

# County Training Program Class Schedule and Calendar

## July 2017 through December 2017

Course/Event	Dates	Time	City	Location
Supervisory Skills I	Aug. 8-9, 2017	9:00-4:00	Shawnee	Gordon Cooper Technology 1 John C. Bruton Blvd. 405-273-7493
Basic Accounting	Aug. 22-23, 2017	9:00-4:00	Sapulpa	Central Technology Center 1720 S Main St. 918-224-9300
Court Clerk Bail Bonds	Aug. 23, 2017	9:00-4:00	El Reno	Canadian Valley Technology Cntr. 6505 E Hwy 66 405-262-2629
Budget Process	Aug. 24-25, 2017	9:00-4:00	Weatherford	Western Technology Center 2605 E Main 580-774-0224
Tax Warrants	Aug. 29, 2017	9:00-4:00	Stillwater	Meridian Technology Center 1312 S Sangre Rd 405-377-3333
Purchase Card Training	Sept. 6, 2017	8:30-11:30	Tulsa	CODA Conference Renaissance 6808 S 107 <sup>th</sup> E Ave.
Overview of County Govt.	Sept. 12, 2017	9:00-4:00	Stillwater	Center for Local Government Tech. 5202 N Richmond Hills Rd 405-744-7749
Building Your Budget	Sept. 13, 2017	9:00-4:00	Muskogee	Eastern Ok. Development Center 1012 N 38 <sup>th</sup> St. 918-682-7891
Supervisory Skills II	Sept. 19-20, 2017	9:00-4:00	Shawnee	Gordon Cooper Technology 1 John C. Bruton Blvd. 405-273-7493
Basic Finance	Sept. 21-22, 2017	9:00-4:00	OKC	ACCO Ballroom 429 NE 50th

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Land Records	Sept. 26-27, 2017	9:00-4:00	Stillwater	Center for Local Government Tech 5202 N Richmond Hills Rd 405-744-7749
Customer Service	Sept. 28, 2017	9:00-4:00	Stillwater	Meridian Technology Center 1312 S Sangre Rd 405-377-3333
Purchasing Procedures	Oct. 3-4, 2017	9:00-4:00	Claremore	Rogers County Courthouse 200 S Lynn Riggs Blvd Claremore, Ok 74017
Council, Commissions, Boards, & Trust	Oct. 5, 2017	9:00-4:00	OKC	ACCO Ballroom 429 NE 50th
Basic Mapping	Oct. 12-13, 2017	9:00-4:00	Stillwater	Meridian Technology Center 1312 S Sangre Rd 405-377-3333
Investments and Collateral	Oct. 17, 2017	9:00-4:00	Chickasha	Canadian Valley Technology Cntr. 1401 Michigan Ave 405-224-7220
Open Records	Oct. 18, 2017	9:00-4:00	Stillwater	Center for Local Government 5202 N Richmond Hills Rd 405-744-7749
Open Meetings	Oct. 19, 2017	9:00-4:00	Stillwater	Center for Local Government 5202 N Richmond Hills Rd 405-744-7749
Cash Flow	Oct. 24, 2017	9:00-4:00	Norman	OSU Extension - Fairgrounds 601 E Robinson 405-321-4774
Purchasing Procedures	Nov. 7-8, 2017	9:00-4:00	Weatherford	Western Technology Center 2605 E Main 580-774-0224

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Court Clerk Destruction of Records	Nov. 9, 2017	8:30-12:30	El Reno	Canadian Valley Technology Cntr. 6505 E Hwy 66 405-262-2629
Court Clerk Juvenile Procedures	Nov. 9, 2017	1:00-4:00	El Reno	Canadian Valley Technology Cntr. 6505 E Hwy 66 405-262-2629
Managing Personnel in an At-Will Organization	Nov. 14-15, 2017	9:00-4:00	Shawnee	Gordon Cooper Technology 1 John C. Bruton Blvd. 405-273-7493
Fundamentals of Administration	Nov. 16, 2017	9:00-4:00	Weatherford	Western Technology Center 2605 E Main 580-774-0224
Payroll Procedures	Dec. 5, 2017	9:00-4:00	Stillwater	Center for Local Government Tech 5202 N Richmond Hills Rd 405-744-7749
Statute Reference and Legislative Process	Dec. 7-8, 2017	9:00-4:00	Stillwater	Meridian Technology Center 1312 S Sangre Rd 405-377-3333

Online registration available at <http://www.agecon.okstate.edu/ctp/schedule.asp>

Contact information: Telephone: (405) 744-6160 Fax: (405) 744-8210 Email: [ctp@okstate.edu](mailto:ctp@okstate.edu)

Contacts: Notie Lansford, Ann Embree, Suzanne Spears, Sherri Schieffer, Debra Hodnefield, and none other than....Jendi Mapitigama ☺