



**Byron P. Decoteau, Jr., Director**

Post Office Box 94111  
Baton Rouge, LA 70804-9111  
225.342.8274  
[scsinfo@la.gov](mailto:scsinfo@la.gov)  
[civilservice.la.gov](http://civilservice.la.gov)

## GENERAL CIRCULAR NUMBER 2021-030

---

**DATE:** July 9, 2021

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** CPTP Continuing Education Courses for Fiscal Year 2021-2022

---

The State Civil Service Comprehensive Public Training Program (CPTP) is pleased to announce that the list of continuing education courses for Fiscal Year 2021-22 is now available in CPTP's catalog 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, 2021 and June 30, 2022.

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.

- **SCS Comp Judgment WBT** – This course discusses the competency of Judgment, which is one of the State 9 Competencies within the SCS Competency Framework.
- **SCS Comp Values Diversity WBT** – This course discusses the competency of Values Diversity, which is one of the State 9 Competencies within the SCS Competency Framework.
- **SCS Comp Initiative WBT** – This course discusses the competency of Initiative, which is one of the State 9 Competencies within the SCS Competency Framework.
- **SCS Comp Results Oriented WBT** – This course discusses the competency of Results Oriented which is one of the State 9 Competencies within the SCS Competency Framework.
- **Adapting to Change WBT** – This course will give you strategies to help you deal with, accept, and ultimately, thrive during the change process.
- **Change Management WBT** – This course will give you strategies to help you implement, manage, and sustain change within your area.

- **Developing Effective Teams 1 WBT** – This course will help you to recognize each feature of communications and will provide you with tips to help you reach maximum communication potential.
- **Developing Effective Teams 2 WBT** – This course will help you identify your personality preferences as well as the preferences of your team members.

The continuing education qualification will only be imparted beginning July 1, 2021, through June 30, 2022. If the course is taken prior to July 1, 2021, the learner will only receive the course qualification and not the continuing education qualification.

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