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DATE: February 5, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Cybersecurity Awareness Training Reporting Requirements

Please be reminded that the reporting deadline for state agency heads to submit Cybersecurity Awareness Training course completion details is **March 31, 2026**.

State Civil Service offers a web-based training titled CPTP SCS Cybersecurity Awareness, which satisfies the requirements of [Act No. 155](#) of the 2020 Regular Legislative Session. This Act mandates that state and local agencies ensure employees, elected officials, and contractors with access to state IT systems complete Cybersecurity Awareness training.

Availability

The course is available in LaGov Learning using the search term Cybersecurity and is also available for download for those state agencies employing contractors or governmental units without access to LaGov Learning. One download is allowed per IP address. Downloaders may then place the downloaded course on their intranet, LMS, or may make and distribute copies within the organization. The course may not be placed on a public-facing portal.

To request a download link for CPTP SCS Cybersecurity Awareness, please complete the download request form located [here](#) and email it to SCS-CPTP@civilservice.la.gov.

Reporting

Act 155 requires state and local agencies to identify employees or elected officials who have access to the agency's information technology assets. Anyone with such access is required to complete the training, including any contractors who may have access to state information technology (IT) systems. New employees shall complete the training within 30 days of initial service or employment with the agency.

State agency heads are required to annually confirm that Cybersecurity Awareness training has been completed and to report the results to State Civil Service. These reports are due by March 31 of each year for the prior calendar year and should include all training completions for employees and contractors. The upcoming reporting deadline is March 31, 2026, for completions in 2025.

Please ensure the report includes the following details:

- Employee name
- Personnel number
- Completion date
- A certification statement signed by the agency head confirming the accuracy of the report

Reports should be sent to SCSInfo@civilservice.la.gov.

If you have any questions regarding the course or the reporting process, please contact [Dr. Dana LeBherz](#), Learning, Performance, and Culture Division Administrator.

Sincerely,

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