

Career Transition Programs (CTAP, ICTAP, RPL) for Administrators

This course prepares federal HR administrators to manage CTAP, ICTAP, and RPL with confidence by applying eligibility rules, coordinating priority placement and reemployment processes, supporting displaced employees, and integrating career transition programs into compliant, effective workforce planning.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/career-transition-programs-ctap-ictap-rpl-for-administrators>



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Course Outline

Introduction to Career Transition Programs

- Overview of CTAP, ICTAP, and RPL
- Legal and regulatory foundations
- Eligibility criteria and definitions

Managing CTAP

- Agency responsibilities and procedures
- Determining "well-qualified" candidates
- Documentation and record-keeping

Navigating ICTAP

- Application process for displaced employees
- Required documentation and timelines
- Administrator's role in facilitating ICTAP applications

Administering RPL

- RPL registration and maintenance
- Coordinating with hiring managers
- Monitoring and updating RPL status

Best Practices and Compliance

- Integrating programs into workforce planning
- Effective communication strategies
- Evaluating program success and areas for improvement

Interactive Exercises:

Eligibility Assessment Workshop

- Participants will review case studies to determine employee eligibility for CTAP, ICTAP, and RPL based on provided documentation.
- Group discussion to analyze different scenarios and apply eligibility criteria.

Application Process Simulation

- Role-playing exercise where participants simulate assisting an employee through the ICTAP application process.
- Practice in reviewing application materials, verifying eligibility, and providing guidance.

RPL Coordination Drill

- Participants will coordinate with mock hiring managers to ensure RPL candidates are considered for appropriate vacancies.
- Discussion on best practices for integrating RPL considerations into the hiring process.