Program should include "CM Classroom Training at EBCorp" = 3 points. Note, Attendance at class will verify that you performed this and I will use this to ensure your eligibility at testing. **If the CM Training Class is needed by you to get the required Education points, you don't want to miss attending class. Class attendance will be recorded. Not attending class can void education points and also void any ROPE subsidy you may have received in advance to subsidize program costs (see ROPE details below).**

Eligibility section: Management Training - means just that - Business or Business Administration Training, Supervisor Training, Management or other **tactical** or **strategic** project/program/organizational control training. Do not relate this section to job specific or functional training to hone your technical expertise in engineering, design, or other functional area.

Eligibility section: Experience points - "Non-managerial, General Business or Educator" translates into years worked as a general employee, not as a supervisor, team leader, chief, or other superior function/title. And, it only carries 0.5 points per year.

2. Bundle Pricing and Program Cost Breakdown

EBMA members are required to pay the ICPM at the time of registration/application the initial amount of \$345 for the Bundle costs.

The initial payment of \$345 assumes an EBC advance payment of \$300 via ROPE for the balance of the total Bundle Price of \$645. Program participants will be required to submit an additional payment to the ICPM for any program costs not covered by ROPE, up to the Bundle Price (see also the [ROPE Enrollment Agreement for additional terms](#)).

EBMA shall reimburse all approved CM Program participants \$265 upon successful program completion/CM Certification by the ICPM.

Note – Personal checks are to be made out to ICPM (or Institute of Certified Professional Managers). If submitting application on-line, you may include appropriate credit card information as required, mail your personal check or money order, **or you may call the ICPM (Ms. Melody Branner) directly at 1-800-568-4120 and provide credit card information over telephone.**

3. ROPE (Request for Out-Plant Education) Subsidy (if appropriate to your situation)

Complete an EB **ROPE** Form for company subsidy/advance payment of up to \$300 (the amount approved in this year's budget plan). ROPE Forms to be approved by Department Manager and area Director and submit directly to John Consiglio (EBMA CM Program Dir. X-3 6527), who will coordinate obtaining appropriate VP approval/signature. Signed ROPE Forms will be submitted to EB Training Department and copies to you.

At top of ROPE Form "**Tuition**" **bock**" – leave blank, this field is reserved for HR/Training to complete.

Contact John Consiglio for a partially completed ROPE form for the CM Program. Form is already completed in many fields, only requiring personal information as requested in the yellow highlighted fields. Director's signature under Authorized Approval.

4. ROPE Enrollment Agreement for CM Program

If submitting a ROPE Form **you must sign** an EB **Enrollment Agreement** form for submittal to the Training Department. **Read all terms and conditions for reimbursement carefully.**)

At the end of the program, the employee does not have to reimburse the company for the advance payment to the ICPM if you:

1. Pass the three (3) Certified Manager examinations; OR
2. Attend at least eighty percent (80%) of the training sessions and take all required examinations.

Thanks,
John Consiglio C.M.
Office: 860-433-6527
Cell: 860-333-4028