



# CONTRACT MANAGEMENT LEADERSHIP DEVELOPMENT PROGRAM

## APPLICATION FOR THE 2021–2022 Class

### PROGRAM INFORMATION

The highly competitive Contract Management Leadership Development Program (CMLDP) is designed to help develop our next generation of leaders through an intensive educational experience focused on live leadership training, mentoring and collaboration. Participants will receive, without charge, approximately 160 hours of top-quality education during this 10-month program in leadership, volunteerism, and governance. A primary goal of the program is to prepare graduates for leadership positions, armed with the tools they will need to succeed.

The ideal candidate is an NCMA member desiring a leadership role in the Contract Management Profession. Typical candidates have at least four but not more than 8 years of experience in contract management and have not yet held a supervisory or management position (or have less than 1-year experience as a supervisor and/or manager). He or she must hold a bachelor's degree, or higher, from an accredited institution. Candidates should have a strong desire to become a leader and be recommended by their employer as a top performer with a high potential for advancement who will thrive and benefit from this program.

Some points to consider during the preparation of the application:

- All responses should be clearly written and succinct. Long responses that repeat the question or are repetitive are not viewed as strong responses when compared to those that express the applicant's thoughts in a professional manner.
- We strongly encourage candidates to connect with at least one CMLDP graduate to discuss the program. To find a CMLDP graduate, reach out to your chapter or contact NCMA HQ at [cmldp@ncmahq.org](mailto:cmldp@ncmahq.org). You can also find a list of graduates on the [NCMA website](#).
- Participants are expected to exercise a high level of professionalism during the program year and after graduation. Responses should demonstrate the candidate's ability and eagerness to meet this standard.
- Candidates must demonstrate in the application how they, NCMA, their employer and the Contract Management profession will benefit by their experience.
- Candidates must be active members of NCMA at the time their applications are submitted for consideration; they must remain members throughout the program; and they must commit to maintain membership for at least two consecutive years following successful completion of the program. There is an expectation that successful graduates of the program will assume leadership positions at the chapter level and may eventually contribute to national leadership.
- Many chapters have well-established processes in place for supporting CMLDP participants. Candidates should communicate with their chapter president to fully understand the chapter's potential level of support, as well as any chapter expectations and opportunities upon graduation from the program.
- The applicant is responsible for obtaining the required recommendation letters and for ensuring all information is included in the letters as detailed in the "Application Requirements" section. Applicants are responsible for ensuring their fully completed application is delivered to NCMA no later than 11:59 PM (Eastern) on May 1, 2020.
- Above all, candidates must commit to honor and uphold the [Contract Management Code of Ethics](#) while in the program as well as throughout their careers.

For budgeting purposes, please refer to the chart on page 4. Applicants must submit their application in **one PDF document** no later than 11:59 p.m. (Eastern), **May 3, 2021** to [cmldp@ncmahq.org](mailto:cmldp@ncmahq.org). Applications submitted after the midnight May 1st deadline WILL NOT be considered. Only a **complete** application will be accepted for consideration. In the event a late or incomplete

application is submitted, the applicant will be disqualified and shall not be considered as a candidate for the 2021-2022 CMLDP class.

All applications will be screened for completeness and to ensure candidates have met the requirements described above. The top candidates will be invited to participate in a short online interview (via Zoom) with a team of senior leaders beginning in mid-June. Those selected to the CMLDP class of 2021-2022 will be notified via email in mid-August.

If you have any questions, please email [cmldp@ncmahq.org](mailto:cmldp@ncmahq.org).

### **APPLICATION REQUIREMENTS**

The following checklist is designed to assist you in providing all the required information for the program. You must provide all documents to be considered for the program.

1. Attach a letter of recommendation from your employer that clearly addresses, but is not limited to, the following information:
  - Will the employer provide financial support for related expenses (e.g., airfare, lodging, time away from the job to attend three in-person training events at various locations? (See Application paragraph 5 for details.)
  - What makes your employee an ideal candidate for this highly competitive program?
  - In addition to discussing the employee, please provide 2-3 examples of changes you desire to see in your employee upon completion of the program.
  
