

Manager Role

**Position Title: Manager of CPLP Certification**

Term: 2 years

Reports To: Director of Programs

Voting Position: No

Supervisory Duties: No

Committee Members: No

Board Appointed: Yes

**Description:**

Supports and enhances the advancement of CPLP certification in the Puget Sound region

**Time Commitment:**

4-10 hours per month

**Key Competencies:**

Communication, Coaching, Professional Development

**Primary Responsibilities:**

* Generate interest and awareness for CPLP certification with members and the local community through announcements, conversations, postings, events, and/or other activities on a monthly basis
* Provide guidance to interested parties about local and international CPLP certification resources, and the value of CPLP certification, as often as requested, needed, or possible
* Organize and manage a study group that will benefit CPLP Candidates in preparing for the CPLP Knowledge Exam at least four times per year
* Coordinate CPLP Skills Application Exam collaboration and support that will benefit CPLP Candidates at least twice per year
* Provide support and suggest activities that promote CPLP recertification as needed
* Identify and pursue opportunities to increase awareness of the value and benefit of CPLP certification with local employers at least twice per year
* Work with various Board members to identify additional avenues to enhance the advancement of CPLP certification in the Puget Sound region

**Success Measures:**

* Information about CPLP certification is evident on the ATDps event calendar, in the newsletter, or included with other chapter communication monthly
* A CPLP study group with participating members is active, or plans for an upcoming study group have been communicated to interested ATDps members, throughout the year
* The number of CPLP certifications earned in the Puget Sound region increases over the previous year
* Local ATDps members express 85% or higher satisfaction with chapter efforts and resources around CPLP certification on a member survey
* Activities and efforts for CPLP Work Product support, CPLP recertification, and promoting the CPLP certification with local employers are conducted and reported as needed
* The Manager of CPLP Certification works collaboratively with others, including Board members and volunteers to identify additional opportunities and priorities

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| **Privileges:** | **Additional Expectations:** |
| Position listed on your resume and LinkedIn profile Opportunity to connect with ATDps members  Potential for career pathing into future Board positions | Has, or is in process of earning, CPLP certification  Post comments/ engage in chapter’s social media  Meet success measures listed above |