



Competitive Professional Development (CPD) for Online Paraprofessional Employment Law Certificate Course

Announcement Number: CP56/PPRO-FY15-10

Date Opened: 26 MARCH 2015

Date Closed: 27 APRIL 2015

All applicants must create a GoArmyEd student account prior to applying for any ACTEDS funded training opportunities. Applications are not to be created and submitted through GoArmyEd, only the creation of an account is required at this time. Applications will be submitted via e-mail as indicated below. [\[Click for additional information on GoArmyEd\]](#)

Location: Online through The Center for Legal Studies (CLS) in conjunction with over 130 colleges and universities nationwide. [\[Click for more information on CLS\]](#)



Employment Law Certificate Course [7 weeks]

The course explores the area of law that deals with relationships between employers and employees. The course topics include the National Labor Relations Act, employment vs. independent contractor, antidiscrimination in employment, minimum wages and maximum hours, and regulation of working conditions. [\[Click for more information\]](#)

Course Dates:
29 JUNE – AUGUST 14 2015

Additional Information: CP-56 will fund tuition and books. It is the responsibility of the local supervisory chain to ensure adequate time is made available for timely completion. Please consult the CLS website for course-related questions. **Once enrolled, all courses must be completed with a “C” or higher average or the employee will be required to repay all training costs as outlined in AR 350-1.**

Who May Apply: U.S. Army civilian paraprofessionals in the CP-56 Legal Career Program (to include Local Nationals) with at least three years tenure as a permanent Army civilian employee, any waivers to this requirement must be sought in accordance with AR 350-1, para. 3-103.

Application packet must contain:

1. [Completed Application for ACTEDS Training Opportunities \[Online\]](#)
2. [Employee’s Statement of Interest \[Online\]](#): Explain how the proposed course furthers your personal development and detail what you hope to gain from the training.
3. Current Resume
4. [Utilization Plan \[Online\]](#): Plan should reflect the anticipated measurable Return of Value/Return on Investment to the organization and/or Army, *i.e.*, what will be the benefit of the applicant’s participation in the training. **The Utilization Plan should also contain a statement from the supervisor that a plan has been developed and approved for the employee to complete the course work. MUST BE COMPLETED AND SIGNED BY SUPERVISOR.**
5. Last 3 Performance Ratings
6. Civilian Record Brief (*available through <https://acpol.army.mil>*)
7. Head of Legal Office Endorsement (not required if the utilization plan is executed by the same individual)

E-mail completed application packets and address questions to:

Ms. Sarilyn Leary

sarilyn.e.leary.civ@mail.mil

CP-56 Assistant Program Manager

NLT 27 APRIL 2015

Place in subject line: *Application for CP-56 Online Paraprofessional Training (FY15)*

Digitally attach all required documents in a single PDF



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