

# CALCULATING 2015 MTR DUE DATES/SUBSCRIPTIONS

## GROUP 1

Hired/promoted into G1 with VALID, prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002, 2008, or 2012):

- No program subscription required
- 2015 Continuing Education requirement started 7/1/2015

Hired/promoted into G1 with CPTP CPM or CST certification:

- No program subscription required
- 2015 Continuing Education requirement started 7/1/2015

Hired/promoted into G1 with no prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002, 2008, or 2012):

- Subscribe both 2015 Core and 2015 Group 1 programs
  - Core Program has 1-year deadline; due 1 year from date of hire/promotion
  - G1 Program has 2-year deadline and is added to end of Core Program deadline; due 3 years from hire/promotion
- Continuing Education starts 7/1 of PY after G1 Program due date

Transferred/hired into G1 with prior Core completion and no break in G1 status:

- Core completion is valid
- 2015 Group 1 Program due date is still correct as it was originally subscribed (assuming done correctly)
- Continuing Education starts 7/1 of PY after G1 Program due date

Transferred/hired into G1 with prior Core completion and exit from G1 before completion of 2015 G1 Program (voluntary demotion, resignation):

- 2015 Core is valid
- 2015 G1 program requirement ended when exited from G1
- If 2015 G1 subscription still on transcript, change to reflect new hire/transfer date into new G1 job
  - 2015 G1 Program has 2-year deadline
  - Subscribe 2015 G1 due 2 years from transfer/hire date into new G1 job
- Continuing Education starts 7/1 of PY after G1 Program due date

## GROUP 2

Hired/promoted into G2 with CPTP CPM or CST certification:

- No program subscription required
- 2015 Continuing Education requirement started 7/1/2015

Hired/promoted into G2 with VALID G1 & G2 Program completions (from MTR rules 2002, 2008, or 2012):

- No program subscription required
- 2015 Continuing Education requirement started 7/1/2015

Hired/promoted/transferred to G2 with grandfathered, prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002):

- Subscribe only to 2015 G2 program
  - G2 has a 1 year deadline; due 1 year from promotion/transfer
- Continuing Education starts 7/1 of PY after G2 Program due date

Hired directly into G2 with no prior CPTP Supervisory Group 1 Program or Group 2 Program completion (from MTR rules 2002, 2008, or 2012) OR no prior 2015 Core, G1, G2 Program completions:

- Subscribe to 2015 Core, G1 & G2 programs

  - Core has 1-year deadline; due 1 year from date of hire/promotion

  - G1 has 2-year deadline and is added to end of Core; due 3 years from hire/promotion

  - G2 has 1-year deadline and is added to end of G1; due 4 years from hire/promotion

- Continuing Education starts 7/1 of PY after G2 Program due date

Hired/promoted/transferred into G2 with VALID, prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002, 2008, or 2012) OR BOTH 2015 Core and 2015 Group 1 Program completions:

- Subscribe only to 2015 G2 program

  - G2 has 1 year deadline; due 1 year from hire/promotion/transfer

- Continuing Education starts 7/1 of PY after G2 Program due date

Hired/promoted/transferred into G2 while 2015 Core and/or 2015 Group 1 program due date has not passed:

- Core & G1 due dates do not change and must be completed

- Subscribe only to 2015 G2 program

  - G2 has 1 year deadline and is added to end of 2015 G1 due date

- Continuing Education starts 7/1 of PY after G2 Program due date

Voluntarily demoted to G2 from G3 with VALID, prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002, 2008, or 2012) OR BOTH 2015 Core and G1 programs BUT NO Group 2 (prior year rules or 2015 rules):

- Subscribe only to 2015 G2 program

  - G2 has a 1 year deadline; due 1 year from voluntary demotion

- Continuing Education starts 7/1 of PY after G2 Program due date

## **GROUP 3**

Promoted/transferred to G3 with CPTP CPM completion:

- No CPTP MTR

- No Continuing Education required

Promoted/transferred into G3 with VALID, prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002, 2008, or 2012):

- No MTR required

- No Continuing Education required

Promoted/transferred to G3 with grandfathered, prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002):

- No CPTP MTR

- No Continuing Education required

Promoted/transferred to G3 with 2015 Core Program completion:

- No CPTP MTR

- No Continuing Education required

Hired/promoted directly into G3 with no prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002, 2008, or 2012) OR no prior 2015 Core completion:

- Subscribe to 2015 G3 program

  - G3 has a 1 year deadline; due 1 year from hire/promotion

- No Continuing Education required

Promoted/transferred into G3 with prior CPTP Supervisory Group 2 Program completion (from MTR rules 2002, 2008, or 2012) but NO prior Group 1 program completion (from MTR rules 2002, 2008, or 2012) or grandfathering for prior G1 Program (from MTR rules 2002)

Subscribe to 2015 G3 program

G3 has a 1 year deadline; due 1 year from promotion/transfer

No Continuing Education required

## **OTHER SITUATIONS**

### **DETAILS**

Detailed into G2 or G3 from lower supervisory job:

CPTP MTR based on home position

If home is G1, outstanding Core and G1 and CE requirements must be met

If home is G2, outstanding Core, G1, G2 and CE requirements must be met

Detailed into G1 or G2 or G3 from non-supervisory job:

MTR based on home position

No CPTP MTR

Agency directs person to complete MTR courses: subscribe using CPTP Audit Programs as appropriate

CPTP Audit Core Sup Group 2015

CPTP Audit Supervisory Group 1 2015

CPTP Audit Supervisory Group 2 2015

### **JOB APPOINTMENT**

In place in Job Appointment:

Follow CPTP MTR for group

Continuing Education starts 7/1 of PY after last program due date

### **NON-SUPERVISORY JOB TITLE**

Hired/promoted/already in place in non-supervisory group job title but does supervise:

No CPTP MTR

Agency directs person to complete MTR courses, subscribe using CPTP Audit Programs as appropriate:

CPTP Audit Core Sup Group 2015

CPTP Audit Supervisory Group 1 2015

CPTP Audit Supervisory Group 2 2015

### **UNCLASSIFIED**

Moved from classified supervisor to unclassified supervisory job:

No CPTP MTR required; remove any current subscriptions

In place in unclassified job:

No CPTP MTR

Agency directs person to complete MTR courses, subscribe using CPTP Audit Programs as appropriate:

CPTP Audit Core Sup Group 2015

CPTP Audit Supervisory Group 1 2015

CPTP Audit Supervisory Group 2

### **WAE**

In place in WAE job

No CPTP MTR

Agency directs person to complete MTR courses: subscribe using CPTP Audit Programs as appropriate

CPTP Audit Core Sup Group 2015

CPTP Audit Supervisory Group 1 2015

CPTP Audit Supervisory Group 2