

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

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



[CustomerRelations@graduateschool.edu](mailto:CustomerRelations@graduateschool.edu) •  
[\(888\) 744-4723](tel:(888)744-4723)

## Course Outline

1. **Introduction to Career Transition Programs**
  - Overview of CTAP, ICTAP, and RPL
  - Legal and regulatory foundations
  - Eligibility criteria and definitions
2. **Managing CTAP**
  - Agency responsibilities and procedures
  - Determining "well-qualified" candidates
  - Documentation and record-keeping
3. **Navigating ICTAP**
  - Application process for displaced employees
  - Required documentation and timelines
  - Administrator's role in facilitating ICTAP applications
4. **Administering RPL**
  - RPL registration and maintenance
  - Coordinating with hiring managers
  - Monitoring and updating RPL status
5. **Best Practices and Compliance**
  - Integrating programs into workforce planning
  - Effective communication strategies
  - Evaluating program success and areas for improvement

## Interactive Exercises:

1. **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.

**2. 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.

**3. 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.