



MITCHELL J. LANDRIEU
LIEUTENANT GOVERNOR

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

PAM BREAU
SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 09-012

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

FROM: Jan Ramezan 
Human Resources Director

SUBJECT: Revised Comprehensive Public Training Program (CPTP) Mandatory Training List

DATE: April 1, 2009

The CPTP Mandatory Training List was revised effective July 1, 2008; to include changes to all supervisory groups with the most concentrated changes to position titles in Supervisory Group 1. Please note that all position titles listed are required to complete the mandatory training requirements within a 3-year period from the appointment into the affected position.

The revised position list for the Department of Culture, Recreation and Tourism has been posted to Channel Z under Human Resources Information and is available by clicking on the following link <http://www.crt.state.la.us/omf/hr/default.htm>. You may obtain additional information pertaining to specific Supervisory Groups at http://www.doa.louisiana.gov/cptp/Mandatory_Training_Policy_7-1-08.pdf.

Please review the posted position list and notify affected employees of mandatory training requirements and the timeframe required by Civil Service to complete these training requirements.

For additional information relating to mandatory training, please contact Human Resources at (225) 342-0880. Thank you for your cooperation with this request.

JR:BJS:cm
c: Personnel Liaisons

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