

SCS CPTP Course Request Form

Note: We do not provide open links to training courses nor can we provide training materials for private organizations. These courses can be made available to state and municipal government entities, boards, etc. upon request.

Name:

Email:

Phone:

Organization:

Your role in the organization:

Estimated number of employees to be trained:

Which course(s) are you requesting? (Select all that apply.)

- ☐ Performance Management for Executives (Fulfills ACT 377 of 2009)
- ☐ ADA for Coordinators
- ☐ ADA for Supervisors
- ☐ CPM Basics
- ☐ CPM Planning - Paper Forms
- ☐ CPM Evaluation - Paper Forms
- ☐ Cybersecurity Awareness (Fulfills ACT 155 of 2020 requirement)
- ☐ Preventing Sexual Harassment (Fulfills ACT 270 of 2018 requirement for all public employees)
- ☐ Preventing Sexual Harassment for Supervisors (Fulfills ACT 270 of 2018 requirement for supervisors)
- ☐ Teleworking for Employees
- ☐ Managing Telework
- ☐ Web Accessibility
- ☐

How do you intend to distribute/host training for your employees? (Select all that apply.)

- ☐ Intranet/Local Network/Shared Drive/Private Site Individual Computers/External Storage Device
- ☐ Learning Management System

If you plan to distribute the file for individual computers or share via an external storage device, MAC users require a different file than windows users. Do you need a MAC version of the requested courses?

- ☐ Yes, I need a MAC version. ☐ No, I do not need a MAC version.

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Signature:

Date:

Please return this form to SCS-CPTP@civilservice.la.gov