

CALCULATING MTR DUE DATES/SUBSCRIPTIONS

GROUP 1

Hired/promoted/detailed into G1 with VALID, prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002, 2008, or 2012):

- No program assignment required (NOTE: if shown as “due” by system please contact CPTP)
- 2015 Continuing Education requirement started upon promotion

Hired/promoted/detailed into G1 with CPTP CPM or CST certification:

- No program assignment required (NOTE: if shown as “due” by system please contact CPTP)
- 2015 Continuing Education requirement started upon promotion

Hired/promoted/detailed into G1 with no prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002, 2008, or 2012):

- Assigned 2015 SCS CPTP Group 1 Supervisory program (contains Core and Group 1 Programs)
 - Core Program has 6-month deadline; due 6 months from date of hire/promotion/detail
 - G1 Program has 2-year deadline and is due 2 years from hire/promotion/detail
- Continuing Education starts upon promotion

Transferred/hired/detailed into G1 with prior Core completion and no break in G1 status:

- Core completion is valid
- 2015 Group 1 Program due date is still correct as it was originally assigned
- Continuing Education starts upon promotion

Transferred/hired/detailed into G1 with prior Core completion and exit from G1 before completion of 2015 G1 Program (voluntary demotion, resignation):

- 2015 Core is valid
- 2015 G1 program requirement ended when exited from G1
- Will be assigned 2015 SCS CPTP Group 1 Supervisory Program due 2 years from transfer/hire/detail date into new G1 job
- Continuing Education starts upon promotion

GROUP 2

Hired/promoted/detailed into G2 with CPTP CPM or CST certification:

- No program subscription required (NOTE: if shown as “due” by system please contact CPTP)
- 2015 Continuing Education requirement started upon promotion

Hired/promoted/detailed into G2 with VALID G1 & G2 Program completions (from MTR rules 2002, 2008, or 2012):

- No program subscription required (NOTE: if shown as “due” by system please contact CPTP)
- 2015 Continuing Education requirement started upon promotion

Hired/promoted/transferred/detailed to G2 with grandfathered, prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002):

- Assigned to the 2015 SCS CPTP Group 2 Supervisory Program (Contains Core, Group 1, and Group 2 programs; NOTE: if Core or G1 shown as “due” by system please contact CPTP)
 - G2 has a 4-year deadline; due 4 years from promotion/transfer/detail

Continuing Education starts upon promotion

Hired/detailed directly into G2 with no prior CPTP Supervisory Group 1 Program or Group 2 Program completion (from MTR rules 2002, 2008, or 2012) OR no prior 2015 Core, G1, G2 Program completions:

Assigned to the 2015 SCS CPTP Group 2 Supervisory Program (Contains Core, Group 1, and Group 2 programs)

Core has 6-month deadline; due 6 months from date of hire/promotion/detail

G1 has 2-year deadline; due 2 years from hire/promotion/detail

G2 has 4-year deadline; due 4 years from hire/promotion/detail

Continuing Education starts 7/1 upon promotion

Hired/promoted/transferred/detailed into G2 with VALID, prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002, 2008, or 2012) OR BOTH 2015 Core and 2015 Group 1 Program completions:

Assigned to 2015 SCS CPTP Group 2 Supervisory Program (Contains Core, Group 1, and Group 2 programs;

NOTE: if Core or G1 shown as "due" by system please contact CPTP)

G2 has 4-year deadline; due 4 years from hire/promotion/transfer/detail

Continuing Education starts upon promotion

Hired/promoted/transferred/detailed into G2 while 2015 Core and/or 2015 Group 1 program due date has not passed:

Core & G1 due dates will be recalculated using the new promotion/hire/transfer/detail date.

Assigned to G2

G2 has 4 year deadline that is calculated from the date of promotion/hire/transfer/detail

Continuing Education starts upon promotion

Voluntarily demoted to G2 from G3 with VALID, prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002, 2008, or 2012) OR BOTH 2015 Core and G1 programs BUT NO Group 2 (prior year rules or 2015 rules):

Assigned to 2015 SCS CPTP Group 2 Supervisory Program (Contains Core, Group 1, and Group 2 programs;

NOTE: if Core or G1 shown as "due" by system please contact CPTP)

G2 has a 4-year deadline; due 4 years from voluntary demotion

Continuing Education starts upon promotion

GROUP 3

Promoted/transferred/detailed to G3 with CPTP CPM completion:

No CPTP MTR

No Continuing Education required

Promoted/transferred/detailed into G3 with VALID, prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002, 2008, or 2012):

No MTR required

No Continuing Education required

Promoted/transferred/detailed to G3 with grandfathered, prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002):

No CPTP MTR

No Continuing Education required

Promoted/transferred/detailed to G3 with 2015 Core Program completion:

No CPTP MTR

No Continuing Education required

Hired/promoted/detailed directly into G3 with no prior CPTP Supervisory Group 1 Program completion (from MTR rules 2002, 2008, or 2012) OR no prior 2015 Core completion:

Complete the 5 web-based courses from the Core Program

No Continuing Education required

Promoted/transferred/detailed into G3 with prior CPTP Supervisory Group 2 Program completion (from MTR rules 2002, 2008, or 2012) but NO prior Group 1 program completion (from MTR rules 2002, 2008, or 2012) or grandfathering for prior G1 Program (from MTR rules 2002)

Complete the 5 web-based courses from the Core Program

No Continuing Education required

OTHER SITUATIONS

JOB APPOINTMENT

In place in Job Appointment:

Follow CPTP MTR for group

Continuing Education starts upon promotion

NON-SUPERVISORY JOB TITLE

Hired/promoted/detailed/already in place in non-supervisory group job title but does supervise:

No CPTP MTR

Agency directs person to complete MTR courses, assign using CPTP Audit Programs as appropriate:

SCS CPTP Audit Core Sup Group 2015

SCS CPTP Audit Supervisory Group 1 2015

SCS CPTP Audit Supervisory Group 2 2015

UNCLASSIFIED

Moved from classified supervisor to unclassified supervisory job:

No CPTP MTR required

In place in unclassified job:

No CPTP MTR

Agency directs person to complete MTR courses, assign using CPTP Audit Programs as appropriate:

SCS CPTP Audit Core Sup Group 2015

SCS CPTP Audit Supervisory Group 1 2015

SCS CPTP Audit Supervisory Group 2 2015

WAE

In place in WAE job

No CPTP MTR

Agency directs person to complete MTR courses, assign using CPTP Audit Programs as appropriate:

SCS CPTP Audit Core Sup Group 2015

SCS CPTP Audit Supervisory Group 1 2015

SCS CPTP Audit Supervisory Group 2 2015