

## FAQ – Training Agreement

### **What template do I use to create the training agreement?**

*The training agreement template to be used for all agencies is the Career Development Plan template found in ePerformance. When selecting the appropriate template pick the one titled: IT CDP.*

### **Should employees on Agency or Enterprise Training plans be screened differently for meeting minimum qualifications compared to non-impacted employees ?**

*Employees should be screened for minimum qualifications consistently. It should not depend on whether the employee is on an official transition plan. The guidelines that were included for minimum qualifications did not relax the requirements, but worked within our existing options (current conversion table) for evaluating education and experience and equivalents.*