



## Certified Manager Program Self Directed Study Schedule

.....Study at your own pace, when and where it's convenient for you.

### Your Self Directed CM Program includes:

- 3-CM study manuals, 2<sup>nd</sup> edition (print-based)
- ICPM's Online Learning Center
- Practice exams + 3-CM certification exams
- CM Recognition Materials (for successful applicants)

### Benefits of Self-Directed Study

- Study at your own pace and access program materials 24/7
- Eliminate travel expenses and time away from home and office
- Adopt a study schedule that is personalized to fit your needs
- Schedule exams for a time and location convenient to you

### Getting Started with the CM Certification Program

You have completed the CM application and been approved by ICPM as eligible to take the CM certification exams. The next step is to draft a study schedule which will allow you to complete the 3 modules of study of the CM Program (MS I, MS II, and MS III) and the 3-CM certification exams within the 15-month time frame allotted.

A **Self Directed Study Schedule** is provided for each module of the CM Program to assist you in self assigning dates for program completion. Begin as follows:

1. Print 2 copies of the Self Directed Study Schedule—one to use as a working document and one to use when you have finalized your schedule.
2. Using a pencil, enter on each schedule the target date you desire to take the CM certification exam for that module. At a minimum, these dates should allow for 12-15 weeks of study to fully prepare for each CM certification exam. At a maximum, these dates should not exceed 20 weeks to ensure CM Program completion within the 15-month time frame allotted.
3. Now, fill in chapter completion dates (for each session) to support the CM certification exam target dates you set. You may need to reassign these dates several times to get a final working schedule. Once you are satisfied with your schedule, transfer it to a clean schedule.

Note: You may desire to initially complete a study schedule for module I and then use your experience to complete schedules for modules II and III.

The CM exams can be requested in paper or computer-based format. Each exam is a two hour timed, closed book exam. Exams are scheduled by calling ICPM at 800-568-4120 or emailing ICPM at [icpmcm@jmu.edu](mailto:icpmcm@jmu.edu) 7 days prior to your test date. Exams are graded on the 15<sup>th</sup> of each month and feedback letters are mailed the same week.

## **Module 1: Management Foundations MS I, 2<sup>nd</sup> Edition**

<b>MS I Study Schedule</b>	<b><u>Reading</u> (MS I Study Manual)</b>	<b><u>Reinforcement</u> (ICPM's Online Learning Center)</b>	<b><u>Practice</u> (ICPM's Online Learning Center)</b>	<b>Dates</b>
Session 1	Chapter 1	Worldwide Content Chapter 1 Content	Chapter Quiz Flashcards Learning Exercises	
Session 2	Chapter 2	Worldwide Content Chapter 2 Content	Chapter Quiz Flashcards Learning Exercises	
Session 3	Chapter 3	Worldwide Content Chapter 3 Content	Chapter Quiz Flashcards Learning Exercises	
Session 4	Chapter 4	Worldwide Content Chapter 4 Content	Chapter Quiz Flashcards Learning Exercises	
Session 5	Chapter 5	Worldwide Content Chapter 5 Content	Chapter Quiz Flashcards Learning Exercises	
Session 6	Chapter 6	Worldwide Content Chapter 6 Content	Chapter Quiz Flashcards Learning Exercises	
Session 7	Chapter 7	Worldwide Content Chapter 7 Content	Chapter Quiz Flashcards Learning Exercises	
Session 8	Chapter 8	Worldwide Content Chapter 8 Content	Chapter Quiz Flashcards Learning Exercises	
Session 9	Chapter 9	Worldwide Content Chapter 9 Content	Chapter Quiz Flashcards Learning Exercises	
Session 10	Review	All Content	Practice Exams	Schedule CM Exam - MS I 800-568-4120
Session 11	CM Exam MS I	CM Exam MS I	CM Exam MS I	Good Luck!
Session 12	Rest	Relax	Rest	Relax

