

# CPTP Training Coordinator Webinar

**November 5, 2019**

Guest: Taryn Miceli

## Course Recruitment

- Send flyers
- Course recruitment slides to see which course may cancel
- Won't cancel two Capstones back to back
- Group 2 Capstone on 11/7 and 11/8 may cancel; decision will be made today or tomorrow

## Reminders

- Continue to remind employees to take their PSH & Ethics to avoid the end of the year rush
- Two PSH courses for supervisors
- Problem with credit for PSH, wait 24 hours before contacting us
- Please print the certificate

## LaGov Team Update

- Redesigned LaGov Password Maintenance-October 15, 2019
- Required for all LaGov/LEO users
- Encountered when you change your password
- Encouraged to save the verification email prior to needing a password reset

## Tips

- Verification email is not automatic
- Verification email is a one-time set up process
- Read the screens presented

## Annual Mandatory Training Reminders

- Were sent to employees in October
- Will be sent to employee and supervisor in December
- Don't wait to store verification email

## Training Coordinator Tips for Users

- No payroll Monday and Tuesday and the first of the month
- Overnight jobs do not run on payroll Monday and Tuesday
- Allow training page to refresh before closing out
- Always print certificate
- Log out completely
- Encouraged to complete early

### Verification Email

- To receive info to reset password in LEO
- Access quickly and easily

### TC Mailbag

- Credit for Ethics is done by the LEO Team
- CPTP does not add credit for Ethics, ORM Bloodborne Pathogens, and Defensive Driving courses; Training Coordinators will need to submit a LEO help desk ticket for employees to get credit
- LEO Team will request a copy of the certificate

### Congratulations to the Pro-Trainer Certificate recipients

- Austin Bachman – OSP
- Natanya Baines – LSUHSC-NO
- Tammy Boone – LWC
- Douglas Bordelon – DEQ
- Cheri Crain – OSP
- Lynn Godwin - OSP
- Shelly Hebert – LWC
- Kathryn Honeycutt – LDH
- Laura Jackson – Elderly Affairs
- Gregory Waldron – DEQ