

# Certificate of Supervisory Essentials (CSE)

## Frequently Asked Questions

1. Q. Do I need to let my agency training coordinator know that I'm applying for this program?
  - A. *You should ALWAYS contact your agency's training coordinator before beginning any training program. Your agency may have their own guidelines to apply for the program.*
2. Q. What do I have to do to get into the program?
  - A. *To get into the program, you'll need to fill out the online application and submit it to your supervisor for approval. That's it! Please be advised, however, that your agency may have more criteria for selection. You should check with your HR department before applying.*
3. Q. What if I transfer to a different position while I'm working on the CSE?
  - A. *If you transfer positions within state government, you should likely be able to continue the program. However, be advised that some agencies place more strict guidelines on training opportunities than others. If finishing the program is important to you, be sure to ask your new supervisor about it prior to accepting the new position.*
4. Q. Who should I contact if I have issues with an online course?
  - A. *You can contact ODET at [csequestions@ky.gov](mailto:csequestions@ky.gov)*
5. Q. The classes that I need to finish the program are filled. What should I do?
  - A. *If the classes are filled, the best thing to do is have your training coordinator place you on the waiting list for the classes that you need. Waiting lists show ODET if we need to add more classes to our calendar. When the waiting list is substantial, we will offer another class.*
6. Q. Will I receive a raise for completing the CSE?
  - A. *No. The CSE has no direct monetary benefit.*
7. Q. Will completing the CSE make me a better candidate for promotion?
  - A. *We think so. The CSE focuses on the information that you need in order to be a successful manager within the Executive Branch of state government, so that knowledge will prepare you for higher-level, supervisory positions.*
8. Q. What should I do to prepare for the CSE assessment?
  - A. *First of all, don't wait until it's time for the test to start preparing. Obtaining the CSE involves quite a bit of independent study through online courses. In order to prepare for the CSE assessment, you'll need to use your study guide (provided to you upon acceptance into the program) as you progress through the classes.*

9. Q. I have already completed some of the courses in the CSE. Will I get credit for those?
- A. *Credit will be awarded for courses taken up to 1 year prior to enrollment. This credit cannot be applied for those who are repeating the program due to the following reasons: time expiration and failure to pass the assessment in 3 tries.*
10. Q. What if I fail the assessment?
- A. *You will have up to 3 opportunities to pass the assessment within the 2-year timeframe.*
11. Q. What happens if I don't complete the courses and/or pass the assessment in the designated timeframe?
- A. *If you don't finish the requirements within the timeframe, then you will be removed from the program. You may apply for re-admission during the next application window but must retake all the course content.*
12. Q. Will I get college credit for completing the CSE?
- A. *No, the CSE courses will not count toward college credit.*
13. Q. I've taken a class on the same topic that was offered by my agency. Will it substitute for your class?
- A. *It depends. If your agency offers a course in Performance Management that has been approved by the Personnel Cabinet's Division of Human Resources Administration, then that course is considered an equivalent for "Managing Employee Performance." "Performance Matters," offered by the Personnel Cabinet, is also an equivalent. All other courses that are similar in content and offered by agencies will be reviewed by ODET upon request by the agency's training coordinator. Upon approval, those courses will be considered equivalents.*
14. Q. Does this cost me anything?
- A. *All agencies pay an assessed fee in order to use our services, and this program is covered within that fee. Your agency will be responsible for travel costs, and if they decline to do that, then it will be your responsibility. Be sure to ask your agency about their policy on travel for training prior to applying if this is a concern for you.*
15. Q. I am interested in applying, but the deadline has passed. Can I still submit my application?
- A. *No, we will not accept applications outside of the designated application window (June 1-30 and December 1-31). You'll need to wait until the next application window to apply for the CSE.*
16. Q. How much time can I expect to devote to completing this program?
- A. *You can expect to spend 3-4 days out of the office for classes. Most classes can be completed online, but there are 5 (CSE Orientation and Career Development, Hiring and Selection, Embracing Diversity, Employee Discipline and Documentation, and Anti-Harassment) that must be taken in the classroom. There are 2 classes (Overview of the Merit System and Managing*

*Employee Performance) that can be taken either online or instructor-led (they are both half day classes). The assessments will be taken with a proctor at designated times and locations. Assessments will take approximately 1 hour to complete.*

*The amount of time devoted to online classes will vary based on the individual. But you can expect to spend about 3 work days total on all of the online portion.*

17. Q. I don't work in Frankfort. Do you ever offer classes or assessments anywhere else?
- A. *We do occasionally travel to other locations within Kentucky (typically state parks) to offer classes and assessments. As we receive applications for the program, we look at the workstation locations for those employees who have signed up and do our best to accommodate them should several sign up from locations that aren't convenient to Frankfort.*
18. Q. There's an Anti-harassment course available online, but I notice in the policy it says it's only available in the classroom. Can I take the online version?
- A. *No. If you want credit for Anti-harassment for the CSE program, you must take the classroom version offered by ODET.*
19. Q. I am not a merit employee (contractor, quasi-agency, non-merit). Can I apply?
- A. *At this time, you must have a KHRIS employee ID in order to participate.*
20. Q. How can I review online courses in Commonwealth U and re-access my Study Guide and Tracker?
- A. For online courses you have already completed, including the Study Guide and Workshop Tracker, all you need to do is access Commonwealth U and then click on 'My Training Schedule'.