

**If I have already taken a class that meets the new MTR's do I need to take it again?**

No, unless the credit for the class is old enough that it appears in the history table of your training transcript. That is the section titled “\*\*Comprehensive Public Training Program (CPTP) completions prior to 10/31/2011.” If this is the case, you will have to retake the class, as our course content has been updated in that timeframe.

**I was given a CST and/or a CPM exemption for the previous supervisory training requirements. Do I need to complete the new MTR's?**

No. Since you were given an exemption for the previous requirements, you are grandfathered into the new MTR's. You will only have to complete the continuing education requirement beginning 7/1/2015.

**Does the credit for completion of a supervisory training program transfer from agency to agency?**

Yes.

**If I am promoted to a Group 2 supervisor, do I need to complete the 2015 Core and Group 1 training programs or just the Group 2?**

*Revised Answer:* You must complete all three training programs unless you have credit on your transcript for the “CPTP Supervisory Group 1 Program.” When promoted to G2 (without prior G1 completion), in addition to your 2015 G2 Program you are required to complete the Core and 2015 G1 Programs, unless you have already completed them. For example, if you have finished Core Program but not 2015 G1, you do not retake Core; you must complete G1 and G2 programs. Also, if you have the “CPTP Supervisory Group 1 Program” completion, you do not do Core or 2015 Group 1 Program. If you were working on Core and 2015 G1 Programs when you are promoted to G2, you must finish those. Your due date for Core and 2015 G1 Programs will not change.

**I've been promoted to Group 3. What are my requirements?**

Your requirement for Group 3 is the 2015 Group 3 Program, which consists of five web courses but no capstone. For G3 supervisors who have credit for the CPTP Supervisory Group 1 Program, no program subscription is necessary. Furthermore, Group 3 supervisors are exempt from the continuing education requirement.

**I was in Group 1 and subscribed to 2015 Core and G1 Programs. I finished my Core Program but not the G1. I recently promoted to G3. Do I have to finish the G1 Program?**

No! Since you completed 2015 Core Program, you have met your requirements for G3.

**Since I have that Core Program completion, do I still get subscribed to G3 Program?**

You will be subscribed to the 2015 G3 Program. The automatic follow-up job in LEO should follow-up your G3 Program with a completion over the weekend after the subscription.

**I have moved from a classified supervisory position to a non-supervisory position. Do I have to complete my mandatory training requirements?**

No.

**If I am a supervisor but not in a supervisory group, am I subject to the new 2015 MTR's?**

No. However, we highly encourage all of our supervisors and employees to participate in training. Your department/agency/supervisor may require it!

**If a Group 2 supervisor has finished the 2012 Group 1 requirements, but not the 2012 Group 2 requirements, are they required to complete the 2015 MTR's for both Groups 1 and 2?**

No, the Group 2 supervisor will only have to complete the 2015 Group 2 MTR's.

**Who does the continuing education requirement apply to?**

All supervisors in Groups 1 and 2 are required to complete the continuing education requirement, regardless of when they completed their training requirements.

**Does the Continuing Education requirement apply to Group 3 supervisors?**

No.

**I earned the CMP certification. Does the continuing education requirement apply to me?**

Yes.

**When does the continuing education requirement go into effect?**

For supervisors who have already completed their 2002, 2008, or 2012 training requirements, the continuing education requirement goes into effect on 7/1/2015. For new supervisors under the 2015 MTR's, the continuing education requirement starts the beginning of the performance year AFTER the last program due date.

Example: Dale promotes to Group 2 on April 20, 2015. Dale has a Group 1 completion. Dale's due date for 2015 Group 2 Program is 4/19/2016. Dale's finishes the Group 2 program on 8/15/2015. The continuing education requirement for Dale begins 7/1/2016, the performance year that begins immediately after Dale's due date for program completion.

### **Where can I find the list of continuing education courses?**

You can find the list either in LEO or on the CPTP website.

From LEO: Select the CPTP catalog, then select CPTP Supervisory Groups from that Subject Area. Next select the CPTP Continuing Education 15-16 (or applicable year) link in that Subject Area. It will open to the list of courses.

From CPTP Website: The CPTP website brings you to the home page that has the multi-colored tiles. Below those tiles is a list sorted By Program. The first item in that list is the link to the Continuing Education list. Each PY, CPTP will provide a new list of courses for CE. The courses will display a different PY in the qual. Ex: Continuing Education PY 16-17.

