CPTP Training Coordinator Webinar
February 5, 2019

Updates

- **Supervisory MTR Scheduling**
    - Class schedule is up to April in LEO
    - Use calendar on CPTP website for course dates and locations

- **Prebookings**
    - Prebooking is important to evaluate the need for courses
    - If many people prebook, we may add an additional class

- **Core, Group1, & Group 2 Capstone**
    - Each capstone outside of Baton Rouge is scheduled 3 times per year
    - Don't wait to take your capstones; encourage as soon as possible
    - Capstone are spread out
    - No capstones will be cancelled back to back
    - We cannot enroll until all prerequisites are done
    - We cannot make the 2 year requirement shorter; though your agency can
    - Be aware of promotion dates
    - You can change subscription dates to an earlier date, but not a later date. Should do you do, you will need to keep track of original due date.
    - Each city's standard schedule for capstones will be added to the CPTP website

- **Alexandria/Pineville**
    - **Core**
        - January, May, September
    - **Group 1**
        - April, August, November
    - **Group 2**
        - March, July, October

- **Baton Rouge Capstones**
    - **Core**
        - 1 each month
    - **Group 1**
        - January, March, June, July, August, September, October, December
    - **Group 2**
        - February, May, July, November

- **Bossier City/Shreveport Capstones**
  - **Core**
    - January, June, October
  - **Group 1**
    - February, July, November
  - **Group 2**
    - April, August, December
- **Hammond**
  - **Core**
    - February, May, December
  - **Group 1**
    - April, August, November
  - **Group 2**
    - January, June, September
- **Lafayette**
  - **Core**
    - March, June, December
  - **Group 1**
    - February, August, November
  - **Group 2**
    - April, July, October
- **Lake Charles**
  - **Core**
    - January, May, September
  - **Group 1**
    - April, July, September
  - **Group 2**
    - February, June, November
- **Monroe**
  - **Core**
    - March, July, December
  - **Group 1**
    - January, May, November
  - **Group 2**
    - February, June, September
- **New Orleans Area**
  - **Core**
    - January, June, September, November
  - **Group 1**
    - February, July, October
  - **Group 2**
    - March, August, December

- **Success Series Webinar**
    - February 21, 2019
    - Topic: Your Professional Image
    - 3rd Thursday of each month
    - Register on website

- **Downloadable link for Preventing Sexual Harassment 2019**
    - If you choose to access download, we do not have the resources to add credit to transcripts
    - We do not track this training for employees
    - If you take this course in LEO, we give credit; if not in LEO, we do not give credit
    - There is no requirement to complete Preventing Sexual Harassment in LEO