

Certification Program for County Treasurers and Deputies
Effective July 16, 2016 - ◇ - *Information Updated August, 2016*
County Training Program – Oklahoma State University – Stillwater, Oklahoma
 Phone 405-744-6160 - ◇ - FAX 405-744-8210

Certification Offered Through
County Training Program
 Oklahoma Cooperative Extension Service
 Authorized Under the Commission on County
 Government Personnel Education & Training
19 O.S. §§ 130.3-130.7
www.agecon.okstate.edu/ctp/

*Certificates are awarded one time each year
 at the Annual Spring Educational School.*

Basic

(All courses listed are required to be completed)

Basic Accounting in Co. Government ...	12	hours
Treasurer Duties & Responsibilities.....	12	
Overview of County Government.....	6	
Tax Sales & Admin. Of Co. Property	6	
Investments and Collateral.....	6	
Supervisory Skills I.....	12	
Public's Right to Know	6	
Managing Personnel in an At-Will Org... 12		

Total Hours Required..... 72

Advanced I

Required Courses:

Basic Finance.....	12	hours
County Budget Process.....	12	
Statute Reference/Legis. Process .	9	□
<u>Cash Flow Management</u>	<u>6</u>	

Required Course Hours39

Discretionary Courses...

Must complete min. 30 Hours
 from list of courses at right..... 30

Total Hours Required..... 69

Advanced II

Required Courses:

Land Records.....	12	hours
County Purchasing Procedures....	12	
<u>Supervisory Skills II.....</u>	<u>12</u>	

Required Course Hours 36

Discretionary Courses...

Must complete min. 24 Hours
 from list of courses at right..... 24

Total Hours Required60

Discretionary Courses:

Hrs.

Basic Mapping – Maps & Plats for County Officers...	12
Fundamentals of Administration.....	6
Open Meetings – Title 25.....	6
Communication Skills.....	6
Building Your Budget.....	6
Public Speaking.....	6
Tax Roll Corrections.....	6
Duties and Responsibilities of Councils, Commissions, Boards and Trusts.....	6
Interviewing for Success.....	6
Change Management.....	6
Title VII: Laws Affecting Employment.....	6
Personal Property Tax Warrants	6
Basic Computer Skills.....	6
Customer Service.....	6
Documentation & File Building.....	6
Economic Development.....	6
Excise Board.....	6
SA&I Reporting Requirements.....	6

Note: Those who attained Basic Certification under the old system before Jan. 1, 2005 may also take the following three courses to meet requirements for Discretionary Courses for Advanced Certification:

<i>Overview of County Government</i>	6
<i>Tax Sales & Admin. Of Co. Property</i>	12 (changed to 6 hrs. in 2014)
<i>Investments & Collateral</i>	6

Note: Those who attained Basic Certification before January 1, 2014, may also take the following two courses to meet requirements for Discretionary Courses for Advanced Certification:

<i>Public's Right to Know</i>	6
<i>Managing Personnel in an At-Will Organization</i>	12

Note: Those who have taken the SA&I Reporting Requirements before July 2016, but not yet attained Basic Certification, may add that course as a discretionary course for Advanced Certification.

□ Six hours of continuing education units (CEUs) are required each year to remain in good standing in the certification program.

Newly-developed courses will be added to the list above, subject to Advisory Board approval.