

OPM 00-13

DATE: February 23, 2000

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 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 11-14, 2000, at the Langston University Urban Center, 4205 N. Lincoln Boulevard, Oklahoma City. 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 resources requirements. Human Resource Management (Mathis & Jackson, West Publishing Corporation, 9th ed. 1999) 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 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 contact Hank Batty at (405) 521-6333.