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DEPARTMENT OF CULTURE, RECREATION & TOURISM
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HUMAN RESOURCES MEMORANDUM NO. 02-109

December 31, 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 are the Comprehensive Public Training Program Schedule of Classes for January 2003 to June 2003 and the revised CPTP Class Registration Form.

The schedule includes a special section at the end (pages 15-21) which lists the courses being offered that satisfy the new mandatory training requirements. The courses are divided by Supervisory Group and are listed chronologically by class in this section. The courses in this section are also listed in the first section of the schedule arranged by certificate or courses taught by Civil Service.

Also, the CPTP Class Registration Form has been revised. Please be sure to complete this new form when registering for classes.

The course schedule and revised 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 web sites is the course catalog which describes each course in detail.

Applicants should read the course materials carefully before submitting a registration form to ensure their eligibility for enrollment. Any employee who is in a supervisory position that is not listed on the Mandatory Supervisory Training list, which was sent out with HR Memo 02-026, should refrain from taking any course that is required by the Mandatory Supervisory Training. Please return all CPTP course registration forms to the Human Resources Office after supervisor and agency approvals have been received. Electronic submission of the registration form cannot be accomplished at this time.

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

Enclosures

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