

## CPTP Training Coordinator Support Webinar Summary for 6/2/2015

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](mailto:CPTPLSO.Coordinator@la.gov).

- LEO Tips, Tricks, and Updates
  - How to pull the Program Participation Report
  - LEO Update
    - Students will no longer have to wait for supervisor's approval to attend a class
      - Supervisors will still be notified regarding enrollments and no-shows, but will no longer need to approve attendance
  - How to Unsubscribe Learners from Programs
  - How to use the Course Information Report to search by city
  - Finding a class in LEO
  
- Mandatory Training Requirement Questions
  - Promotions/Hires after Jan. 1, 2015 and their 2015 training requirements
    - Promoted/Hired from non-supervisory to G1
      - Subscribe to Core with a due date 1 year past promotion
      - Subscribe to G1 with a due date 3 years past promotion
    - Promoted/Hired from non-supervisory to G2
      - Subscribe to Core with a due date 1 year past promotion
      - Subscribe to G1 with a due date 3 years past promotion
      - Subscribe to G2 with a due date 4 years past promotion
    - Promoted/Hired to G3
      - Subscribe to 2015 G3 program with a due date 1 year past promotion if no Group 1 Program completion
    - Promoted from G1 to G2
      - If G1 finished under any rules, subscribe to G2 with a due date 1 year past promotion
      - If G1 not finished by 6/30/2015, subscribe to
        - Core, with a due date 1 year past promotion
        - G1, with a due date 3 years past promotion
        - G2, with a due date 4 years past promotion
  - Continuing Education requirement is only applicable to Groups 1 and 2. Group 3 supervisors have no continuing education requirement

- CE courses taken before July 1<sup>st</sup> will not be credited with Cont. Ed qual and not meet requirement
- Trainings prior to 10/31/2011 will not count toward completion of the 2015 Mandatory Training Requirements
- Course Information
  - Course Confusion: Keep in mind that there is a supervisory and an HR version of Leave Management. We've included disclaimers in the descriptions. If you advise supervisors, be sure to tell them to take the Leave Management course NOT designated as HR
  - New courses available in LEO and courses coming
    - New and Revised Customer Service Overview WBT
    - New Course: Conducting SWOT Analysis WBT
  - Survey Monkey
    - CPTP will now use survey monkey links to get and track feedback on all CPTP courses moving forward