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

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## HUMAN RESOURCES MEMORANDUM NO. 2011-040

**TO:** All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

**FROM:** Rikki Nicole David, PHR (RND)  
Human Resources Director

**SUBJECT:** CPTP Registration & Curriculum Changes

**DATE:** December 28, 2011

### CPTP Registration

Effective November 1, 2011, employees are now able to self-enroll for all Comprehensive Public Training Program (CPTP) courses through the Louisiana Employees Online (LEO) system. This online process replaced the previous (paper) CPTP Registration form.

With the online process, the LEO system automatically generates email notifications to an employee relative to registrations, cancellations, etc. Once an employee has enrolled in a course (thus placing a "hold" on his/her seat in the class), the employee's supervisor also receives an email notification. From there, the supervisor has 48 hours to approve or disapprove the employee's enrollment in that course. If no action is taken, the employee's enrollment is automatically cancelled.

As outlined above, there is no longer a second-line approval from a manager and/or Appointing Authority, which helps to expedite the registration process. However, this increases the responsibility of the supervisor to actively monitor CPTP requests, considering the work load of the unit/site, and to approve or disapprove accordingly and timely.

For those OLG/DCRT employees that have a work email address in the Outlook Global Address List (such as [firstletterlastname@crt.la.gov](mailto:firstletterlastname@crt.la.gov) or [your\\_jobtitle@crt.la.gov](mailto:your_jobtitle@crt.la.gov)), this is the email used by the LEO system for CPTP purposes.

For those OLG/DCRT employees *without* a current work email, a generic address (for example, [chicottraining@crt.la.gov](mailto:chicottraining@crt.la.gov)) has been established specific to each work site to which such CPTP notifications will be sent. The work site manager shall be responsible for monitoring the generic training email account for notifications requiring some form of action (e.g.: approval, notice of cancellation, etc.). For assistance in accessing the generic training inbox, site managers may contact the Information Services Division.

### CPTP Curriculum Changes

Effective January 1, 2012, CPTP is revamping the curriculum for the Minimum Supervisory Training Group 1 to introduce a blended learning approach by combining online classes with instructor-led training. These changes are part of the new EDGE (Employee Development Growth & Enhancement) program. The online courses will be accessible through the LEO system.

Employees assigned to Supervisory Group 1 that have not completed all current training requirements on or before December 31, 2011 will be required to complete the entire revised curriculum consisting of five (5) online courses and a one-day (1) instructor-led workshop within three (3) years to receive credit for the minimum supervisory training requirements.

On the other hand, employees that have already completed their Supervisory Group 1 requirements, or are only lacking the Performance Planning and Review (PPR) course, will not be required to complete the new curriculum.

Supervisors, please ensure that all employees are made aware of these changes to the CPTP registration process and the Minimum Supervisory Training Group 1 curriculum.

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

RND:ch  
Attachment  
c: Personnel Liaisons

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