

If I have already taken a class that meets the new MTR's do I need to take it again?

No, unless the credit for the class is old enough that it appears in the history table of your legacy training transcript. That is the section titled “**Comprehensive Public Training Program (CPTP) completions prior to 10/31/2011.” If this is the case, you will have to retake the class, as our course content has been updated in that timeframe.

I was given a CST and/or a CPM exemption for the previous supervisory training requirements. Do I need to complete the new MTR's?

No. Since you were given an exemption for the previous requirements, you are grandfathered into the new MTR's. You will only have to complete the continuing education requirement beginning 7/1/2015.

Does the credit for completion of a supervisory training program transfer from agency to agency?

Yes.

If I am promoted to a Group 2 supervisor, do I need to complete the Core and Group 1 training programs or just the Group 2?

Revised Answer: You must complete all three training programs unless you have credit on your legacy transcript or your Learning History for the “CPTP Supervisory Group 1 Program.” When promoted to G2 (without prior G1 completion), in addition to your G2 Program you are required to complete the Core and G1 Programs, unless you have already completed them. ****NOTE:** In LaGov Learn, the Core and Group 1 programs will be included in your Group 2 Program. For example, if you have finished Core Program but not G1, you do not retake Core; you must complete G1 and G2 programs. Also, if you have the “CPTP Supervisory Group 1 Program” completion, you do not do Core or Group 1 Program. If you were working on Core and G1 Programs when you are promoted to G2, you must finish those. Your due date for Core and G1 Programs will not change.

I've been promoted to Group 3. What are my requirements?

Your requirement for Group 3 is the Group 3 Program, which consists of five web courses but no capstone. For G3 supervisors who have credit for the CPTP Supervisory Group 1 Program, no program subscription is necessary. Furthermore, Group 3 supervisors are exempt from the continuing education requirement.

I was in Group 1 and subscribed to Core and G1 Programs. I finished my Core Program but not the G1. I recently promoted to G3. Do I have to finish the G1 Program?

No! Since you completed Core Program, you have met your requirements for G3.

Since I have that Core Program completion, do I still get subscribed to G3 Program?

You will be subscribed to the G3 Program. The automatic follow-up job in LaGov Learn should follow-up your G3 Program with a completion within a day or so.

I have moved from a classified supervisory position to a non-supervisory position. Do I have to complete my mandatory training requirements?

No.

If I am a supervisor but not in a supervisory group, am I subject to the new MTR's?

No. However, we highly encourage all of our supervisors and employees to participate in training. Your department/agency/supervisor may require it!

If a Group 2 supervisor has finished the 2012 Group 1 requirements, but not the 2012 Group 2 requirements, are they required to complete the MTR's for both Groups 1 and 2?

No, the Group 2 supervisor will only have to complete the Group 2 MTR's.

Who does the continuing education requirement apply to?

All supervisors in Groups 1 and 2 are required to complete the continuing education requirement, regardless of when they completed their training requirements.

Does the Continuing Education requirement apply to Group 3 supervisors?

No.

I earned the CMP certification. Does the continuing education requirement apply to me?

Yes.

When does the continuing education requirement go into effect?

For supervisors who have already completed their 2002, 2008, or 2012 training requirements, the continuing education requirement goes into effect on 7/1/2015. For new supervisors under the current MTR's, the continuing education requirement starts as soon as you are promoted to a supervisory position.

Where can I find the list of continuing education courses?

You can find the list either in LaGov Learn or on the CPTP website.

From LaGov Learn: Select the SCS CPTP Continuing Education link located in the Featured course box on your learning home page. It will open to a page that contains the list of courses.

From CPTP Website: The CPTP website brings you to the home page that has the multi-colored tiles. Below those tiles is a list sorted By Program. The first item in that list is the link to the

Continuing Education list. Each PY, CPTP will provide a new list of courses for CE. The courses will display a different PY in the qual. Ex: Continuing Education PY 23-24.

Do I have to complete one program before I can start working on another?

As of May 2024, yes. You must complete the Core program prior to the Group 1 or Group 2 programs. Likewise, Group 1 must be completed before you begin the Group 2 program. Because of this, it is important to be mindful of the individual program deadlines.

While the programs must be taken in order (Core>Group 1>Group 2) the courses within each program may be taken in any order. The only stipulation is that the prerequisites for each program must be completed before registering for that program's capstone.

Please note, that while the prerequisites for each program can be taken in any order, the virtual capstone workshops must be taken in sequential order.

Do I need to take all courses in the program before taking the Capstone?

Yes. However, the courses within the program do not have to be taken in any particular order.

I see that the Core, Groups 1 and 2 training programs end with a Capstone course. Is this the same course for each program?

No. The Capstone is different for each of the three programs. The course covers the information addressed in course prerequisites for that program.

How long do I have to complete the mandatory training requirements?

Core has a 6-month program deadline; G1 has a 2-year program deadline; G2 has a 4-year program deadline.

