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DATE: July 1, 2019

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: CPTP Continuing Education Courses for Performance Year 2019-2020

The State Civil Service Comprehensive Public Training Program (CPTP) is pleased to announce that the list of continuing education courses for Performance Year 2019-20 is now available in CPTP's catalogue on LEO, and on the SCS website [here](#), by clicking "By Program". According to Civil Service Rule 25.2, all classified state supervisors are required to complete Mandatory Training Requirements, which include a continuing education component for supervisors who have completed their respective programs. As in previous years, these supervisors must complete one of the continuing education courses from the list CPTP provides between the dates of July 1, 2019 and June 30, 2020. An explanation of the requirement, as well as a listing of the courses, can also be found in the attached infographic.


If you have questions regarding the continuing education courses, or any of CPTP's offerings, please contact the Talent Development Division at SCS at (225) 342-8539.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director

CPTP Continuing Education Courses PY 2019-2020

The following courses will satisfy the CPTP Continuing Education requirement under the 2015 Mandatory Supervisory Training Requirements. Learners may take any one of the courses below to earn the credit.



Competency Basics WBT

Dealing with Difficult People WBT

Employee Life Cycle WBT

Delegating Effectively WBT

Disability Awareness WBT

Communicating Top-Down Messages WBT

Disability Etiquette WBT

Situational Leadership 3 ILT

Cubicle Etiquette WBT

Emotional Intelligence 3 ILT

The continuing education qualification will only be imparted beginning July 1, 2019 through June 30, 2020. If the course is taken prior to July 1, 2019, the learner will only receive the course qualification and not the continuing education qualification. CPTP will not add continuing education qualifications for learners who completed the course prior to July 1, 2019.