



Association of  
**Certified**  
Professional Managers

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# Association of **Certified** Professional Managers

## ABOUT US

Managers of today work in an era of constant change. Increasing competitive pressures, rapid developments in Information Technology, Tele communications, and a more demanding society altogether pose challenges crying out for effective solutions. Organisations today therefore need to have skilled Managers who can address these demanding challenges and have the ability to develop and implement the most effective business strategies to solve these problems.

The Association of Certified Professional Managers (ACPM) was established in the United Kingdom by a group of highly successful business executives to offer a professional management programme for working executives who need a professional qualification other than an academic BBA or MBA. The ACPM is an International Licensing and Regulatory Professional body formed for the purpose of providing practicing managers with the opportunity to participate and to be part of the process of improving managerial performance and effectiveness in all areas of business and industrial activity.

The objective of ACPM's Certified Professional Managers programme is to provide working managers an opportunity to obtain professional qualifications and enhance their abilities to become more effective managers. ACPM also support and promote professionalism in the manner managers conduct themselves when dealing with people and organisations in the business and work environment. Through our membership and certified scheme we also ensure that our members uphold the high standards of management skills and expertise required by all employers in all sectors of economic activity.

## MANAGEMENT



**Dr David Smith, CPM**  
President

Dr. David Smith, CPM is the president for the Association of Certified Professional Managers. Appointed by the ACPM Board of Regents. Dr. Smith is responsible for all of the management functions of the Association.



**Lynn S. Heather,**  
Director of Administration

Lynn S. Heather, CPM joined ACPM in January 2005 as its Director of Administration. She is responsible for directing ACPM's day-to-day operations and reporting to the ACPM Board of Regents.



**Brandon**  
Manager, Customer Relations

Brandon manages the test distribution process, reviews applications and handles customer inquiries.



**Andrew S. Evans**  
Manager, Assessment & Technology

He is the resident technology guru and webmaster, and is also responsible for test construction and analysis.

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## CERTIFIED PROFESSIONAL MANAGER PROGRAMME (CPM)

### THE OBJECTIVE

The objective of ACPM's Certified Professional Managers (CPM) programme is to provide working managers an opportunity to obtain professional qualifications and enhance their abilities to become more effective managers.

### PROGRAMME DURATION

The Certified Professional Managers programme is designed to provide working managers with a detailed knowledge of management theory along with practical skills. The teaching methodology is seminars, case studies, group assignments and exercises. The curriculum is specifically designed by ACPM faculty. Certified Professional Managers Programme can be completed within 4 to 6 months.

### CERTIFICATION

The names of all participants who successfully complete the programme will be entered and maintained in ACPM database as "Certified Professional Managers (CPM)". Successful candidates will have the right to be ACPM Certified Professional Manager and the right to the designatory letters CPM. This Practicing License confirms that they have attained the highest standard of knowledge, capability, in their area of expertise and specialization.

### ADMISSION INFORMATION ELIGIBILITY

Admission to ACPM's Certified Professional Managers Programme is given totally on merit and no quota system is followed. The candidate must possess:

- Bachelor's degree from any recognized university or equivalent qualification.

If a candidate has passed only a diploma qualification but has more than 5 years experience, his case may be considered for admission by ACPM. Admission to the programme will be cancelled if at any time, during the course of study, the documents of the candidate are found to be incorrect/false/invalid.

### FINANCIAL INFORMATION

The fee below is in pound sterling. The Certification fee might vary from country to country, please contact our appointed representative in country for more information.

Application Fee	:	50 £
\$Foundation Courses	:	500 £
\$Specialization	:	200 £
\$Total	:	750 £

### ADMISSION PROCEDURE

Applications may be completed online or downloaded in Adobe Acrobat™ format. All applications must be submitted with a nonrefundable application fee. Applications will not be processed without payment. Applicants are notified by letter or email of their eligibility to participate in the CPM Program. Applicants are required to submit the following documents upon acceptance into the CPM programme;

- Copies of bachelor's degree and transcript.
- Four copies of a recent passport size photograph.
- Reference letters by employers.

### EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of the student's interest in the course, the extent to which he/she participates in discussions and the case studies and exercises.

### FOUNDATION COURSES

All participants are required to take the following five foundation courses. Exemption from these courses is possible if student can provide proof of these courses or equivalent courses taken previously from other recognized Institutions;

Self Management  
Management of Planning, Decisions Making & Strategy  
Management of Financial Resources  
Management of Human Resources  
Management of Information Resources

### SPECIALISATION

Participants will have the option to chose form the following area of specializations;

1. Human Resources Management
2. Financial Management
3. Marketing Management
4. Information Technology
5. Project Management
6. Logistics Management
7. Engineering Management

Participant would be required to submit a project report on their chosen areas of specialization. Each participant would be provided with specific guidelines for submission of their project report.



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## WHY SEEK CPM CERTIFICATION

Everyone knows that MBBS following an individual's name indicates a medical doctor and CPA signifies the individual has met requirements of a certified public accountant. Thousands of industries utilize lesser known professional certifications to recognise individuals for their competency in a chosen career field as assessed by their ability to perform to a set of standards. Ask a certified professional, "Why?" and they'll tell you that the certification process is one of the single most important steps you can make in your career development. Here are several reasons why to pursue professional certification:

1. Certification demonstrates commitment. Certification demonstrates to peers, business associates, and the general public one's commitment to a profession. University degrees no longer represent the full measure of knowledge in today's rapidly evolving workplace. Instead, certification serves to distinguish professionals as leaders in their fields.
2. Certification enhances a profession's image. Certification grows, promotes, and develops professionals who stand out in an industry. They are publicly recognised by their professional credentials, i.e. CFA, CLU, CPM, etc. Organizations that invest in certified professionals gain an advantage over the competition by employing the best and the brightest.
3. Certification reflects achievement. Certified professionals make the effort to improve themselves both professionally and personally. An impartial, third-party certifies that a set level of knowledge and skills have been attained. This achievement is evidence of a pursuit for excellence and the ability to meet standards and requirements.
4. Certification builds self-esteem. Certification programs set standards for performance, ethics, and continuing professional development (through recertification). Certified professionals control their own destiny and possess a deep sense of personal satisfaction.
5. Certification improves career opportunities and advancement. Certification provides an "edge" when being considered for a promotion or key assignment. Certification distinguishes professionals in the decision making process.
6. Certification leads to greater on-the-job responsibilities. Since certification is voluntary, it indicates one's willingness to invest in their own professional development. Certified professionals are aware of the changing environment surrounding their profession and possess the tools to anticipate and respond to change.
7. Certification yields professional recognition. Certified professionals receive increased recognition from peers and business associates for earning certification credentials. Recertification makes certification a lifelong activity that continues to pay off beyond the initial investment.

## CONTACT INFORMATION

### **Association of Certified Professional Management**

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