Example 1: Jordan is hired directly into a Group 1 position on 10/15/2023. Jordan will be subscribed as follows:

2015 Core Program with a due date of 4/14/2024

2015 Group 1 Program with a due date of 10/14/2025

EXAMPLE 2: Jim is hired as a Group 2 Supervisor on 3/1/2023. He will be subscribed to:

Core Program with a due date of 8/30/2023

2015 Group 1 Program with a due date of 2/28/2025

2015 Group 2 Program with a due date of 2/28/2027

EXAMPLE 3: Sam has finished his Core and Group 1 requirements. He is promoted to a Group 2 position on May 1, 2023. His due date for Group 2 completion is April 30, 2027.

I am a Group 1 supervisor but have been detailed into a Group 2 position. Am I required to complete the Group 2 requirements?

Yes, due to a policy change in August of 2019, the mandatory training requirements follow the position you are currently working in, including detailed positions. You are required to complete mandatory training requirements for a position that you've been detailed into, just as you would if it were your permanent position.

I just recently was detailed to Group 3. My home position is G2. Am I done with G1 and 2?

The answer to the first part of this question is yes. Upon detail into Group 3 you will only be required to take the 5 web-based Core prerequisite courses. Once the detail ends and you return to your home position, you will be re-subscribed to uncompleted supervisory programs.

I am a WAE. Do I have to do CPTP mandatory training?

No!

I am in a Job Appointment. Do I have to do CPTP mandatory training?

Yes!

I am an unclassified supervisor. Which training group do I fall under?

None! Unclassified supervisors are encouraged, but not required, to complete any of the mandatory supervisory training requirements.

I am a program manager. I am not in a supervisory group, but I do supervise. My agency wants me to do the supervisory courses that our other supervisors have to complete. Do I have to do those?

While CPTP Mandatory Training Requirements do not apply to you, yes, your department, agency, or even your supervisor can require you to complete training they choose. If you will be required to complete the supervisory training employees in supervisory groups 1 and 2 must take, you may be assigned to our Audit Programs. Those programs duplicate the Core, G1 and G2 Programs. However, since you are not in a supervisory group job title, you cannot earn completion for mandatory training requirements that don't apply to you.

Following the question above, what happens if I move into a supervisory group job after I complete Audit Core?

If the rules have not changed, you will be subscribed to the Core Program with a due date 6 months from your date of promotion and you will automatically have a completion for that program. You will also be subscribed to Group 1 with a due date 2 years beyond your promotion/hire date and you'll have to complete that program.

If the MTRs have changed when you promote, you'll have to meet the requirements in place at that time.

I am an unclassified supervisor. My agency wants me to do the supervisory courses that classified supervisors have to complete. How does this work for me?

While CPTP Mandatory Training Requirements do not apply to you, your department, agency, or even your supervisor can require you to complete training they choose. If you will be required to complete the supervisory training classified supervisors must take, you will be subscribed to our Audit Programs. Those programs duplicate the Core, G1 and G2 Programs. However, since you are not in a classified supervisory group job title, you cannot earn completion for mandatory training requirements that don't apply to you.

If you move into a classified supervisory group 1 or 2 job, if the rules have not changed, when you are subscribed to the appropriate MTR programs, any Audit program credits will apply. If the MTRs have changed, you will be required to complete the MTRs in place at the time of the new job.

I promoted to Supervisory Group 3 in November 2012 and was considered complete for my supervisory training under the current rules since I had completed Group 1. In March 2017 I voluntarily demoted to a position in Group 2. Will I need to complete Group 2 now since I never did it while I was in Group 3 or before?

YES! You are still under the current MTRs. As a Group 2 supervisor, the requirements for you include Group 2 Program as well as Core and Group 1 if you had not previously completed them. Since you completed Group 1 MTRs under prior year rules, you will not have to do Core and Group 1 Programs; but will have to complete Group 2 Program. You will have four years from the date of promotion to complete your G2 Program.

I promoted to a job in Supervisory Group 1 in February 2016. I was subscribed to Core and Group 1 Programs. I finished my Core program in December 2016 and started working on my Group 1 courses. This month, April 2017, I promoted to a Group 3 job. Do I have to complete the Group 3 courses?

A Core Program completion will meet the requirements for Group 3.

I was in a G1 job and rolled under the current rules on 7/1/15. My Core was due 6/30/16 and G1 due 6/30/18. I finished Core 8/20/15. On 9/1/2016, I resigned (*NOTE: voluntarily demotion will have the same result for this example*). On 2/20/2017, I was rehired (*or promoted if using the voluntary demotion example*) to a G1 job again. Is my Core valid or do I need to repeat? What is my G1 deadline?

Your Core Program is valid and does not need to be repeated. The G1 Program has a 2-year deadline. In this instance, since there was a separation prior to the G1 deadline, your old G1

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subscription would be removed. Your new deadline will be 2 years from your rehire/promotion date of 2/20/17. Your new G1 Program due date is 2/19/2019.