

Texas Certified Public Manager Program

Texas State University CPM Track Completion Policy

Effective Date: January 1, 2026

The successful completion of all seven prescribed Tracks necessary to achieve the Certified Public Manager certification requires:

- Approximately 300 hours of study across all seven tracks in a combination of approximately 130 direct contact hours and 170 hours of out-of-class work.
- Full participation in all classroom meetings and activities, whether conducted in-person or virtually.
- Successful completion of all written assignments as a measure of self-study time outside of the classroom.
- Completion of all seven tracks within five years of the initial track attended.

To ensure that we fulfill our responsibility to the National Certified Public Manager Consortium in presenting graduate candidates in full compliance with certification criteria, the Texas CPM Program at Texas State University establishes the following track level requirements for our participants.

Prior to attempting CPM certification, candidates should review this policy to ensure that they have the time and workload capacity to meet these requirements and that there are no pre-existing schedule conflicts.

I. Core Tracks (Tracks 1-6)

- **Attendance:** Participants are allowed a **maximum of one excused absence within a track due to emergencies**. While participants are responsible for monitoring their attendance, the CPM Program will maintain the official record. To receive credit for a track, participants must complete a mandatory makeup assignment for any missed classroom time. **A second absence in the same track will result in forfeiting credit.**
- **Overall Program Limit for Cohort programs:** A participant **may not exceed a total of three absences across all six core Tracks**. After a third absence, the participant must schedule a meeting with the Texas CPM Program Director to determine their status and ability to continue in the program.
- **Remediation:** To earn credit for a forfeited Track, the participant must retake that Track in its entirety during a future program offering. No additional fee will be assessed if the Track is completed within one year (12 months from the forfeited Track end date) or at the next scheduled offering of that Track. It is the participant's responsibility to contact CPM administration to coordinate the next opportunity to attend the Track. If the Track is not completed within the applicable no-fee remediation period described above, new registration and payment will be required.

II. Assignment Policies

- **Extensions:** Participants may request an assignment extension of up to 30 days from the initial due date.
- **Failure to Submit:** Failure to submit a required assignment by its deadline, including any approved extension, will result in forfeiting credit for that track. A forfeited track has to be retaken.
- **Remediation:** To earn credit for a forfeited Track, the participant must retake that track in its entirety during a future program offering. No additional fee will be assessed if the track is completed within one year (12 months from the forfeited Track end date). It is the participant's responsibility to contact CPM administration to coordinate the next opportunity to attend the Track. If the course is not completed within one year, a new registration and payment will be required.

III. Capstone Track (Track 7)

- **Prerequisites:** Participants must successfully **complete all assignments from Tracks 1-6 before beginning the Capstone Track**. Please speak to the Texas CPM Program Director if you need to take Track 7 before completing all previous tracks.
- **Mandatory Attendance:** Attendance is **mandatory for all sessions** of Track 7. Due to the final project presentation requirement, the program does not permit absences from class.
- **Extensions:** As a challenging track, completion of the capstone project may take more than one semester. Participants are allowed to extend their project into the next semester with the permission of the Track 7 Instructor. No additional fee will be assessed if the project is completed within one year (12 months from the initial start date). If the course is not completed within one year, a new registration and payment will be required.

Please direct any questions on the policy to the Texas CPM Director.