

Certification / Accreditation

Program for County Commissioners and Employees

Effective March 1, 2005

County Training Program – Oklahoma State University

Basic

(All five courses listed are required to be completed)

County Budget Process	12	hours
County Purchasing Procedures	12	
Statute Ref. & Legislative Process	9	
Supervisory Skills 1	12	
Open Meetings / Meeting Procedures	6	

Certificates will continue to be awarded one time each year – at the Annual Fall ACCO Conference.

Total Hours Required, Basic **51**

Advanced 1

Required Courses:

Supervisory Skills 2	12	hours
Managing Personnel in At-Will Organizations (includes Hiring and Firing)	12	
Public's Right to Know	6	
Required Course Hours	30	

Discretionary Courses: 18 hours
Chosen from list on the right.

Total Hours Required, Advanced 1 **48** hours

Advanced 2

Required Courses:

Fundamentals of Administration	6	
Duties/Responsibilities of Councils/Commissions/Bds/Trusts	6	
Required Course Hours	12	hours

Discretionary Course Hours 24
Chosen from list on the right.

Total Hours Required, Advanced 2 **36** hours

Reminder

Every participant in the Commissioner Certification/Accreditation program has the option of completing a post-class exercise. Exercises must be returned within four weeks and earn a score of 80% or more in order to receive credit for Accreditation. Those opting for the course alone (and no after class exercise) will earn Certification. In either case, attendance for the entire class period is mandatory for credit.

Discretionary Courses & Credit Hours:

Basic Finance	12	hrs
Investments & Collateral	6	
Overview of County Govt.	6	
Cash Flow Management	6	
Communication Skills	6	
Basic Mapping	12	
Title VII, Federal Statutes (ADA)	6	
Interviewing for Success	6	
Public Speaking	6	
Computer Basics	6	
Documentation & File Building	6	
Building Your Budget	6	
Tax Roll Corrections	6	
Economic Development: Role of Officials	6	
Customer Service	6	
Payroll Procedures	6	
Land Records	12	
Personal Property Tax Warrants	6	
Basic Accounting	12	
Excise Board, Parts 1 and 2	6	

Explanatory Notes

An effective date of March 1, 2005 was selected for this expanded multi-level program to take effect. Those attaining the existing certification requirements on or before February 28, 2005 will not be required to meet the new standards in order to earn their certificate under the original "Basic" and "Advanced" programs.

Those completing some, but not all, of the courses for certification through February 2005 will be given credit toward completion of the new certification requirements – so no one will be losing any course hours just because they did not finish under the original system. The hours will automatically transfer to the new system.

Those who have already earned their Basic and Advanced Certificates under the original system will receive credit for courses they may have already completed to count toward the Advanced II Certificate under the new system.