

## June 7, 2022 Training Coordinator Webinar

### 1. ILT Updates

- a. August schedule in LEO soon!
- b. Prebookings will be cleaned up and deleted if not within the current year

### 2. WBT Updates

- a. Courses delimited as of June 30, 2022
  - i. CPTP Grammar WBT
  - ii. CPTP Punctuation WBT
- b. They will be replaced by CPTP Writing Basics WBT

### 3. General Notices

- a. End of the performance year is approaching
  - i. Complete continuing education requirements
- b. Continuing Education
  - i. The qual 'CPTP Continuing Education FY 21-22' did not have the same name as the other continuing education quals causing it to show up out of place.

Qualification Name Provider	Date	Expires On	P/F	S
CPTP Business Writing-WBT	05/07/2014	12/31/9999		
CPTP CS Essentials for Supv-WBT	02/25/2013	12/31/9999		
CPTP CS2 Customer Relation Mgmt WBT	12/11/2013	12/31/9999		
CPTP CS3 Crisis Prevention WBT	06/14/2018	12/31/9999		
CPTP Change Management WBT	02/09/2015	12/31/9999		
CPTP Conducting Effective Meetings WBT	03/12/2021	12/31/9999		
CPTP Continuing Education FY 21-22	10/06/2021	12/31/9999		
CPTP Continuing Education PY 15-16	09/18/2015	12/31/9999		
CPTP Continuing Education PY 15-16	09/18/2015	12/31/9999		
CPTP Continuing Education PY 15-16	09/18/2015	12/31/9999		
CPTP Continuing Education PY 15-16	09/18/2015	12/31/9999		
CPTP Continuing Education PY 15-16	07/07/2015	12/31/9999		
CPTP Continuing Education PY 16-17	03/03/2017	12/31/9999		
CPTP Continuing Education PY 17-18	06/14/2018	12/31/9999		
CPTP Continuing Education PY 18-19	06/28/2019	12/31/9999		
CPTP Continuing Education PY 19-20	06/30/2020	12/31/9999		
CPTP Continuing Education PY 20-21	03/12/2021	12/31/9999		
ii. CPTP Critical Thinking WBT	01/29/2016	12/31/9999		

- iii. We have corrected the qual name and it now falls in numerical order

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CPTP Continuing Education PY 15-16	09/18/2015	12/31/9999	
CPTP Continuing Education PY 15-16	09/18/2015	12/31/9999	
CPTP Continuing Education PY 15-16	09/18/2015	12/31/9999	
CPTP Continuing Education PY 15-16	07/07/2015	12/31/9999	
CPTP Continuing Education PY 16-17	03/03/2017	12/31/9999	
CPTP Continuing Education PY 17-18	06/14/2018	12/31/9999	
CPTP Continuing Education PY 18-19	06/28/2019	12/31/9999	
CPTP Continuing Education PY 19-20	06/30/2020	12/31/9999	
CPTP Continuing Education PY 20-21	03/12/2021	12/31/9999	
CPTP Continuing Education PY 21-22	10/06/2021	12/31/9999	
CPTP Critical Thinking WBT	01/29/2016	12/31/9999	

iv.

c. **SCS TD Facilitator Position posted**

i. Closes on 6/13

**4. What Would You Do?**

a. My employee is trying to book their virtual capstones. They are able to book Workshop I, but get an error message when trying to book Workshops 2 and 3.

What do I do?

1) Check to make sure they are attempting to book the 2<sup>nd</sup> and 3<sup>rd</sup> workshop in that program series. Often we see individuals get the programs confused.

2) Verify the date they are attempting to book is after Workshop I is scheduled.

3) Reach out to CPTP.