



Reubin O'D. Askew School  
of Public Administration and Policy

# ***Certified District Manager Program***



Program Description and Candidate Application  
June 2009

## Program Description

The FASD Certified District Manager (CDM) Program is offered in partnership with Florida State University (FSU), Reubin O'D. Askew School of Public Administration and Policy. Program development began in 2003 and the first training session and subsequent certification exam was delivered in June of 2004 through Barry University. The program transitioned during 2007 to FSU.

While FASD Board has the responsibility for the CDM Program, a Board appointed Steering Committee oversees the program and provides peer review of the qualifications of a candidate. FSU develops and administers the training, and administers the final certification written project.

### Initial Certification

The CDM designation requires experience and/or education components as noted in this application along with the successful completion of the written project.

Once the candidates review this document and feels that they meet the experience and/or educational requirements they should complete the application. The application should be submitted to the Steering Committee Chair. The Chair will send the application to one or more Steering Committee members to review and document the experience and educational requirements. Once this takes place, if the candidate meets the qualifications, their name will be submitted to the FASD Board for approval to sit for the certification exam. Once the course and project have been successfully completed the Steering Committee Chair will make a recommendation to the FASD Board to confer the CDM designation. These approvals for the program and recommendations can be presented at each regularly scheduled FASD Board meeting.

Once the FASD Board takes final action on the recommendation, the Candidate will receive a certificate from the FASD and FSU indicating they are Certified District Managers (CDM). The CDM will be entitled to all the rights and privileges according to that title, including the right to place CDM after their name as an indication of their credentials and accomplishment.

Each profession has developed a program that recognizes and promotes professionalism. Certified Records Managers, Certified Public Accountants and Board Certified Physicians to name but a very few. The Florida Association of Special Districts recognized several years ago that the knowledge and unique set of skills required to successfully manage a special district should be developed, supported and recognized. The creation of the Certified District Manager (CDM) program reflects FASD's commitment to promoting awareness, education and recognition of the vital role District Managers play in providing services to millions of Florida residents.....  
John W. Bonde, CDM,  
Acme Improvement District/Village of Wellington

## Re-Certification

The CDM designation will require tri-annual renewal. In order to maintain their certification, all CDMs will be required to attend FASD sponsored, certified training programs; completing 15 hours (CEUs) of verifiable training within the three (3) year period. In the event, the CDM does not complete the required CEUs they may retake the exam to maintain certification. The FASD Executive Director will maintain a list of CDMs, and contact them each 6 months prior to the end of the three (3) year period. Evidence of successful completion of the recertification requirements will be submitted to the Steering Committee Chair.

A CDM Graduate who has not achieved the required CEU's, must notify the CDM Steering Committee in writing informing them of their circumstances regarding why they were not able to acquire their CEU's in the allotted time. The following policy will apply in these cases.

