



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: CPTP Continuing Education Courses for Performance Year 2020-2021

The State Civil Service Comprehensive Public Training Program (CPTP) is pleased to announce that the list of continuing education courses for Performance Year 2020-21 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, 2020 and June 30, 2021.

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

- Conflict Management WBT
- Emergency Preparedness WBT
- Competency Basics WBT
- Understanding and Managing Anger WBT
- Conducting Effective Meetings WBT

The continuing education qualification will only be imparted beginning July 1, 2020 through June 30, 2021. If the course is taken prior to July 1, 2020, 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, 2020.

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