



**STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT**

*"Serving Equal Opportunity Employers"*

**OPM 05-12**

**DATE:** February 22, 2005

**TO:** All Appointing Authorities

**FROM:** Oscar B. Jackson, Jr., IPMA-CP  
Administrator and Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned above the "FROM:" line.

**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 having attained 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 19-22, 2005, at the Tom Steed Center. 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 resources 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 resources requirements. Human Resource Management (Mathis & Jackson, West Publishing Corporation, 11th ed. 2003) is the principal text for the class. The last day of the training session is devoted to a session with Dr. Robert Mathis, SPHR, co-author of the textbook and a recognized authority in the Human Resources field.

The course fee is \$240.00 for each participant. Interested persons should contact Grayson Bedwell of the OPM Human Resources Development Services at (405) 521-6334 for registration. If you have questions about the CPP training requirements or the course itself, please contact Hank Batty at (405) 521-6303.

*"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions."*