

**Position Title**

CPM Vice-President Education & Certification

**Position Summary:**

CPM VICE-PRESIDENT EDUCATION AND CERTIFICATION includes developing and maintaining education and certification programs for CPM. The lead uses strategies and practices developed or adopted by CPM to provide education for Integrated Program Control through the use of EVM that is suitable for EVM practitioners, program managers, control account managers, EVM oversight functions, and EVM Focal Points. The CPM VP of Education and Certification will develop the CPM Certification program that tests individuals to demonstrate they possess the skills necessary to implement, use, and manage programs using Integrated Program Controls with an emphasis placed on EVM. The CPM VP of Education and Certification role will include participation in development of education material, conferences, seminars, standards, policy formulation, industry standards, web based solutions, and best practices.

The CPM Vice-President Education and Certification lead is responsible to establish and maintain training strategies and policies, testing processes, and tools for effective EVM education and a certification that is recognized by EVM practitioners. CPM Vice-President Education and Certification responsibilities include but are not limited to:

- Manage CPM education program
- Manage CPM EVM Training toward Certification program
- Maintain a qualified staff of volunteers to maintain the CPM EVM Education and EVM Certification Program.

**General Requirements:**

- Understand the CPM's organizational structure, Strategic Plan and Business Plan and how it fits within CPM's strategic/business objectives
- Understand and commit to CPM's objectives and goals around increasing member value and knowledge delivery
- Be familiar with CPM's annual program plan and budget cycle
- Possess knowledge and understanding of basic nonprofit fiduciary responsibilities, which include CPM's Code of Ethics and Professional Conduct and Conflict of Interest and Confidentiality
- Be familiar and support CPM's By-Laws and Guidelines
- Must attend all board meetings (minimum of two per year)
- Ability to work with persons of all cultures, backgrounds and global significance.
- Ability to work both independently and in a team-oriented, collaborative environment
- Strong communication and interpersonal skills
- Must be a member of CPM

**Knowledge, Skills, and Abilities**

The CPM Vice-President Education and Certification coordination and management activities require an individual with strategic planning,

coordination, and communication skills within CPM and other industry / professional organizations related to EVM.

Leadership KSA's include:

- Working with and motivating CPM volunteers
- Prior leadership with EVM training and certification skills as defined above
- Familiarity with EVM software packages and applications
- Ability to work both independently and in a team-oriented, collaborative environment
- Strong communication and interpersonal skills
- Ability to employ knowledge management gap analysis problem solving techniques
- Ability to effectively prioritize and execute tasks
- Ability to use information technology to enhance education offerings
- Monitor EVM trends, standards, and best practices
- Experience in developing and delivering training
- Experience in developing and delivering certification programs

**Term of Office:** Standard term is three years.