

# Certified Manager Program Application Eligibility Worksheet



This form determines your eligibility to take the CM certification exams by assessing points in two areas: education and experience. To complete this form, simply type your answers directly into the document, save and upload it when you file your application online.

Keep in mind that there are minimum and maximum point values for each category and your point total. You only need 10 points to qualify for the Certified Manager designation.

## Identifying Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Mid Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

- I. Education Points: you must record and document at least 3 but no more than 6 points. There is no need to list more than 6 points. For example, high school plus a master's degree equals the maximum of 6 points. There is no reason to list anything else since no other points will count.
- Education points should be documented with:
    - A photocopy of your highest degree or global equivalent attained, and/or
    - A college/university transcript, and/or
    - Letter/certificate(s) of management training attended.

|  | <u>Points</u> |
|--|---------------|
| 1. High School Education (1 point)   | 1             |
| School Name: _____   |               |
| 2. College (record highest degree attained only: AA=2pts, BA/BS=4 pts, Master's/PhD=5 pts) |               |
| College Name: _____  | Degree: _____ |
| 3. Management Training (40 hours=1 pt)   |               |
| Course Name & Provider: _____  | Hours: _____  |
| Course Name & Provider: _____  | Hours: _____  |
| Course Name & Provider: _____  | Hours: _____  |
| 4. Other Certifications earned (PMP, PE, etc.) (Each certification = 1 point, maximum = 2) |               |
| Certification 1: _____ Certification 2: _____  |               |
| Education Points Sub-total (sum all of the above): Minimum = 3, Maximum = 6                | _____         |

II. Experience Points: you must record and document at least 4 but no more than 7 points. There is no need to list more than 7 points. For example, a manager with 10 years experience in her current position exceeds the maximum of 7 points. There is no reason to list anything else since no other points will count.

- Begin with your most recent employer and work your way backward as needed.
- Document the points reported using the Employer's Reference Statement and/or a DD214 or Statement of Service for military service.

|  |                                  |               |
|--|----------------------------------|---------------|
| 1. Management: manager, supervisor, leader ,etc. (full-time =1 pt/yr , part-time = 0.5 pt/yr)            |                                  | <u>Points</u> |
| Employer: _____  | Management? (Yes/No) ___         | Years: _____  |
| Employer: _____  | Management? (Yes/No) ___         | Years: _____  |
| Employer: _____  | Management? (Yes/No) ___         | Years: _____  |
| 2. Non-management: sales, manufacturing, education, etc. (full-time =0.5 pt/yr , part-time = 0.25 pt/yr) |                                  |               |
| Employer: _____  | Management? (Yes/No) ___         | Years: _____  |
| Employer: _____  | Management? (Yes/No) ___         | Years: _____  |
| Employer: _____  | Management? (Yes/No) ___         | Years: _____  |
| 3. Military Service: (leadership role =1 pt/yr, non-leadership role =.5 pt/yr)                           |                                  | <u>Points</u> |
| Branch of Service: _____   | Leadership Role? (Yes/No): _____ |               |
| Rank: _____  | Years of service: _____          |               |
| Branch of Service: _____   | Leadership Role? (Yes/No): _____ |               |
| Rank: _____  | Years of service: _____          |               |
| Experience Points Sub-total (sum all of the above): Minimum = 4, Maximum = 7                             |                                  | _____         |
| Total Number of Eligibility Points (Education Points Sub-total + Experience Points Sub-total)            |                                  | _____         |

### III. Determine Your Eligibility Status

- If your total is 10 points or more AND you meet the minimum point requirements for both education and experience you are eligible to become a Certified Manager (CM).
- If your total is fewer than 10 points and you meet the minimum point requirement for education OR experience you may take the exams as an Associate Certified Manager (ACM).