

FAQ for Automatic Supervisory Program Subscriptions

Which programs will now be automatically subscribed?

The automatic subscription program will only work for the CPTP Core, Group 1, Group 2, and Group 3 Supervisory Training programs.

What if my agency wants supervisors to complete the program faster than the CPTP deadlines?

While CPTP has set standard deadlines for its training programs, some agencies may want to adjust the deadlines for completion of the training requirements, mandating that their employees complete the training sooner than the proposed deadlines. CPTP understand this and encourages this. Agencies may make adjustments to set an earlier deadline. However, an agency cannot extend the due date for a program.

What happens if a supervisor is demoted or promoted to a different supervisory level during their program?

They will be auto-subscribed to the additional program(s) if they are promoted and will be unsubscribed from the appropriate program(s) if they are demoted.

Example 1: A current Group 1 supervisor is still working on completing his Core and Group 1 training requirements. He is promoted to a position that is classified as a Group 2 supervisor. He will maintain his subscription and due dates for the Core and Group 1 programs and will be auto-subscribed to the Group 2 program.

Example 2: A current Group 2 supervisor is demoted from her position into a title that is labeled a Group 1 Supervisor. She has not yet completed her Group 2 requirements, but has finished her Core and Group 1 requirements. She will be unsubscribed from her Group 2 program and will only need to complete her Continuing Education requirement going forward, unless she is promoted again.

Example 3: A current Group 2 supervisor is demoted from her position into a title that is labeled a Group 1 Supervisor. She has not yet completed any of her training requirements for Core, Group 1, or Group 2. She will be unsubscribed from her Group 2 program and will continue to work on her Core and Group 1 requirements, completing them by the already established deadline.

Can training coordinators and administrators change subscription due dates?

Yes, but only to set an earlier deadline. You cannot extend the due date for the programs.

Will this change impact any other programs like Pro Trainer?

At the present time, no. You will still need to subscribe your employees to non-supervisory programs, except for the CPTP Professional Trainer program. You will still need to contact CPTP to enroll in the Professional Trainer certificate program.

Will supervisors who are detailed into a supervisory position be automatically subscribed?

Yes. The auto-subscription program operates on the holder relationship in LEO. Therefore, it will auto-subscribe details as well.

Will the automatic subscription program apply to “paper agencies”?

Yes. Paper agencies submit their actions to SCS who then enters them into LaGov. However, the program will not auto-subscribe employees until the changes have been entered into the system.

Because of this, it is important that actions be reported to SCS in a timely manner.

Will I still be able to subscribe and unsubscribe employees to supervisory training programs?

If your employees have a personnel number (P#) no. You will no longer have the ability to subscribe or unsubscribe them to Core, Group 1, Group 2, or Group 3 training programs. Instead, the program will auto-subscribe/unsubscribe them. If your employees have H #'s, then you will still have access and will need to subscribe/unsubscribe your employees as necessary.

How do I know if my employee will be subscribed/unsubscribed by the program?

The program looks for the change date in which the employee became the holder of their position, NOT THE EFFECTIVE DATE. If the change date is before 7/1/2019 then, going forward, you will need to contact us to manually subscribe/unsubscribe the employee. If the change date is after 7/1/2019, then the program will take care of the action.

I have an employee who was job corrected into a supervisory group. Will the auto-subscription program subscribe them to the correct program?

No, job corrections have to be manually subscribed because a job correction changes the job title but there is no change in position. Therefore, you will need to contact CPTP to have them subscribed.

How do I know what an employee's change date is for their current position?

If you have access, you can run the PA20 report in the web gui, which will give you that information. If not, speak to your HR department to get the change date or to request permission to access the report.

When will the auto-subscription program pick up a change in an employee's position?

The program runs every week on Saturday and operates on a 35-day lookback. Below is a chart that shows the program run dates and the change dates that it will pick up for each date it is run.

	Chg Dts Picked up >	
	35 day lookback	
Run Date	Begin	End
9/14/2019	8/10	8/10
9/21/2019	8/11	8/17
9/28/2019	8/18	8/24
10/5/2019	8/25	8/31
10/12/2019	9/1	9/7
10/19/2019	9/8	9/14
10/26/2019	9/15	9/21
11/2/2019	9/22	9/28
11/9/2019	9/29	10/5
11/16/2019	10/6	10/12
11/23/2019	10/13	10/19
11/30/2019	10/20	10/26
12/7/2019	10/27	11/2
12/14/2019	11/3	11/9
12/21/2019	11/10	11/16
12/28/2019	11/17	11/23