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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 02-002

January 14, 2002

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Comprehensive Public Training Program - Spring Schedule

Enclosed is the Comprehensive Public Training Program Schedule of Classes for January 2002 to August 2002. Also enclosed is the CPTP Class Registration Form.

The course schedule and registration form may be accessed from Channel Z's Human Resources Link or you can view this information on the Comprehensive Public Training Program's web site at <http://www.state.la.us/cptp/cptp.htm>. Also accessible through these websites is the course catalog which describes each course in detail.

Applicants should read the course materials carefully prior to submitting a registration form to ensure their eligibility for enrollment. Please return all CPTP course registration forms to the Human Resources Office after supervisor and agency approvals have been received.

If you have any questions, please contact the Human Resources Office at (225) 342-0880.

Enclosures

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