### **Do I have to complete one program before I can start working on another?**

No. While programs can be completed in any order, we recommend that Core be first as it covers basic information supervisors need immediately. Importantly, you must be mindful of the individual program deadlines. Furthermore, you can take courses in any order. You can take a course from the Group 1 Program followed by one from Core. Or if you are in Group 2, you can take a Group 2 course and then a Core course. Many Group 2 supervisors take the Emotional Intelligence 1 and follow it with the Emotional Intelligence 2. You must complete the prerequisites for each program before registering for that program's capstone.

### **Do I need to take all courses in the program before taking the Capstone?**

Yes, except for the elective course, which is not a prerequisite for the Capstone. However, the elective course must be completed in order to receive program credit. Additionally, the courses within the program do not have to be taken in any particular order.

### **I see that the 2015 Core, Groups 1 and 2 training programs end with a Capstone course. Is this the same course for each program?**

No. The Capstone is different for each of the three programs. The course covers the information addressed in course prerequisites for that program.

### **How long do I have to complete the 2015 training requirements?**

The timeframe is dependent upon which group you are promoted from, which group you are promoted to, and what supervisory training programs you have completed already. Once promoted, supervisors have 1 year from the date of promotion to complete the 2015 Core requirements, 2 additional years to complete the 2015 Group 1 requirements, and 1 additional year to complete the 2015 Group 2 requirements.

**EXPANDED ANSWER:** Core has a 1-year program deadline; 2015 G1 has a 2-year program deadline; 2015 G3 has a 1-year program deadline. However, due dates are added to the end of

the prior program due date. Supervisors hired/promoted to Group 1 have 1 year from hire/promotion date to complete 2015 Core Program. The 2 years for 2015 G1 Program start after the Core due date, resulting in the Group 1 Program being due 3 years from hire/promotion.

*Example 1:* Jordan is hired directly into a Group 1 position on 10/15/2015. Jordan should be subscribed as follows:

2015 Core Program with a due date of 10/14/2016

2015 Group 1 Program with a due date of 10/14/2018

*EXAMPLE 2:* Jim is hired as a Group 2 Supervisor on 3/1/2015. He should be subscribed to:

Core Program with a due date of 2/28/2016

2015 Group 1 Program with a due date of 2/28/2018

2015 Group 2 Program with a due date of 2/28/2019

*EXAMPLE 3:* Sam has finished his Core and Group 1 requirements. He is promoted to a Group 2 position on May 1, 2016. His due date for Group 2 completion is April 30, 2017.

*EXAMPLE 4:* Ryan has been a Group 1 supervisor for two years. His current due date for the Group 1 requirements is June 15, 2018. He is promoted to Group 2 effective April 15, 2017. His Group 2 due date is June 15, 2019.

***EXPANDED ANSWER:*** Supervisors have one year from date of promotion to complete the 2015 Group 3 requirements.

*EXAMPLE 5:* Shawn has been in Group 3 since 2010, but did not finish Group 1 under any previous rules and was not grandfathered for Group 1. Shawn has one year to complete the 2015 Group 3 Program. Shawn should be subscribed to 2015 Group 3 Program with a due date of 6/30/2016. (*This date applies if the subscription was created between 7/1/15 and 6/30/16.*)

*EXAMPLE 6:* Ava promoted to Group 3 on July 6, 2015. Ava has completed Group 2 training requirements, but not Group 1 and was not grandfathered for Group 1. Ava should be subscribed to 2015 Group 3 with a due date of 7/5/2016.

*EXAMPLE 7:* Zoe promoted to Group 3 on July 6, 2015. Zoe has a CPTP Supervisory Group 1 Program completion only. Zoe is finished with Mandatory Training. Zoe does not get subscribed to anything. Zoe has no Continuing Education requirement.

**I am a Group 1 supervisor but have been detailed into a Group 2 position. Am I required to complete the Group 2 requirements?**

No, the mandatory training requirements follow your permanent position, not any detailed positions. You are not required to complete mandatory training requirements for a position that you've been detailed into. We do encourage, however, that you complete the training for the detailed position.

**I just recently was detailed to Group 3. My home position is G2. Do I get subscribed to Group 3? Am I done with G1 and 2?**

The answer to all questions is no. No, you do not get subscribed to Group 3 because you are detailed. No, you are not done with your other requirements. If you have outstanding 2015 Core, Group 1 and/or Group 2 Program subscriptions, those are still valid and must be completed. Furthermore, if your due date for those programs has passed, you also must complete the Continuing Education requirement unless/until you promote into the Group 3 position.

