The Associate Public Manager Cohort (APM Cohort) program is an extension of the Associate Public Manager program available to government employees through the South Carolina Department of Administration’s (Admin) open enrollment classes. While the APM Cohort program also provides new and future supervisors with skills and knowledge required to be successful in the workplace, it also has a mentoring component, additional self-paced and instructor-led virtual content and provides opportunities to build networking relationships with other cohort members.

**The application deadline is May 1, 2024. Please email the application to** [**training@admin.sc.gov**](mailto:training@admin.sc.gov)**.**

You will receive an acknowledgement of receipt of your application. Our goal is to notify applicants accepted into the program by the end of June.

**Commitments**

Applicant agrees to:

* fully participate in all components of the program and complete all required courses. No previous course completions will be substituted.
* attend **all** scheduled courses. Participants must attend at least 90% of a class to receive credit for the class.
* complete each assignment in the specified time frame.
* actively engage in the learning process.
* apply learning on the job.
* meet at least three times with their assigned mentors during the program. **Please be aware that it may be necessary for participants to travel to locations away from their offices and outside of the Columbia, South Carolina, area to meet with their mentor.**

**Program Fee**

An invoice for $1,000 will be sent after the orientation session. Finance offices of state agencies will receive the invoice through interdepartmental transfer (IDT). Individuals from higher education or local/municipalities will receive an invoice through the mail.

**Withdrawal Policy**

Candidates wishing to withdraw from the APM Cohort program must submit a written request to Admin’s Director of Learning and Organizational Development.

The request must include the effective date of the withdrawal. Withdrawal requests cannot be backdated. The written request must also indicate the candidate's decision to either resume participation with the next graduating class or their desire to be removed from further program participation.

If the candidate does not resume participation with the next graduating class, the candidate will have to reapply. Reapplying is not a guarantee of acceptance.

Refunds will be based on the withdrawal date and the APM Cohort Program Refund Policy below.

**APM Cohort Refund Policy**

If a participant must withdraw from the program and cannot re-enroll the following year, a refund may be given according to the following guidelines:

**If full tuition is paid and participant withdraws:**

* on/before Sept. 10, 2024. $1,000 refunded
* between Sept. 11, 2024-Jan. 31, 2025 $500 refunded
* on/after Feb. 1, 2025 No refund

**Applicant Details**

|  |  |
| --- | --- |
| Name: |  |
| Preferred Name (if different): |  |
| MySCEmployee ID (SCEIS Username): |  |
| Agency: |  |
| Job Title: |  |
| Email: |  |
| Phone: |  |
| Cell Phone/Alternate Contact: |  |
| Agency Street Address: |  |
| City: |  |
| Zip Code: |  |
| Number of Years in State Government: |  |
| Do you supervise staff? | Yes  No If yes, how many? |

**Applicant Questions**

**Please describe your current role in your agency:**

**Why are you interested in participating in the APM Cohort program?** *Include how this professional development will enable you to perform better in your current and prospective roles.*

**Human Resource Approval (to be Completed by Agency’s Human Resources Representative)**

In addition to the required coursework, the APM Cohort program includes access to a mentorship program. To ensure each participant has access to a mentor, each agency is required to nominate someone from the agency to serve as a mentor for each employee enrolled in the program. **Mentors will be paired with APM Cohort program participants from a different agency.**

Mentors are required to meet their assigned APM mentee in person three times during the APM program and to attend an orientation presentation Sept. 10, 2024.

Mentors are expected to:

* listen to the mentee.
* act as a guide, coach and adviser.
* provide support and guidance.
* share professional and personal experiences.
* provide feedback and direction.
* introduce mentee to resources and people.
* share organizational knowledge, insight and perspectives.

Please nominate a mentor for the program. Please be aware that if the mentor you nominate leaves the agency or is otherwise unable or unwilling to provide the necessary mentor support, you will be required to nominate a replacement.

|  |  |  |  |
| --- | --- | --- | --- |
| Mentor’s Name: |  | | |
| Mentor’s Job Title: |  | | |
| Mentor’s Email: |  | Phone Number: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Human Resources Signature: |  | Date: |  |

**Applicant Acknowledgement**

As an applicant to the APM Cohort program, I confirm that the information provided is accurate to the best of my knowledge and I commit to the requirements of the program.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name (printed): |  | Date: |  |
| Applicant Signature: |  | | |

**Supervisor Signature**

As the applicant’s supervisor/manager, I commit to:

* support the applicant’s participation in the APM Cohort program.
* work with the applicant to ensure they receive the support to allow them to commit to this program.
* develop the applicant’s leadership skills, knowledge and abilities.
* encourage and support the APM Cohort participant’s learning on the job.

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Name (printed): |  | Date: |  |
| Supervisor Signature: |  | | |
| Supervisor Email: |  | | |