



## CIO Certification (CGCIO™) Program

GMIS-NJ, an association of government IT Leaders in New Jersey and PTI/Rutgers have agreed to begin a certified CIO program in New Jersey beginning third quarter of 2011. Please note students do not receive college credits for this program but will have access to receiving CEU's through Rutgers University or will meet or exceed state CEU requirements.

This program is conducted by the Public Technology Institute (PTI), a national, not-for-profit member-supported organization based in Washington, D.C. PTI works with a core network of leading local government officials to identify opportunities for technology research, to share solutions and recognize member achievements, and develop best practices that address the technology management, governance and policy issues that impact local government. Through their organization and in conjunction with Rutgers University, they have developed a program that will address the following needs:

- Help keep IT professionals current on trends in leadership, business, public service, and technology;
- Provide technology leaders with the skills necessary to participate at the executive table;
- Improve quality of work and relationships;
- Provide opportunities among peers for sharing knowledge, experiences, and best practices, and
- Raise the professionalism of the technology profession.

### Offering:

Based upon 4 years of experience working with training and certification programs at the University of Florida's Florida Institute of Government, and the University of North Carolina Center for Public Technology, PTI/ Rutgers has developed its own national program. Working with PTI these institutions have created a special consortium for this very purpose with the goal of establishing national standards and common re-certification criteria.

**A. Curriculum:**

The proposed PTI-Rutgers curriculum will cover the following main topics and will be weighted accordingly as to importance and relevance:

1. Leadership	2. IT Governance
3. Strategic Planning	4. Citizen, Public & External Relations
5. Network Security & Operations	6. Contract Management
7. Human Resource Development	8. Innovation – Learning & Nurturing
9. Purchasing & Acquisition	10. Knowledge & Records Management
11. ERP	12. Ethics & Social Equity
13. Communication Technologies	14. Financial Management
15. Energy& Sustainability	

**B. Pre-requisites/Eligibility:**

In order to participate in the program, PTI/Rutgers proposes the following \*six requisites for the CIO Certification Program:

1. Minimum 7 years of private or public managerial experience in the technology field, at least three years of technology management.
2. Minimum 4-year degree from an accredited institution of higher learning.
3. Agree by signature to a self-enforced code of ethics.
4. At least one letter of support from manager/supervisor or city or county leader.
5. Completion of formal application stating why the applicant wants to enroll in this program, what he or she brings to the class, and the students’ expectations.
6. Ability to pay upon acceptance a tuition/registration of \$3,500 (no partial or incremental payments permitted). Reduced tuition is available for current members of GMIS-NJ chapter of GMIS International.

\*Perspective students may petition the program director for waiver of any of the above requirements.

**C. Class Requirements:** Total Contact Hours required are 240 hours and are categorized as follows:

1. **Actual classroom time** – includes live and on-line instruction. Monthly classes on-line; two hours per month over 10 months. (up to 26 hours) and a minimum of

three - 8 hour class (3X; 24 hours of instruction). Material covered during these interactions will include:

- Course Syllabus
- Class interactive discussions
- Guest lecturers
- Video and audio presentations and simulations

**2. Group & Individual Projects - 15 hours X 9.5 = (142.5 hours.)**

- Preparatory work prior to class sessions
- Post-work following class sessions
- Reading assignments throughout the year
- Capstone Project discussion

**3. Capstone Project - 30 hours of work**

- A major project (topic to be pre-approved) that delves into an action research project, or case study leading to a solution or remedy regarding a technology/leadership issue. Capstone projects usually are at least 30 pages in length and are to adhere to APA Style formatting.
- Students are encouraged to present their capstone project work at a GMIS International or GMIS New Jersey conference

**D. Cost of Program**

- Certification fee - \$3,500 per person
- Discounted rate for GMIS-NJ Members - \$3,000 per person

**E. Application**

- Complete CIO Certification application on next page (page 4) and return to PTI.
- Cohort classes must have a minimum of 15 students and a maximum of 20.
- Complete, sign and have sponsoring organization.
- Submit invoice for payment, which will be due by class start date.

**F. Recertification**

Certification is for a three period from date of certification. In order to maintain the CGCIO certification, students must earn 60 hours of CEU credits in each subsequent three year period following the initial certification or 20 hours per year. Credits for recertification can be earned by attending approved local, regional or national seminars and conferences, writing articles, public speaking, on-going training, attending webinars, etc.

### **G. Certification**

Upon successful completion of all requirements candidates will receive a specially framed certificate bearing the names of PTI and Rutgers University. The certification shall be referred to as CGCIO™ (Certified Government Chief Information Officer).

### **H. Attendance**

Attendance at all sessions is required in order to complete the certification course. A student who misses any part of the program has two options: one is to repeat the course or missed class at another time; two, at the discretion of the program director, a student may be allowed to make up for a class by writing a minimum ten-page paper on each and any a missed topic.

### **I. On-Line Postings**

PTI has developed a specialized web-based learning management system. This website is the place where students can receive the latest course information, special assignments, grades (when appropriate) readings, articles, and videos for viewing and or downloading.

### **J. Course changes**

PTI/Rutgers reserves the rights to make changes to the program aimed at improving both content and delivery at any time.

### **K. Required Readings**

The main textbook shall be *CIO Leadership for Cities & Counties –Emerging trends & Practices*. Additional readings, exercises, videos will be required and or reference throughout the course.