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## GENERAL CIRCULAR NUMBER 2025-040

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**DATE:** September 5, 2025

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** TeachCPTP Program

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SCS's Comprehensive Public Training Program (CPTP) is excited to announce a new initiative that will greatly enhance the ability of agencies to schedule and deliver CPTP instructor-led training through the new TeachCPTP Program.

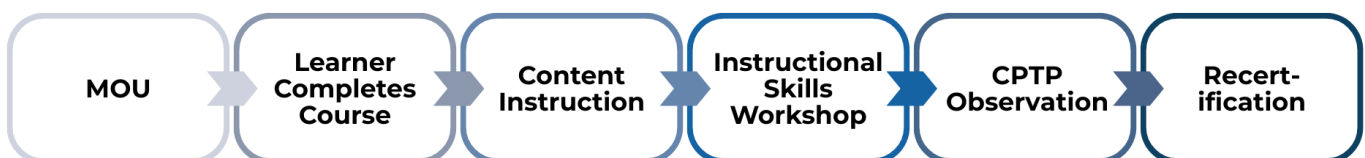
This program will allow agency-based instructors to certify with CPTP to deliver CPTP content at their agency. Certified instructors will even be able to make agency-based customizations to CPTP Authorized Courses, allowing the introduction of agency policy or processes.

### Who can become certified through the TeachCPTP Program?

Any state employee who has:

- Training or instruction as a significant portion of their job duties (33% or higher)
- Two or more years of training experience
- Exceptions to these requirements may be granted by CPTP leadership on an individual basis

### What is the certification process?



The TeachCPTP Program has six steps:

1. **MOU.** Instructors and their Appointing Authorities must first sign the Memorandum of Understanding.
2. **Course Completion.** The Certifying Instructor must enroll in and complete the Authorized Course in which they wish to certify as a learner.

3. **Content Instruction.** Content instruction will be provided for each Authorized Course to ensure that Certified Instructors have the depth of knowledge needed to answer questions, give high-quality coaching and feedback, and find connections to agency policies, procedures, and initiatives.
4. **Instructional Skills Workshop.** We require all Certifying Instructors to complete an Instructional Skills Workshop. This workshop will concentrate on facilitation best practices. **PLEASE NOTE:** This course must only be completed once, not for every course an instructor is certified to teach.
5. **CPTP Observation.** For each course that the Certifying Instructor wishes to teach, we require each instructor to teach the course with a CPTP staff member observing, followed by a feedback session.
6. **Recertification.** To maintain certification, each Certified Instructor is required to complete the CPTP Recertification Program in SuccessFactors annually.

**How is the TeachCPTP Program different from the CPTP Pro Trainer program?**

The CPTP Pro Trainer Program is designed for those employees who need to design and deliver agency- or department-specific training. The TeachCPTP Program is a mechanism that allows non-CPTP instructors to deliver CPTP-designed and developed content.

**What courses can certified Instructors teach?**

CPTP-Certified Instructors can teach any Authorized Course. CPTP will determine which courses are authorized and will maintain a list of such courses on the CPTP website.

CPTP will offer **SCS CPTP Performance Planning and Evaluation** as the pilot course for the certification program. This new course will help supervisors write clear, actionable performance and behavior goals, develop accurate metrics for goals, and evaluate progress objectively.

Additional courses may be added to the Authorized Course list each quarter starting Q2 2026.

If you have questions or wish to begin the TeachCPTP certification process, please contact [Dr. Dana LeBherz](#).

Sincerely,

s/Chris Deer  
State Civil Service Deputy Director