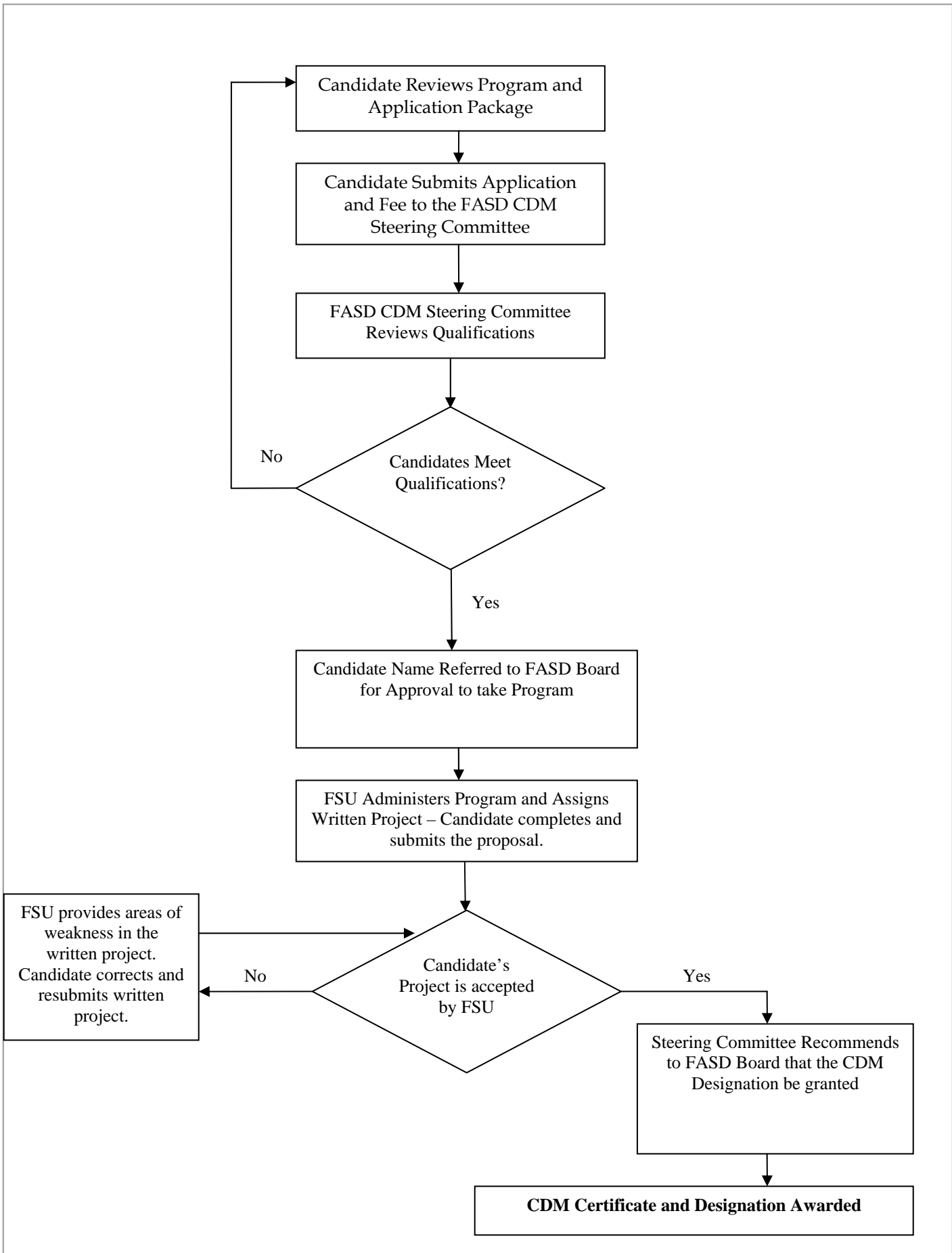
1. Notification must be done prior to the end of their three (3) year certification period.
2. The CDM Steering Committee will then review the individual's circumstances.
3. The CDM will then be placed on suspension not to exceed the time from one (1) annual conference to the next.
4. In addition to the needed CEU's the CDM will be required to obtain additional CEU's within the given allotted time, as directed by the Steering Committee and pay a \$50 administrative fee for reinstatement.
5. While on suspension the CEU hours must be FASD - CEU's
6. He/she will not be able to acquire any CEU hours towards their next re-cert until their suspension is lifted.
7. They must inform the Executive Director and or the Chair Person of the CDM Steering Committee, if for any reason they can not attend a FASD scheduled meeting, prior to that meeting, in order so the Committee can review the circumstances and or reasons for non-attendance.

This was one of the most intensive and thought-provoking seminars I have ever attended! While there isn't much that needs improvement within our District, it helped open my eyes to what we might be able to do to make a difference!.....  
Eileen Brown, Office Manager, Palm Harbor Special Fire Control and Rescue District.

## Continuing Education Units

Continuing Education opportunities will also be available at each annual conference and at some regular meetings. The applicable courses and the number of hours associated with each will be advertised with the conference or meeting announcement after approval from the CDM Steering Committee

Courses can be submitted to the CDM Steering Committee Chair for acceptance. A CDM, seeking additional CEU's from other sources, must submit in writing a course description to the CDM Steering Committee prior to attendance for approval; and a copy of a certificate or acknowledgment from the conference director and or instructor, showing their attendance, must be submitted after their attendance to the Committee



## Responsibilities

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### FASD Board

1. Program Management.
2. Selection and appointment of CDM Steering Committee (5 members for staggered 2 year terms, including appointment of the Chair)
3. Initial certification of qualifications for CDM exam.
4. Issuance of the CDM certification after completion of requirements.
5. Print and provide certificates.
6. Maintain list of active CDMs and recertification dates (Executive Director)  
The list will be posted on the FASD web site.
7. Collect and account for fees and pay expenses from the fees.
8. Provide educational opportunities through annual conference and meetings.

### FASD CDM Steering Committee

1. Liaison with FASD Board and FSU.
2. Review candidate applications and perform experience/education verification.
3. Review program and recommend changes to the FASD Board as necessary
4. Review course/exam evaluation forms.
5. Receive, and review program descriptions to Steering Committee for CEU approval.

