Certificate of Supervisory Essentials

Program Overview

The Certificate of Supervisory Essentials (CSE) focuses on the most important statutes, regulations, policies, procedures, and best practices for supervisors employed by the Commonwealth of Kentucky to follow.

Program Benefits

Participants benefit by gaining an awareness of the extensive regulatory framework within which the Commonwealth complies. This heightened awareness can help the supervisor steer clear of such potential workplace problems as below-standard employee performance, workplace harassment/discrimination, poor hiring choices, and many more issues.

Curriculum

- Overview of the Merit System*
- Hiring and Selection Process: Best Practices
- Managing Employee Performance*
- Employee Discipline and Documentation
- Fundamentals of Safety and Health*
- Workplace Violence Prevention for Supervisors*
- Anti-Harassment
- Embracing Diversity in the Workplace
- Executive Branch Ethics*
- Valuing Employee Input*
- Career Development/CSE Orientation (must be taken within first month of program enrollment)

* indicates course is available online

Target Audience

The Certificate of Supervisory Essentials is for Executive Branch employees who are currently in supervisory positions or aspire to attain a supervisory role.

Application Process

Online applications are available through ODET's website. Each Agency may have additional approval steps for their staff so please contact your training coordinator prior to completing the electronic application. Candidates can apply for enrollment during one of two periods each year: June 1-30 or December 1-31. Classes can be taken prior to the enrollment process, given that all courses are completed within a 2-year time period. Candidates must have the approval of their first-line supervisor in order to participate.

Time Limit

All courses (including the assessment) must be completed within 2 years of acceptance into the program. If a candidate is removed from the program due to time-limit expiration, the candidate may re-enroll in the program, but must repeat **_all_** of the required coursework again to be eligible to take the assessment.

Assessments

Assessments are designed to demonstrate the application of knowledge learned in workshops. Assessments focus on the application of key competencies and theories in the workplace. A study guide designed to assist the candidate in identifying those key elements will be provided **upon enrollment** into the program.

Once a candidate has completed all courses, they will register to take the assessment by emailing ODET staff (through the csequestions mailbox), who will ensure that a candidate has completed all course requirements prior to enrolling the candidate for the assessment. Candidates may take the assessment once per quarter.

In order to receive the CSE a candidate must receive a grade of 80% or better on the assessment. A candidate may take the assessment up to 3 times within their allotted program timeframe. After 3 failed tries, the candidate shall be removed from the program and must re-enroll in the program and repeat all of the courses.

The assessment will be proctored and timed. Candidates will have 60 minutes to complete the assessment.

Course Credit

Commonwealth U will document all course credit.

Credit for Prior Learning

 Credit will only 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: agency-directed removal, time expiration; and/or failure to pass the assessment in three (3) attempts.

Substitutions

Classes created by agencies may, in some instances, substitute for the required class. Determinations on substitution will be made by ODET staff and other subject matter experts. Questions regarding substitutions should be directed to ODET through the CSEquestions@ky.gov mailbox.

Candidate Support

Candidates should self-register through Commonwealth U with Manager approval to enroll in required classes. The ODET staff will provide information and assistance to candidates upon request.

ODET sends an email confirming enrollment in a class. Candidates are expected to keep their email address updated by making revisions in KHRIS as necessary. Correspondence specific class locations and parking instructions will be sent from ODET and Commonwealth U.

Online courses are provided through Commonwealth U. If a candidate has issues with online class functionality, they should contact CSEquestions@ky.gov or their agency's technical staff for assistance.

Exceptions

ODET recognizes that circumstances arise which make it difficult for candidates to complete the requirements within the time allotted. Exceptions to time limits must be requested in writing by the candidate and accompanied with appropriate documentation to justify the need. They will be reviewed and approved on a case-by-case basis by ODET.