

Frequently asked Questions about the Management Development Certificate (MDC) program

Application Process

1. How do I apply?

- Obtain an application by going to our website: <http://hrm.omb.delaware.gov/training/certificate-programs.shtml> or calling the Office of Management and Budget/Human Resource Management, Statewide Training and Development, at 302-577-8977 or 302-739-1990.
- Request your supervisor's support as well as the support of your Divisions Director or higher level management.
- Complete the application and send it with your supervisor's letter of recommendation and division director's letter of endorsement to the MDC Program Manager, OMB/HRM/Training and Organization Development, Suite 134, Haslet Armory, 122 MLK Fr. Blvd., Dover, De. 19901, SLC: D430, or via email: James.Terry@state.de.us

The MDC application enrollment periods are:
January 15 - February 15 and July 15 - August 15

2. My supervisor won't approve my application. Am I still eligible to apply?

To apply and participate in this program, you need written approval as well as full cooperation and support of your supervisor.

3. Do I need a degree to apply?

No, there is no degree requirement for the MDC.

4. Do I need to be a supervisor to apply?

Yes, to apply for the MDC Program, you must have a minimum of five years of state supervisory or management experience.

However, if you have been a manager with the state for at least three years and do not have supervisory experience, completion of the Supervisory Development Certificate Program **may** substitute for two years supervisory/management experience. Please document your experience on your application.

5. What if I can't get the application completed by the end of the enrollment period? Do I have to wait for the next enrollment period?

Yes, applications for the MDC will only be accepted during the enrollment period. **However, please note that you can take most of the MDC courses without actually being enrolled in the program.** Credit for courses taken within five years of acceptance into the program can be requested once you have applied and been accepted into the program. Please obtain a copy of the Course

Summary and Assessment sample from our website and review them before you take a course. Once you have completed a course, complete the Course Summary Assessment electronic fillable form and discuss your summary with your supervisor. Keep this information until you are accepted into the program.

6. How much will the MDC program cost?

While completion of the entire MDC program will cost approximately \$400, many participants will have taken courses before being accepted into the program. Participants who have taken any of the required or elective courses up to five years before acceptance into the program can submit the Course Summary Assessments and request credit for these courses thereby reducing the overall cost of the program.

Please note that participants have five years (from being accepted into the program) to complete the program and any costs can be spread over this timeframe. Individual course fees range from \$60-\$175.

Coursework/Requirements

Please note coursework is important and so are your experiences. If you feel you need more work in any of these areas, we recommend that you take additional courses or develop these skills in other ways.

7. I've already taken several of the MDC courses; will I get credit?

Credit for courses taken within five years of acceptance into the program may be requested once you have been accepted. To obtain credit, you must complete Course Summary Assessments for each course. Keep this information until you are accepted into the program. A copy of the Course Summary Assessment fillable form and a sample are on our website.

8. I've taken courses that are similar to the required and elective courses in the program. Can I substitute these for your courses?

There are no substitutions for the course requirements or electives.

Assessment

9. What is involved in the project?

The project may be completed on an individual or team basis and will include research, analysis, and written recommendations. Project ideas can come from the participant, their agency, or projects and issues from other agencies. The participants, with approval of their supervisors, will select the project. It is recommended that participants maintain a journal during their project. Presenting recommendations and outcomes from the completed project will serve as a capstone to this certificate process.

Guidelines for the project are found on the MDC website under Related Documents, specifically MDC Program Project Proposal, Report, and Presentation Guidelines.

10. What is involved in the written report and presentation?

Once the course requirements, Course Summary Notes, project proposal, and project are completed, participants will prepare a written report. This report describes the results of the project as well as the impact the acquired competencies have made on the individual and that person's unit, division, and department.

Participants will also make a presentation outlining the results and recommendations from their individual or team project. The MDC Review Committee (a panel of representatives from different agencies, including members of their leadership team) will review the paper and presentation.

Guidelines for the report and presentation are found on the MDC website under Related Documents, specifically MDC Program Project Proposal, Report, and Presentation Guidelines.

Benefits of the Program

11. What do you mean by “significant credential for selection and promotion by OMB/HRM and other agencies?”

Completion of this program will give you necessary competencies and experiences for promotional opportunities and will be counted in the education, training, and experience rating when you apply for a state job. Completion of the program will give you needed skills and experiences for promotional opportunities as they arise.

DHSS program

12. I'm currently in the Delaware Health and Social Services (DHSS) Management Certificate program. When I complete this program will I automatically get the Management Development Certificate as well?

No, to receive the MDC you need to apply and complete all the required components of this program.

STEPS IN THE MDC PROCESS

- 1. Complete application.**
 - Obtain recommendation from supervisor
 - Obtain recommendation from Division Director or above.
 - Submit completed application to the MDC Program Manager: James.Terry@state.de.us during the enrollment period
- 2. Receive approval letter from OMB/HRM and attend MDC orientation.**
- 3. Attend the required and elective courses.**
- 4. After completion of each course, complete Course Summary assessments within 30 days after attending training and discuss with your supervisor.**
- 4. Submit completed Course Summary Assessments through the Delaware Learning Center for approval.**
- 5. Select a Project with approval of your supervisor and submit your proposal to the MDC Program manager for approval.**
- 6. Complete a project, following the *MDC Program Project Guidelines.**

The project will include research, analysis, and a written recommendation. A presentation of the completed project will serve as a capstone to this certificate process.
- 7. Prepare written report, following the *MDC Program Report Guidelines, and submit to OMB/HRM.**

The written report and presentation describe the results of the project, as well as the impact the acquired competencies have made on the individual and that person's unit, division, and department. The MDC Review Committee (a panel of representatives from different agencies, including members of the individual's leadership team) will review the paper and presentation.
- 8. Make oral presentation to the MDC Review Committee, following the *MDC Program Presentation Guidelines.**
- 9. The Certificate is awarded.**