2. Attach a letter of support from your local NCMA chapter's president\* describing how you have been active in the chapter and how the chapter will provide volunteer opportunities for you. The chapter president's letter of recommendation should explicitly state:
  - The member will be appointed to a volunteer position to facilitate development as a future leader in NCMA.
  - The member will be invited to attend chapter board and strategic planning meetings.
  - How the candidate will be included in the chapter's leadership succession plan to meet the requirement to stay involved with NCMA for no less than two years following CMLDP graduation.

\*In the event there is no active chapter available, complete checklist item #3.
  
3. If a local chapter is not established in your area, detail a plan to meet the NCMA volunteer requirements both during the program and following CMLDP graduation for at least two years.
  
4. Attach a current résumé or CV that extends back at least six (6) years and includes work experience, educational degrees, professional certifications, leadership training, NCMA and other volunteer positions held, and career awards and recognition. Specify dates.
  
5. Answer all application questions. Writing skills count—be articulate and grammatically correct.
  
6. The entire application package must be scanned and saved as one single PDF file.



**APPLICATION**

<b>Candidate Name:</b>	<b>Employer:</b>
<b>NCMA Member #:</b>	<b>Job Title:</b>
<b>NCMA Join Date:</b>	<b>Address:</b>
<b>NCMA Chapter Name:</b>	<b>E-mail:</b>
<b>Years in the Contract Management Field:</b>	<b>Telephone:</b>
<b>NCMA Certifications (CFCM, CPCM, CCCM):</b>	
<b>What is your preferred gender identity?</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male <input type="checkbox"/> Transgender Female <input type="checkbox"/> Gender variant/nonconforming <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to answer	
<b>Please specify your ethnicity (check all that apply):</b> <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Latino, Latinx, or Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Other/Unknown <input type="checkbox"/> Prefer not to say	

**CANDIDATE EVALUATION INFORMATION**

1. What is your vision for yourself in the career field? More specifically, how will you, your employer, your chapter (or NCMA in general), and the contract management profession benefit from your involvement in and completion of the program? (Please note: If you are selected for the CMLDP, your professional development goals will be influenced based on your response to this question.)
2. To gain as much as possible from the CMLDP, students rely on one another to participate and actively contribute to the program. It is expected that you will contribute your relevant knowledge and experience. Please describe how you will add value to the program and to the value your peers may gain from your participation. In other words, what unique contribution(s) do you expect to make and how will this add value to your peers' experience in the CMLDP class?
3. If you spoke with a CMLDP graduate(s), please include the name(s) of the graduate(s) and how this discussion impacted your desire to be in the program. If you did not speak with a graduate, please explain the reasons why not.
4. How do you define or recognize leadership? Provide at least one positive example of how you have seen leadership successfully applied in the workplace.
5. Please demonstrate your understanding of the costs of participation and the source of your funding by completing the table on page 4. Please round to the nearest dollar. This item is designed to assist in planning for the financial

commitment. The figures you present may be a rough order of magnitude rather than an exact estimate. The number of days/nights for each event should be based on the [curriculum](#) as currently posted.

Event	Days / Nights	Meals	Lodging	Transportation	Total	Compensated by: (self, employer, and/or chapter)
<b>GCMS + Winter Chapter Leader Summit</b> Washington, DC December 1-2, 2021	4 nights, 3 days					
<b>Spring Training Event + National Education Seminar (NES)</b> Washington, DC area Spring 2022	3 nights, 2 days					
<b>World Congress + Summer Chapter Leader Summit</b> Chicago, IL July 17-20, 2022	4 nights, 3.5 days					

**AFFIRMATIVE SIGNATURE REQUIRED**

I hereby affirm that all the statements and information set forth herein are true and correct to the best of my knowledge. I understand that any falsification or willful misrepresentation or omission tending to mislead NCMA will forfeit my rights to participate in the Contract Management Leadership Development Program. I further understand that failure to complete assignments on time and participate in all required events may result in my removal from the program at any point during the course. I have read and understand the contents and professional implications of the [Contract Management Code of Ethics](#) (posted on the NCMA website) and by signing this application, agree to be bound by the Code of Ethics.

I also agree that if selected for this program, I will commit to completing the program in the time allotted and commit no less than two (2) consecutive years to volunteering with NCMA after graduation.

\_\_\_\_\_  
Signature (electronic signatures are acceptable)

\_\_\_\_\_  
Date