### Florida State University

1. Development and delivery of course (four days).
2. Assigns written project.
3. Provide results of written project to the Steering Committee (pass or fail only).
4. Provide remedial direction to candidates written projects that are not accepted.
5. Provide training and educational programs as requested by FASD Board.

“The entire CDM Program has been truly rewarding. From the time I signed up to participate in the program to the time I received my completion certificate, the experience has been a very positive one. The knowledge that I gained through taking the classes and net working with fellow attendees has benefited me daily in my professional career in addition to my personal life. “.....Kennith Roundtree, CDM, Northern Palm Beach County Improvement District

## Application Guidelines

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Below are the directions for the CDM application:

- A. Individuals seeking the CDM designation must complete the application below and send three (3) completed copies of the application to the FASD CDM Steering Committee Chair.
- B. The form shall be completed in its entirety. In the event there is an inquiry for which the candidate has no information, that element must be responded to with an "N/A". Incomplete applications or failure to provide required documentation will delay application processing and may disqualify the candidate for the CDM certification.
- C. The application identifies occupational, education and training requirements that must be verified. Occupational experience may be verified through employment contracts, minutes of board meetings or a certification statement from the candidate's supervisor. The educational and training requirements will be verified through the use of transcripts and copies of certifications. All degrees and educational certificates must be from an accredited institution.
- D. Fees for the CDM program are as follows:

Certification: FASD Members	Required Course (Four Days) Written Project	
	Total	\$1200.00
Non-FASD Member	Required Course (Four Days) Written Project	
	Total	\$1500.00

Re-Certification (Each three (3) years)

FASD Member –	\$150.00
Non-FASD Member -	\$300.00



## Eligibility Requirements

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### EMPLOYMENT AND/OR EDUCATION

In order to participate in the program, the candidate must be able to check one (1), of the following boxes and supply the Committee with verification of the employment and/or the education. *It is mandatory from all candidates that the Committee receives a letter of reference from their immediate supervisor outlining their duties as a member within the Special District and referencing that the supervisor supports and recommends participation in the program.*

#### CHECK ONLY 1 BOX

- 4 or more years as a Special District Manager (Chief Executive Officer)
- 4 or more years Special District Management experience with the recommendation of the District's Chief Executive Officer

Two (2) years service at the senior level in a Special District is required, even if using one of the academic degrees as listed below.

#### Circle if Applicable/Necessary

- Masters Degree in Business or Public Administration in place of 2 years experience.
- Bachelors Degree in Business or Public Administration in place of 1 year experience.

*Please attach verification of employment and/or education. Acceptable verifications of employment may include employment contracts, Board meeting minutes showing appointment and ongoing service, or a letter from the candidate's supervisor. Acceptable verifications of education are college or university transcripts.*

*\*Please note that education or degrees must be able to be accredited by a regional accreditation association.*



**Personal & Employment Information**

**Personal Information**

<input type="checkbox"/> Primary Mailing Address		
Last Name:	First Name:	MI:
Home Address 1:		
Home Address 2:		
Home City:	Home State:	Home Zip:
Home Phone:		
Mobile Phone:		
Fax:		
E-mail:		

**Employment Information**

<input type="checkbox"/> Primary Mailing Address		
Agency Name:		
Position Title:		
Years in Position:	Immediate Supervisor:	
Work Address 1:		
Work Address 2:		
Work City:	Work State:	Work Zip:
Work Phone:	Ext:	
Mobile Phone:		
Fax:		
E-mail:		



## Certification Statement

### Certification Statement

I, \_\_\_\_\_ (Candidate) hereby certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statements or documentation may subject me to disqualification, denial, or revocation of my professional designation credentials. I understand that the sole purpose in submitting this application, its contents and attachments, is to evaluate my qualifications for the recognized professional designation as a Certified District Manager (CDM).

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Steering Committee Review

OFFICE USE ONLY

I, \_\_\_\_\_ (Steering Committee Member) have reviewed this application and documentation to determine the candidate's qualifications.  
Based on my findings, I hereby  recommend  DO NOT recommend this candidate for the CDM program participation.

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments or Suggestions:



Reubin O'D. Askew School  
of Public Administration and Policy

## CDM Steering Committee 2009

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### Chairman

Mary Hickey, Chair  
Sanibel Special Fire Control and Rescue Service District  
Term Expires - December 10

### Committee Members

John Bonde  
Acme Improvement District/Village of Wellington  
Term Expires - December 11

Joe DeCerbo  
Spring Lake Improvement District  
Term Expires - December 10

Rita Greenberg  
Big Corkscrew Island Fire Control  
Term Expires - December 11

Toni Leake  
Lake St. Charles CDD  
Term Expires - December 11