



CERTIFIED DISTRICT MANAGER PROGRAM



Program Description and Candidate Application



PROGRAM DESCRIPTION

The FASD Certified District Manager (CDM) Program is offered in partnership with the Florida Institute of Government (IOG). Our CDM Program development began in 2003 and the first training session, as well as subsequent certification exam, was delivered June 2004 through Barry University. This is the first year FASD has partnered with the Florida Institute of Government.

While the FASD Board has the responsibility for the CDM Program, the Education and Certification Committee oversees the program and provides peer review of the qualifications of a candidate. IOG develops and administers the training and 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 course written project.

Once the candidates review the program description and feel they meet the educational and/or experience requirements, they should complete the application. The application will be submitted to the Executive Director's office and then forwarded on to the Education and Certification Committee Chair where the application will be shared with the Committee. If a candidate meets the qualifications, their name will be submitted to the FASD Board for approval. Once the course and project have been successfully completed, the Education and Certification Committee Chair will make a recommendation to the FASD Board to confer the CDM designation.

"EACH PROFESSION HAS DEVELOPED A PROGRAM THAT RECOGNIZES AND PROMOTES PROFESSIONALISM. THE FLORIDA ASSOCIATION OF SPECIAL DISTRICTS, INC., 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*



These approvals for the program and the recommendations can be presented at any regularly scheduled FASD Board meeting.

Once the candidate successfully completes the project, they will receive a certificate from FASD and IOG indicating they are a Certified District Manager (CDM) at the end of the training and will be formally announced at the next scheduled Annual Conference. The CDM will be entitled to all rights and privileges according to that title, which includes the right to place “CDM” after their name as an indication of their credentials and accomplishment.

****FASD’s Education and Certification Committee reserves the right to cancel live or virtual classes in the event of any emergency, or lack of participants. Canceled registration fees will be refunded or reserved for a future class****

Re-Certification

The CDM designation will require tri-annual renewal. To maintain the certification, all CDMs will be required to attend FASD sponsored certified training programs, as well as completing 15 hours (Continuing Education Units, or CEUs) of verifiable training within the three (3) year period. In the event the CDM does not complete the required CEUs, they may request an extension from the Education and Certification Committee, as described below, to maintain certification. The FASD Executive Director will maintain a list of CDMs and contact them six (6) months prior to the end of the three (3) year period. Evidence of a successful completion of recertification requirements will be submitted to the Education and Certification Committee Chair.

A CDM graduate who has not achieved the required CEUs must notify the Education and Certification Committee in writing informing them of their circumstances regarding why they were not able to acquire their CEUs 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 Education and Certification Committee will then review the individual’s circumstances.



3. The CDM will be placed on suspension not to exceed the time from one (1) Annual Conference to the next.
4. In addition to the needed CEUs, the CDM will be required to obtain additional CEUs within the given allotted time, as directed by the Education and Certification Committee, and pay a \$50.00 administrative fee for reinstatement.
5. While on suspension, the CEUs must be FASD CEUs.
6. He/she will not be able to acquire any CEUs toward their next re-certification until their suspension is lifted.
7. He/she must inform the Executive Director and/or the Education and Certification Committee Chair they cannot attend the FASD scheduled meeting, prior to the meeting, for the Committee to review the circumstances and reasons for non-attendance.

"THIS WAS ONE OF THE MOST INTENSIVE AND THOUGHT-PROVOKING SEMINARS I HAVE EVER ATTENDED!"

--EILEEN BROWN, OFFICE MANAGER AT PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

Continuing Education Hours

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

"THE KNOWLEDGE I GAINED THROUGH TAKING THE CLASSES HAS BENEFITED ME DAILY IN MY PROFESSIONAL CAREER"

--KENNITH ROUNDTREE, CDM NORTHERN PALM BEACH CO IMPROVEMENT DISTRICT

advertised with the conference or meeting announcement after approval from the Education and Certification Committee.

Courses can be submitted to the Education and Certification Committee Chair for acceptance. A CDM seeking additional CEUs from other sources must submit in writing a course description to the Committee prior to attendance for approval, as well as a copy of a certification or acknowledgement from the conference director and/or instructor

showing their attendance. These items must be submitted to the Education and Certification Committee after their attendance to this course.



