2017

CERTIFICATION POLICIES
COUNTY TREASURERS AND DEPUTIES

APPROVED AND ADOPTED BY:

THE COUNTY TREASURER ADVISORY
BOARD and OSU-CTP (Cooperative Extension)

CERTIFICATION POLICIES FOR COUNTY TREASURERS AND DEPUTIES

Approved and adopted by
County Treasurer Advisory Board and
OSU-CTP (OK Cooperative Extension Service)
January 2016
(Updated January, 2017)

THE COUNTY TREASURER ADVISORY BOARD

Donna Hoskins, Blaine County Treasurer
Kevin Postier, Garfield County Treasurer
Penny Dowell, Grant County Treasurer
Rana Smith, Johnston County Treasurer
Christy Kennedy, Kay County Treasurer
Karen Mueggenborg, Kingfisher County Treasurer
Butch Freeman, Oklahoma County Treasurer
Bonita Stadler, Payne County Treasurer (Retired July 2015)
Jenny Beth Caraway, Pushmataha County Treasurer
Bab Coker, Roger Mills County Treasurer
Cheryl Wilson, State Auditor and Inspector's office
Nancy Grantham, State Auditor and Inspector's office

OSU-CTP REPRESENTATIVES

Notie Lansford, Program Leader
Ann Embree, Local Government Specialist

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OVERVIEW

The Oklahoma County Treasurer Certification Program was initiated with a Basic Certification Program that consisted of seven courses in 1992. The Executive and Advisory Boards of the County Treasurers Association of Oklahoma adopted an Advanced Certification Program (in September 1999) to complement the Basic Program and to provide an opportunity for all members to continue their training and education in local government operations. The Treasurers Association Executive Board and Advisory Board adopted a policy requiring completion of a post-course exercise in June 2001, that took effect January 1, 2002. A minimum score of 80% was required for credit in the course. The County Training Program Advisory Board for the County Treasurers accepted and approved an expanded plan (September 2003) that contains a Basic, Advanced I and Advanced II certification program, effective January 1, 2005. The Basic Certification was changed from the original seven courses to a somewhat different set of seven courses. Overview of County Government, Tax Sales, and Investments & Collateral were placed in the Basic Certification. In July, 2012, the Advisory Board approved the addition of two additional courses to the Basic Certification: Public's Right to Know and Managing Personnel in an At-Will Organization. Advanced I continues to contain four required courses plus 30 discretionary course hours. Advanced II continues to contain three required courses plus discretionary hours (originally 25, now 24).

STATUTORY REQUIREMENTS

The Commission on County Government Personnel Education and Training was created by Statute on May 11, 1982 to oversee the County Training Program. Under Oklahoma Sunset Law, the "Commission:" is subject to Sunset Review every three to six years.

> Commission on County Government Personnel Education and Training
> There is hereby re-created, to continue until July 1, 2019, in accordance with the provisions of the Oklahoma Sunset Law, Section 3901 et seq. of Title 74 of the Oklahoma Statutes, the Commission on County Government Personnel Education and Training, hereinafter called the "Commission". The Commission shall be composed of the following five (5) members: The President of Oklahoma State University or designee; the State Auditor and Inspector or designee; the Director of the Oklahoma Department of Transportation or designee; the Chairman of the Oklahoma Tax Commission or designee; and the President of the Oklahoma County Officers Association or designee.
> **19 O. S. Section 130.1**

Duties of Commission

The duties of the Commission shall be:
To oversee a professional development program for training Oklahoma county commissioners, county clerks, county treasurers, county assessors, court clerks, their deputies and employees, county sheriffs, excise board members, candidates for county office and any other persons through the Cooperative Extension Service at Oklahoma State University;
To provide guidance to the Cooperative Extension Service in designing curricula to be used in educational programs and materials;
To identify needs and set priorities for research to be conducted in cooperation with the Cooperative Extension Service in areas relevant to the study and improvement of Oklahoma county government and its functions and to accept gifts and grants for such purposes;
To cooperate with the advisory boards authorized in Section 130.4 of this title in determining the educational needs of county officials and their employees so that they can perform their duties and responsibilities efficiently and professionally;
To contract with the Cooperative Extension Service at Oklahoma State University to administer personnel education and training for counties and other political subdivisions.
19 O. S. Section 130.2

Meetings Chairman Quorum Mileage and Per Diem

The Commission shall meet within sixty (60) days after the effective date of this act. The President of Oklahoma State University or his or her designee shall serve as chair of the Commission. After the first meeting, the Commission shall meet as it deems necessary or when called by the chair or by any three members. Three members shall constitute a quorum and no official action shall be taken by the Commission unless there is a quorum present.

The representative of the County Officers Association shall be reimbursed for mileage and per diem in accordance with the State Travel Reimbursement Act when attending Commission meetings or other activities associated with his or her duties. Other Commission members shall not be reimbursed.
19 O. S. Section 130.3

Boards

The Cooperative Extension Service is hereby authorized to create advisory boards as they deem necessary. Members of such advisory boards shall be appointed by the Cooperative Extension Service and shall include, but shall not be limited to, county government officials and appropriate state agency representatives. Such advisory boards shall assist in developing

educational programs and materials for training county government officers and their employees.