**I am a WAE. Do I have to do CPTP mandatory training?**

No!

**I am in a Job Appointment. Do I have to do CPTP mandatory training?**

Yes!

**I am an unclassified supervisor. Which training group do I fall under?**

None! Unclassified supervisors are encouraged, but not required, to complete any of the mandatory supervisory training requirements.

**I am a program manager. I am not in a supervisory group, but I do supervise. My agency wants me to do the supervisory courses that our other supervisors have to complete. Do I have to do those?**

While CPTP 2015 Mandatory Training Requirements do not apply to you, yes, your department, agency, or even your supervisor can require you to complete training they choose. If you will be required to complete the supervisory training employees in supervisory groups 1 and 2 must take, you will be subscribed to our new Audit Programs. Those programs duplicate the 2015 Core, G1 and G2 Programs. However, since you are not in a supervisory group job title, you cannot earn completion for mandatory training requirements that don't apply to you.

**Following the question above, what happens if I move into a supervisory group job after I complete Audit Core?**

If the rules have not changed, you will be subscribed to the 2015 Core Program with a due date one year from your date of promotion and you will automatically have a completion for that program. You will also be subscribed to 2015 Group 1 with a due date two years beyond the Core due date and you'll have to complete that program.

If the MTRs have changed when you promote, you'll have to meet the requirements in place at that time.

**I am an unclassified supervisor. My agency wants me to do the supervisory courses that classified supervisors have to complete. How does this work for me?**

While CPTP 2015 Mandatory Training Requirements do not apply to you, your department, agency, or even your supervisor can require you to complete training they choose. If you will be required to complete the supervisory training classified supervisors must take, you will be subscribed to our new Audit Programs. Those programs duplicate the 2015 Core, G1 and G2 Programs. However, since you are not in a classified supervisory group job title, you cannot earn completion for mandatory training requirements that don't apply to you.

If you move into a classified supervisory group 1 or 2 job, if the rules have not changed, when you are subscribed to the appropriate MTR programs, any Audit program credits will apply. If the MTRs have changed, you will be required to complete the MTRs in place at the time of the new job.

**I promoted to Supervisory Group 3 in November 2012 and was considered complete for my supervisory training under the 2015 rules since I had completed Group 1. In March 2017 I voluntarily demoted to a position in Group 2. Will I need to complete Group 2 now since I never did it while I was in Group 3 or before?**

YES! You are still under the 2015 MTRs. As a Group 2 supervisor, the requirements for you include 2015 Group 2 Program as well as 2015 Core and 2015 Group 1 if you had not previously completed them. Since you completed Group 1 MTRs under prior year rules, you will not have to do 2015 Core and 2015 Group 1 Programs; but will have to complete 2015 Group 2 Program. You will have one year from the date of promotion to complete your 2015 G2 Program.

**Does a Core completion meet the requirement for 2015 Group 3 Program?**

**I promoted to a job in Supervisory Group 1 in February 2016. I was subscribed to 2015 Core and Group 1 Programs. I finished my Core program in December 2016 and started working on my Group 1 courses. This month, April 2017, I promoted to a Group 3 job. Do I have to complete the 2015 Group 3 Program?**

A 2015 Core Program completion will meet the requirements for Group 3. The Training Coordinator should subscribe you to the 2015 Group 3 Program and the system should give you a completion date.

**NEW QUESTION:** I was in a G1 job and rolled under the 2015 rules on 7/1/15. My Core was due 6/30/16 and G1 due 6/30/18. I finished Core 8/20/15. On 9/1/2016, I resigned (*NOTE: voluntarily demotion will have the same result for this example*). On 2/20/2017, I was rehired (*or promoted if using the voluntary demotion example*) to a G1 job again. Is my Core valid or do I need to repeat? What is my G1 deadline?

Your 2015 Core Program is valid and does not need to be repeated. The 2015 G1 Program has a 2-year deadline and is generally added to the end of the Core due date. In this instance, since there was a separation prior to the G1 deadline, your old G1 subscription should be removed. Your new deadline

Revised August 3, 2017

will be 2 years from your rehire/promotion date of 2/20/17. Your new 2015 G1 Program due date is 2/19/2019.