RESPONSIBILITIES

FASD Board and Executive Director

1. Program Management
2. Selection and appointment of Education and Certification Committee (5 members 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 re-certification dates which will be posted on the FASD website by the Executive Director
7. Collect and account for fees and pay expenses from the fees
8. Provide educational opportunities through annual conference and meetings

FASD Education and Certification Committee

1. Liaison with the FASD Board, Executive Director, and IOG
2. Review candidate applications and perform experience and/or education verification
3. Review program and recommend changes to the FASD Board as necessary
4. Review and submit program descriptions for CEU approval

The Florida Institute of Government

1. Development and delivery of 4-day course
2. Assign group project
3. Provide results of written project to the Education and Certification Committee (will be pass or fail only)
4. Provide remedial direction to candidates' group projects that are not accepted
5. Provide training and educational programs as requested by the FASD Board



APPLICATION GUIDELINES

Below are the directions for the CDM application:

1. Individuals seeking the CDM designation must complete the application below and send the completed application to the FASD Executive Director’s office. Documents will then be forwarded to the Education and Certification Committee Chair.

2. The form must 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 “N/A.” Incomplete applications or failure to provide required documentation will delay the application process and may disqualify the candidate for the CDM certification.

3. The application identifies occupational, educational, 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 using transcripts and copies of certifications. All degrees and educational certificates must be from an accredited institution.

4. Fees for the CDM program as follows:

Certification:	FASD Members	Required Course (Four Days) Group Project TOTAL: \$1,200.00
	Non-FASD Members	Required Course (Four Days) Group Project TOTAL: \$1,500.00
Re-Certification:	FASD Members	\$150.00
	Non-FASD Members	\$300.00



ELIGIBILITY REQUIREMENTS

Employment and/or Education

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

Check only 1 box:

- Four (4) or more years as a Special District Manager (Chief Executive Officer)
- Special District employment with a letter of recommendation from the District's Chief Executive Officer or Elected Board. The letter must outline the duties of the applicant and describe how the CDM Program will benefit you and the Special District.

For option 1 above, at least two (2) years of service at the Special District Manager, however an academic degree listed below can be used in place of one (1) or two (2) years' experience.

Check if Applicable:

- Master's Degree in Business or Public Administration in place of two (2) years' experience
- Bachelor's Degree in Business or Public Administration in place of one (1) year experience

Please attach verification of employment and/or education as applicable. Acceptable verification of employment may include employment contracts, board meeting minutes showing appointment and ongoing service, or a letter from the candidate's supervisor. Acceptable verification of education are college or university transcripts. Please note that education or degrees must be able to be accredited by a regional accreditation association.



the John Scott Dailey
**FLORIDA
INSTITUTE OF
GOVERNMENT**
at Florida State University

Serving the Special Needs of Your Community



PERSONAL AND EMPLOYMENT INFORMATION

PERSONAL INFORMATION		
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		
Agency Name:		
Position Title:		
Years In Position:	Immediate Supervisor:	
Work Address 1:		
Work Address 2:		
Work City:	Work State:	Work Zip:
Work Phone:		
Mobile Phone:		
Fax:		
E-Mail:		



CERTIFICATION STATEMENT

I, _____, (Candidate's Name) 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 false 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 _____

EDUCATION AND CERTIFICATION COMMITTEE REVIEW

I, _____, (Education and Certification Committee Member's Name) have reviewed this application and based on my findings, I hereby
 recommend DO NOT recommend this candidate for the CDM Program.

Reviewer's Signature _____ Date _____

Comments or Suggestions:



EDUCATION AND CERTIFICATION COMMITTEE

Chairman

Kevin Hart
South Broward Drainage District

Committee Members

Rena Smart
David Hoel
Burgess Hanson
Eric Jackson
Joe DeCerbo
James Angle
Lee Morris
Amy Tracy

Please send all application documents to:

Rachel Kruse in the FASD Executive Director's office via email at rachel@fasd.com. She will forward all documents to the Education and Certification Committee Chair.

Please call our office at (850) 999-1937 with any questions.