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## GENERAL CIRCULAR NUMBER 2014-033

**DATE: December 31, 2014**

**TO: Heads of State Agencies and Human Resources Directors**

**SUBJECT: New CPTP 2015 Mandatory Training Requirements**

On July 15, 2014, the Louisiana State Civil Service Commission adopted changes to the Mandatory Supervisory Training Requirements to be effective January 1, 2015. The changes are being implemented as a result of a Needs Assessment Survey and a new Competency Model that has been introduced, which consists of five competency clusters. The new Competency Model can be found below.



All employees who become supervisors on or after January 1, 2015, will be subject to the provisions of the new Mandatory Supervisory Training Requirements. Supervisors who are already in their positions prior to January 1, 2015, will have until July 1, 2015, to complete their required training under the 2012 Minimum Supervisory Training Requirements. Supervisors who have not fully completed their required training under the 2012 training requirements by July 1, 2015, will be subject to the provisions of the new 2015 training requirements.

Please review all available resources on our website concerning the new Mandatory Supervisory Training Requirements at <http://www.civilservice.louisiana.gov/Divisions/Training/CPTPLearner/MandatoryTrainingReqs.aspx>.

If you have any questions or concerns regarding the new Mandatory Supervisory Training Requirements, please contact the CPTP office, at (225) 342-8539 or by email at [CPTPLSO.Coordinator@la.gov](mailto:CPTPLSO.Coordinator@la.gov).

Sincerely,

s/Shannon S. Templet  
Director