

FAQ for Automatic Supervisory Program Subscriptions

Which programs will now be automatically subscribed?

Employees will be automatically assigned to the Group 1 and Group 2 Supervisory training programs if they are in a position that falls in either supervisory group.

What if my agency wants supervisors to complete the program faster than the CPTP deadlines?

While CPTP has set standard deadlines for its training programs, some agencies may want to adjust the deadlines for completion of the training requirements, mandating that their employees complete the training sooner than the proposed deadlines. CPTP understand this and encourages this. Agencies may make adjustments to set an earlier deadline. However, an agency cannot extend the due date for a program.

What happens if a supervisor is demoted or promoted to a different supervisory level during their program?

They will be automatically assigned to the new program(s) if they are promoted and will be removed from the appropriate program(s) if they are demoted.

Example 1: A current Group 1 supervisor is still working on completing his Core and Group 1 training requirements. He is promoted to a position that is classified as a Group 2 supervisor. He will assigned to the G2 program and his Core and G1 due dates will be recalculated.

Example 2: A current Group 2 supervisor is demoted from her position into a title that is labeled a Group 1 Supervisor. She has not yet completed her Group 2 requirements, but has finished her Core and Group 1 requirements. She will be unsubscribed from her Group 2 program and will only need to complete her Continuing Education requirement going forward, unless she is promoted again.

Example 3: A current Group 2 supervisor is demoted from her position into a title that is labeled a Group 1 Supervisor. She has not yet completed any of her training requirements for Core, Group 1, or Group 2. She will be unsubscribed from her Group 2 program and will be assigned to the Group 1 program (contains both Core and Group 1) to continue to work on her Core and Group 1 requirements, completing them by the established deadline.

Can training coordinators and administrators change subscription due dates?

Yes, but only to set an earlier deadline. You cannot extend the due date for the programs.

Will this change impact any other programs like Pro Trainer?

At the present time, no. You will still need to assign your employees to non-supervisory programs, except for the CPTP Professional Trainer program. You will still need to contact CPTP to enroll in the Professional Trainer certificate program.

Will supervisors who are detailed into a supervisory position be automatically assigned?

Yes. LaGov Learn will assign supervisors the appropriate supervisory training for their positions.

Will the automatic subscription program apply to “paper agencies”?

Yes. Paper agencies submit their actions to SCS who then enters them into LaGov. However, the program will not assign employees until the changes have been entered into the system. Because of this, it is important that actions be reported to SCS in a timely manner.

Will I still be able to assign employees to supervisory training programs?

The system will automatically assign employees to the appropriate supervisory training program based on their position number.

How do I know if my employee will be subscribed/unsubscribed by the program?

Once a position change is made in the system, the impacted employee will be assigned to the corresponding supervisory training group.

I have an employee who was job corrected into a supervisory group. Will the system assign them to the correct program?

No, job corrections have to be manually assigned because a job correction changes the job title but there is no change in position. Therefore, you will need to contact CTP to have them subscribed.

How do I know what an employee's change date is for their current position?

If you have access, you can run the PA20 report in the web gui, which will give you that information. If not, speak to your HR department to get the change date or to request permission to access the report.

When will the auto-subscription program pick up a change in an employee's position?

The system should pick up the change within a few days.