

# CALCULATING 2015 MTR DUE DATES/SUBSCRIPTIONS

## GROUP 1

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

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

Hired/promoted/detailed 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/detail
  - G1 Program has 2-year deadline and is added to end of Core Program deadline; due 3 years from hire/promotion/detail
- Continuing Education starts 7/1 of PY after G1 Program due date

Transferred/hired/detailed 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/detailed 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/detail date into new G1 job
  - 2015 G1 Program has 2-year deadline
  - Subscribe 2015 G1 due 2 years from transfer/hire/detail date into new G1 job
- Continuing Education starts 7/1 of PY after G1 Program due date

## GROUP 2

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

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

Hired/promoted/detailed 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/detailed 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/detail

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

Hired/detailed 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/detail

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

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

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

Hired/promoted/transferred/detailed 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/detail

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

Hired/promoted/transferred/detailed 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/detailed to G3 with CPTP CPM completion:

No CPTP MTR

No Continuing Education required

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

No CPTP MTR

No Continuing Education required

Promoted/transferred/detailed to G3 with 2015 Core Program completion:

No CPTP MTR

No Continuing Education required

Hired/promoted/detailed 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/detail

No Continuing Education required

Promoted/transferred/detailed 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/detail

No Continuing Education required

## **OTHER SITUATIONS**

### **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/detailed/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