



**University of Alaska**  
**Certified Public Manager (CPM)**

**NON-CPM CLASS SUBSTITUTION**

*Please submit a separate form for each non-CPM course submitted.*

Waivers of CPM classes are the exception rather than the rule. The philosophy of CPM programs nationwide is that students, regardless of their educational backgrounds, benefit from all CPM classes since the approach and course content are unique to this program. Waivers will be granted on a class-by-class basis based upon documentation that a college course or other relevant training classes with essentially the same content as a CPM class was taken and passed. All students, regardless of the number of classes waived, will be required to complete the Level One examination. No waivers will be granted in Levels Two and Three.

It is the responsibility of the CPM participant to complete the class substitution form, attach sufficient documentation and submit to the local UA CPM Program Manager or to the University of Alaska Corporate Programs, 1815 Bragaw Street, Suite 102, Anchorage AK 99508. For a complete listing of Alaska's CPM Program Managers, please visit Alaska's CPM website at [www.alaska.edu/uacp/programs/cpm/](http://www.alaska.edu/uacp/programs/cpm/).

The CPM program staff at each UA Administrative Unit will review the proof of previous study as submitted by CPM participants. The original application with documentation remains with the granting UA Administrative Unit. A copy of the review with approval or denial will be mailed to the UA Corporate Programs CPM Administrator for statewide record keeping purposes.

**Classes considered for substitution must meet one or more of the following criteria:**

- Class was taken through the State of Alaska Division of Personnel. Current and former state employees who have taken classes from the Division of Personnel may request a transcript from DOP at the following email address [DOP\\_training@admin.state.ak.us](mailto:DOP_training@admin.state.ak.us) or by calling 465-4054 in Juneau. Please complete the application for substitution, attach the transcript and submit for review.
- Class is the content duplicate of that offered by the Alaska CPM Program (see list below).
- Participant teaches the Alaska CPM Program class and provides verification.

**To be considered for substitution the following conditions apply:**

- Class was completed within five years of the date of the participant's request for substitution.
- Documentation of proof of attendance, satisfactory completion and content verification is provided (i.e., certificate of completion, sign-in sheet, workbook, syllabi, etc).

**Program classes that currently qualify for substitution are:**

1. Quality Customer Service
2. The Supervisor's Role
3. Effective Interviewing or Hiring
4. Performance Management for Supervisors
5. The Supervisor as Leader
6. Interpersonal Communications
7. Powerful Presentations
8. Key Issues in Employment Law
9. Effective Problem Solving and Decision Making
10. Effective Business Writing
11. Financial Reporting and Analysis

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*Additional reference: CPM curriculum crosswalk available from local UA CPM program manager.*

