

# CPTP Training Coordinator Webinar

September 12, 2017

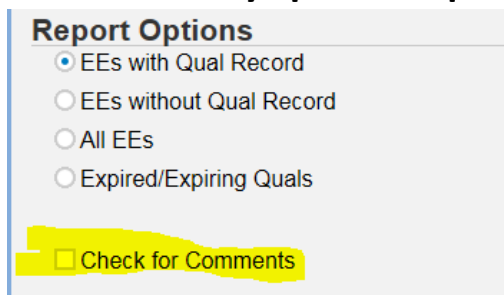
## UPDATES:

### Website changes: Training Requirements tile

- New flowchart created as result of your feedback
  - CST Certificate > old CPTP certificate: Certificate in Supervisory Techniques
  - CPM Certificate > old CPTP certificate: Certified Public Manager
  - “Valid” is critical wording >
    - There is the possibility the completion was applied in error
    - If invalid completion on transcript, it will be removed
- Keeping original infographic but removing as opening page
- Infographic and flowchart will be seen as thumbnails
- Two new documents will be added after the FAQs
  - MTRs by Group
  - Calculating subscription due dates/deadlines
- FAQ's will be organized into an outline with an index

\*TC asked how to know if someone grandfathered.

- Does not show on transcript. There should be Comment on the qual record. Always pull the qual report with that option checked



The image shows a screenshot of a web form titled "Report Options". It contains four radio button options: "EEs with Qual Record" (which is selected), "EEs without Qual Record", "All EEs", and "Expired/Expiring Quals". Below these options is a checkbox labeled "Check for Comments", which is currently unchecked. The text "Check for Comments" is highlighted in yellow.

## LEO UPDATES

- LEO new look coming soon
  - Announcement Monday on LEO home page
  - Link to YouTube video outlining changes
  - Put in a help desk ticket if your agency can't view YouTube

- **PSH & Ethics annual training**
  - **Annual fall reminder-early October for PSH & Ethics**
  - **Large agencies should stagger reminders**
  - **Don't send reminder on payroll Monday and Tuesday**
  - **Encourage employees to get these done as soon as possible**
  - **Nothing can be done if system locks up if you're late**
  - **Not required to do training in LEO**
  - **Important for Training Coordinators to pull report on everyone**

## **CERTIFICATES**

- **Do not use nicknames, short versions of names, etc. on PSH/Ethics certificates**
- **If sending request for adding qual, include P/H ID**

## **SUCCESS SERIES WEBINAR**

- **Next webinar on September 21, 2017**
- **Topic: Dealing with Change**

## **SPLIT DEADLINE SCENARIO**

- **New MTR question:**
  - **What is 2015 G1 deadline if Core completed, break in state service, return to service in G1 job; assume still under 2015 rules**
    - **Core valid-no repeating Core**
    - **Old G1 subscription, if still there, should be removed**
    - **Subscribe G1 with 2-year deadline based on new hire date**
  - **Added to FAQs**
- \*TC asked if deadlines still accurate if you transfer to another agency**
  - **YES, if still under 2015 rules and sup group did not change**

## **FEATURED COURSE**

- **Emergency Preparedness WBT**
- **Common emergencies such as hurricanes, tornadoes, etc.**