

CPTP Training Coordinator Support Webinar Summary for 7/7/2015

Below are the topics covered in the webinar. Should you have detailed questions regarding the topics, or need assistance, please contact CPTP at (225)342-8539 or at CPTPLSO.Coordinator@la.gov.

- Continuing Education
 - List of 15-16 Continuing Education classes can be found
 - CPTP Website
 - <http://www.civilservice.louisiana.gov/Divisions/Training/CPTPLearner/2015ContinuingEducation.aspx>
 - Course Catalog in LEO
 - [Course Catalog](#) > [Comprehensive Public Training Program](#) > [CPTP Supervisory Groups](#) > CPTP Continuing Education 15-16
 - One course per performance year (7/1/15-6/30/15) is required
 - Each course gives two quals
 - Course qual
 - CPTP Cont Ed 2015 qual (this qual is used to track compliance)
 - CE-Qual is received only once on transcript, and is non-expiring
 - Continuing Education Requirement applies to
 - Group 1 and Group 2 Supervisors who
 - have completed their Mandatory Training Requirements (under any year or rule) AND
 - are passed their due date for MTR completion
 - Ex – Marcy completed her Group 1 requirements under the 2012 rule – She is required to complete a continuing education class.
 - Ex – Mark has completed Core and G1 under the 2015 rules. His due date for G1 completion is actually 2/1/18 so he is ahead of the game. Mark is NOT REQUIRED to complete any continuing education classes until Performance Year 18-19.
 - Group 3 Supervisors have no continuing education requirements.
- Course Information
 - New Courses Released
 - Customer Service 2: Customer Relationship Management WBT
 - Adult Learning Principles WBT
 - Train the Trainer Basic ILT
 - Both Adult Learning Principles and the Train the Trainer Basic course are part of the upcoming Master Trainer Certificate.

