

SUPERVISOR REFRESHER TRAINING DATA CALL – FREQUENTLY ASKED QUESTIONS

- **Who will be included in the data call for this mandatory training?**
This data call is for Code 2 experienced supervisors (+1 year as supervisor). Code 4 and 7 are not required.
- **Can I count all trainings I've taken in the past?**
Please only include trainings/events from January 1, 2022 – December 31, 2024.
- **I'm not sure if the training/event qualifies for the refresher training. Who can provide more information?**
Your Executive Officer (EO) is the approver of training/events for supervisory training compliance when continuous learning points (CLPs) are not automatically attached. If the EO believes the item should count towards refresher CLPs, that is all that is required. Your [IC Mandatory Training Coordinator \(ICMTC\)](#) is your point of contact for questions.
- **What if I do not have 16 CLPs of refresher training? What are the penalties for supervisors who do not have the required 16 CLPs?**
All Code 2 experienced supervisors' training should be reported for the data call, regardless of their CLP total. NIH policy states: "An employee who has not met the mandatory training requirements within the allowed time periods may be disciplined in a manner consistent with the policies of the agency." No actions are taken by the NIH Training Center; we are only collecting data.
- **Regarding the four mandatory OPM topic areas for refresher training, how many hours should go to each topic area?**
There is no requirement to have a specific number of hours dedicated to a specific topic. The time devoted to topics should be determined by what the supervisor needs or the EO determines.
- **How do I run the NIH Supervisory CLP report in LMS?**
Supervisors can generate a CLP report to assess their standing in terms of CLPs. Please [click here](#) for guidance.
- **How do I add an external training/event and attach CLPs that are approved by my EO?**
Please reach out to your IC's [LMS Administrators](#) that are in the role of either Learning Administrators (LA) or Local Learning Registrars (LLR).