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DATE: February 3, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Cybersecurity Awareness Training Reporting Requirements

Please be reminded that the reporting deadline for state agency heads to submit Cybersecurity Awareness Training course completion details is March 31, 2025, as outlined in [General Circular No. 2020-058](#).

In October 2020, the State Civil Service introduced a new web-based training titled **CPTP SCS Cybersecurity Awareness**. This course satisfies the requirements of [Act No. 155](#) from the 2020 Regular Session of the Louisiana Legislature. Act No. 155 mandates that state and local agencies ensure employees, elected officials, and contractors with access to state IT systems complete this training.

State agency heads are required to periodically confirm that Cybersecurity Awareness training has been completed and report the results to State Civil Service. These reports, which are due by March 31st each year for the prior calendar year, should cover all training completions for employees and contractors. The upcoming reporting deadline is March 31, 2025, for completions in 2024. Please ensure the report includes the following details:

- Employee name
- Personnel number
- Completion date
- A certification statement signed by the agency head confirming the accuracy of the report.

Reports should be sent to SCSInfo@la.gov.

If you have any questions regarding the course or the reporting process, please contact [Dr. Dana LeBherz](#), Learning, Performance, and Culture Division Administrator.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director