
POLICY TRANSMITTAL NO. 05-12	DATE: MARCH 15, 2005
HUMAN RESOURCES MANAGEMENT DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

DHS:2-17-63.

EXPLANATION: DHS:2-17-63 is revised to set a date qualified candidates for the Certified Public Manager Program may apply for the Oklahoma Department of Human Services (OKDHS) Education Incentive Awards program.

Original signed on 3-15-05

A. L. Smith, Director
Human Resources Management Division

Sharon Neuwald, Interim Administrator
Office of Planning, Policy & Research

WF # 05-A (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS as the rulemaking agency; the “2” specifies the Chapter number; and the “1” specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at (405) 521-3611.

REMOVE

DHS:2-17-63

INSERT

DHS:2-17-63, 1 page only, revised 3-14-05

DHS:2-17-63. Candidates

(a) All Oklahoma Department of Human Services (OKDHS) Certified Public Manager (CPM) Program candidates must finish the CPM Program and qualify for graduation within five calendar years of entry into the program.

(b) A candidate's participation in the CPM Program is included in his or her performance evaluations, Form OPM-111, Performance Management Process (PMP). Each candidate's progress is rated accordingly.

(c) A candidate's supervisor provides time during the candidate's normal work day to attend training courses, prepare class assignments, study for examinations, and work on and complete program projects.

(d) OKDHS allows a candidate to use OKDHS issues or problems for his or her four job-related projects.

(e) OKDHS pays each candidate's participation fee. Each candidate pays for examination and project fees. The Office of Personnel Management determines fees.

(f) A candidate who fails to finish the CPM Program and qualify for graduation within five calendar years of entry reimburses OKDHS for incurred participation fees. The OKDHS Director, in consideration of significant extenuating circumstances, may waive this requirement.

(g) A candidate who enters the program on or after February 1, 2003, and completes the program and qualifies for graduation within three calendar years or less may be considered for the OKDHS Education Incentive Awards program. [DHS:2-17-23]

(h) For final approval to begin the CPM Program, a candidate must submit a signed letter of agreement to all conditions listed in this regulation to the CPM Program Steering Committee.