



# CPM with Excellence Annual Reporting Form

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ MAGIC ID: \_\_\_\_\_

Please type form; scan (along with your MAGIC transcript) and email to [Shondra.houseworth@mspb.ms.gov](mailto:Shondra.houseworth@mspb.ms.gov). All forms submitted annually, no later than November 30th.

Activity for Reporting Period December 1, 20\_\_\_\_ - November 30, 20\_\_\_\_

## I. ELIGIBLE PROFESSIONAL DEVELOPMENT ACTIVITIES

Title of Training Session/Course*	Training Provider	Dates	Credit Hours
<b>MSCPM Annual Conference (6 credit hours maximum)</b>			
<b>Book Report (2 per year maximum; 3 credit hours each)</b>			
<b>Project (2 per year maximum; 3 credit hours each)</b>			
<b>Total</b>			

## II. OVERALL ELIGIBILITY

Date Completed		
	1 <sup>st</sup> Year	
	2 <sup>nd</sup> Year*	Eligible for Excellence Level I
	1 <sup>st</sup> Year	
	2 <sup>nd</sup> Year*	Eligible for Excellence Level II
	1 <sup>st</sup> Year	
	2 <sup>nd</sup> Year*	Eligible for Excellence Level III
	1 <sup>st</sup> Year	
	2 <sup>nd</sup> Year*	Eligible for Excellence Level IV
	1 <sup>st</sup> Year	
	2 <sup>nd</sup> Year*	Eligible for Excellence Level V

\* must be consecutive years

\* Please attach supporting documents including program agenda, course materials and proof of attendance (i.e. sign-in, transcript, or certificate of completion). Courses submitted for CPM with Excellence eligibility cannot be submitted for another benchmark with the Mississippi State Personnel Board.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Verified by (For MSPB Office Use Only): \_\_\_\_\_

MCPM Program Director