COMPREHENSIVE PUBLIC TRAINING PROGRAM

COMPUTER-BASED TRAINING
COURSE COMPLETION REPORTING FORM

COURSE INFORMATION

Course Title:

Date Course
Completed:

Note: You do not need to complete this reporting form if you took this course over the Internet. The scores from Internet completers will be periodically posted to your official CPTP Trancript.

In order to receive course credit through CPTP, you must complete the entire course (and answer all the questions throughout) or complete all the skill assessments and score an overall average of 70% or higher.

PARTICIPANT INFORMATION

Name   Employee No. or SSN:

Department/Agency/Office

Work Address, City, State   Job Title

Home Address, City, State, Zip Code

Work Phone No.   Fax No.
(   )   (   )

E-Mail Address

HOW TO SUBMIT

After you have completed a computer-based training course, print your post assessment scores and send it with a completed copy of this reporting form to the Comprehensive Public Training Program, P. O. Box 94095, Baton Rouge, LA 70804-9095. Or you may fax it to the CPTP Office at (225) 219-4191. If you have questions, please call the CPTP Office at (225) 219-4190.

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Employee Signature   Date Submitted