## Module 2: Planning & Organizing MS II, 2<sup>nd</sup> Edition

<b>MS II Study Schedule</b>	<b><u>Reading</u> (MS II Study Manual)</b>	<b><u>Reinforcement</u> (ICPM's Online Learning Center)</b>	<b><u>Practice</u> (ICPM's Online Learning Center)</b>	<b>Dates</b>
Session 1	Chapter 1	Worldwide Content Chapter 1 Content	Chapter Quiz Flashcards Learning Exercises	
Session 2	Chapter 2	Worldwide Content Chapter 2 Content	Chapter Quiz Flashcards Learning Exercises	
Session 3	Chapter 3	Worldwide Content Chapter 3 Content	Chapter Quiz Flashcards Learning Exercises	
Session 4	Chapter 4	Worldwide Content Chapter 4 Content	Chapter Quiz Flashcards Learning Exercises	
Session 5	Chapter 5	Worldwide Content Chapter 5 Content	Chapter Quiz Flashcards Learning Exercises	
Session 6	Chapter 6	Worldwide Content Chapter 6 Content	Chapter Quiz Flashcards Learning Exercises	
Session 7	Chapter 7	Worldwide Content Chapter 7 Content	Chapter Quiz Flashcards Learning Exercises	
Session 8	Chapter 8	Worldwide Content Chapter 8 Content	Chapter Quiz Flashcards Learning Exercises	
Session 9	Chapter 9	Worldwide Content Chapter 9 Content	Chapter Quiz Flashcards Learning Exercises	
Session 10	Chapter 10	Worldwide Content Chapter 10 Content	Chapter Quiz Flashcards Learning Exercises	
Session 11	Review	All Content	Practice Exams	Schedule CM Exam - MS II 800-568-4120
Session 12	CM Exam MS II	CM Exam MS II	CM Exam MS II	Good Luck!
Session 13	Rest	Relax	Rest	Relax

## Module 3: Leading & Controlling MS III, 2<sup>nd</sup> Edition

<b>MS III Study Schedule</b>	<b><u>Reading</u> (MS III Study Manual)</b>	<b><u>Reinforcement</u> (ICPM's Online Learning Center)</b>	<b><u>Practice</u> (ICPM's Online Learning Center)</b>	<b>Dates</b>
Session 1	Chapter 1	Worldwide Content Chapter 1 Content	Chapter Quiz Flashcards Learning Exercises	
Session 2	Chapter 2	Worldwide Content Chapter 2 Content	Chapter Quiz Flashcards Learning Exercises	
Session 3	Chapter 3	Worldwide Content Chapter 3 Content	Chapter Quiz Flashcards Learning Exercises	
Session 4	Chapter 4	Worldwide Content Chapter 4 Content	Chapter Quiz Flashcards Learning Exercises	
Session 5	Chapter 5	Worldwide Content Chapter 5 Content	Chapter Quiz Flashcards Learning Exercises	
Session 6	Chapter 6	Worldwide Content Chapter 6 Content	Chapter Quiz Flashcards Learning Exercises	
Session 7	Chapter 7	Worldwide Content Chapter 7 Content	Chapter Quiz Flashcards Learning Exercises	
Session 8	Chapter 8	Worldwide Content Chapter 8 Content	Chapter Quiz Flashcards Learning Exercises	
Session 9	Chapter 9	Worldwide Content Chapter 9 Content	Chapter Quiz Flashcards Learning Exercises	
Session 10	Chapter 10	Worldwide Content Chapter 10 Content	Chapter Quiz Flashcards Learning Exercises	
Session 11	Review	All Content	Practice Exams	Schedule CM Exam - MS III 800-568-4120
Session 12	CM Exam MS III	CM Exam MS III	CM Exam MS III	Good Luck!
Session 13	Rest	Relax	Rest	Relax
<b>Congratulations! If you successfully passed all 3 CM certification exams, you are now a Certified Manager.</b>				