



**STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT**

*"Working for Oklahoma"*

**OPM 11-19**

**DATE:** May 3, 2011

**TO:** All Appointing Authorities

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

**SUBJECT:** **Certified Personnel Professional (CPP) Training Coming Soon**

The Office of Personnel Management will offer the Certified Personnel Professional training course from June 1 through June 3, 2011, in the Tom Steed Center on the Rose State College campus.

This course promises several significant changes from the previous course offered by OPM since the requirement for all agency personnel professionals to be certified by the Administrator went into effect fifteen years ago. The course will be three, rather than four, consecutive days and will no longer include a presentation by Dr. Robert Mathis, one of the authors of the text "Human Resource Management," that is used in the class. Instead, participants will receive the text book and other course materials one to two weeks before the class and will be expected to familiarize themselves with relevant concepts, terms and practices that will be covered during the three days.

Course instructors will reduce the amount of time spent lecturing and will instead rely heavily on HR case studies, group projects and interactive discussions. We believe this model will be an improvement as it will more closely mirror the techniques HR professionals must use in their daily work. Many of the course changes come at the suggestion of a group of HR professionals in state agencies who met earlier this year to discuss the course.

The fee is \$240.00 for each participant. Interested parties may sign up for this course online through their agency nominating officials. Because the course has not been offered recently, OPM anticipates that there may be more HR staff trying to enroll than we have slots available. We plan to offer another session of the course later in the year so that all employees who need the course to obtain Certified Personnel Professional certification will have an opportunity to attend.

Please direct any questions regarding the Certified Personnel Professional training to Hank Batty, OPM Deputy Administrator for Programs, at (405) 521-6303 or [hank.batty@opm.ok.gov](mailto:hank.batty@opm.ok.gov).

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