

OPM 02-05

Date: February 12, 2002

To: All Appointing Authorities

From: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

Re: Certified Personnel Professional Training

74 O.S. Section 840-1.6A (18) requires all personnel professionals in Oklahoma state government to be trained and certified by the Administrator of the Oklahoma Office of Personnel Management within six months of appointment. After attaining certification, personnel professionals must complete annual training requirements to maintain this status.

The Office of Personnel Management will offer the next training session for the Certified Personnel Professional program on April 9-12, 2002, at the Tom Steed Center for Adult Education on the campus of Rose State College. This training is required for all personnel professionals in the executive branch of state government, excluding institutions within The Oklahoma State System of Higher Education.

The four-day training course includes sessions on a variety of human resource topics, including recruitment, selection, classification, compensation, training, grievances, and workplace issues. Each participant evaluates his or her own state agency through the Agency Self-Evaluation Guide to measure the agency's compliance with state and federal human resource requirements. Human Resource Management (Mathis & Jackson, West Publishing Corporation, 9th ed., 1999) is the principal text for the class.

The fee is \$240.00 for each participant. Interested parties should contact Grayson Bedwell of OPM Human Resources Development Services at (405) 521-6334 for registration information. If you have questions about the CPP training requirements or the course itself, please contact Hank Batty at (405) 521-6333.