2801 – Leadership Training and Development Requirements

# Frequently Asked Question

## When does this change come into effect?

The requirements go into effect on January 1, 2019. Please refer to the [Supporting Transition Document and Timeline](https://authoring.calhr.ca.gov/Documents/Transition%20plan.docx) document in the policy for more clarifying information.

## I have already completed my mandated training, will I need to retake them through CalHR?

No, as long as the certificate was issued before January 1, 2019.

## Where can I find your upcoming training opportunities?

You may view a complete listing of upcoming trainings by visiting our [Class Calendar](https://authoring.calhr.ca.gov/Training/Pages/calhr-training-calendar.aspx).

## Where can I find additional information about the California Leadership Academy?

You may view additional information on our [California Leadership Academy Homepage](https://authoring.calhr.ca.gov/Training/Pages/california-leadership-academy.aspx).

## I was appointed by the Governor, am I required to take these mandated trainings?

Governor Appointees and Board Appointments are not required to complete the CEA training unless prescribed by their department and/or appointing authority.

## What if our Department already has developed a course that satisfies the 80 hour requirement?

You will need to use the CalHR supervisor development program content to deliver the requirement.  In addition, you will also need to have either a memorandum of understanding or contract with CalHR to deliver the supervisor requirement.  CalHR will provide details around the MOU and Contract process at the end of fiscal year 2019.

## **I am currently a CEA, am I required to take the Manager and/or Supervisor trainings?**

CEAs are not required to meet the training requirements that are specifically stated for managers and supervisors unless prescribed by their department and/or appointing authority.

## **I am currently a Manager, am I required to take the Supervisor training?**

Managers are not required to meet the training requirements that are specifically stated for supervisors unless prescribed by their department and/or appointing authority.

## I am a new SSM I (Specialist) starting who does not supervise staff, but may act in a lead role.  **Am I required to take the Supervisor training?**

Specialist who do not supervise staff are not required to complete supervisor training unless prescribed by their department.

**What details can you share around the MOU or contract that departments/organizations will need to have in order to deliver the 80 hour Supervisor Training requirement?**

CalHR will announce and further detail the MOU or contract process later this fiscal year. The transition plan document linked in the policy will give departments/organizations the appropriate time to enter in to an MOU or contract with CalHR.

## How do I contact the Statewide Training Center?

You may call us at (916) 445-1547 or email us at [Training@CalHR.ca.gov](mailto:Training@CalHR.ca.gov). Our office hours are from 7:30 AM – 5:00 PM.