Advisory board members shall be reimbursed for expenses incurred in the performance of their duties under Sections 130.1 through 130.7 of this title in accordance with the State Travel Reimbursement Act.

B. The Cooperative Extension Service is authorized to contract with state agencies and private entities to provide training.**19 O.S. Section 130.4**

Counties and County Officers

The objectives of each education and training program, as developed by the Commission in consultation with the advisory boards and administered through the Cooperative Extension Service at Oklahoma State University, shall include, but shall not be limited to:

1. Encouraging the professional development of the groups of county officials and their employees governed by this act by providing educational programs and reference materials on job-related topics on a timely basis;

2. Improving the efficiency of county government operations by providing technical assistance in the administration of mandated duties;

3. Improving the technical skills of county employees by providing technical training in the operation and maintenance of construction equipment and machinery; and

4. Serving as a reference and resource center for county officials.

19 O.S. Section 130.5

Counties and County Officers

A. 1. Any professional or clerical support staff required by the Commission on County Government Personnel Education and Training shall be provided through the Cooperative Extension Service.

2. The training programs developed pursuant to Section 130.1 et seq. of this title shall not interfere with or duplicate any other existing training programs for county government personnel.

B. Expenses incurred in the performance of the duties imposed upon the Commission by law shall primarily be paid out of funds appropriated or otherwise made available to the Office of the State Auditor and Inspector and may also be paid by the collection of training expenses paid by the counties directly to the Cooperative Extension Service.

19 O.S. Section 130.6

Certain County Officials to Participate in Training Programs and Educational Seminars

Each county commissioner, county clerk, county treasurer, county assessor, and court clerk holding office on the effective date of this act and those elected thereafter and the deputies of such elected county officers

shall be required to participate in the appropriate training programs and educational seminars relevant to their positions and duties conducted pursuant to Sections 130.1 through 130.7 of this title. In addition, county sheriffs and county assessors may attend the training programs specified in this section.

19 O. S. Section 130.7

***SB 477 changed 19 O.S. Section 130.7, effective April 20, 2015, to now read**:
Each county commissioner, county clerk, county treasurer, and court clerk holding office on May 11, 1982, and those elected thereafter and the deputies of such elected county officers shall be required to participate in the appropriate training programs, as defined in subsection B of this section, and educational seminars relevant to their positions and duties conducted pursuant to Sections 130.l through 130.7 of this title. In addition, county sheriffs and county assessors may attend the training programs specified in this section. Appropriate training programs shall include those programs provided by the Cooperative Extension Service at Oklahoma State University.

POLICIES FOR THE COUNTY TREASURER CERTIFICATION PROGRAM

Training Participants
All County Treasurers in the State of Oklahoma, whether appointed or elected to office, and County Treasurers Deputies are regarded as participants in the training program under the direction of their County Treasurer.

Employee Transfers
When a county employee transfers from another department, the courses completed and credit hours accrued in the other county office certification program that are applicable to the County Treasurer Certification Program will be counted towards the requirements for the County Treasurer Certification Program.

Examination/Exercise
County Treasurers and their deputies are required to complete a post-course exercise after each course to obtain credit hours. Participants receive the take-home exercise at the class and are required to submit the exercise to the County Training Program instructor within two weeks or make other arrangements. The exercise can be faxed or mailed and the original is kept by the County Training program. Participants are required to score 80% or more to obtain a passing grade. In the event someone does not get at least 80% correct, there is one opportunity to correct incorrect answers in the exercise. If corrections do not raise the score to at least 80%, the participant must repeat the class and exercise before credit is received.

Program Certificates
Upon successful completion of the certification requirements for Basic, Advanced I, and Advanced II Certification Programs, respectfully, the candidate for certification will receive a certificate that will be awarded at the annual spring educational training school. The certificate for the Basic Certification Program will be awarded before the Advanced I Certification Program certificate. The certificate for Advanced I Certification Program will be awarded before the Advanced II Certification Program certificate. If an individual completes certification requirements after the spring educational training school and requests that their program certificate be awarded before the next annual school, the certificate will be awarded only after approval by the County Treasurer Executive Board and OSU-CTP.

Transcripts
A transcript is a record of courses and certificates. OSU-CTP keeps the record of each participant's courses and certificates completed. Transcripts will be provided for all County Treasurer participants upon request. Participants may notify OSU-CTP with any changes or additions in order to maintain current information. OSU-CTP prefers that each

respective county treasurer communicate the information needed for such updates; information for themselves and for their employees.

Circumstances not covered by the above policies may be presented to the County Treasurer Advisory Board for consideration.

BASIC CERTIFICATION PROGRAM
July 2016

Basic Program

The Basic Certification Program includes the following courses:

Courses	Hours
Basic Accounting in County Government	12
SA&I Reporting Requirements- Webinar (removed July 2016)	~~6~~
Treasurer's Duties and Responsibilities	12
Overview of County Government	6
Tax Sales and Administration of Co. Prop	6
Investments and Collateral	6
Supervisory Skills I	12
Public's Right to Know	6
Managing Personnel in an At Will Organization	12
Total Hours Required	**72**

Treasurers and all deputies complete and receive the same certification.
Those who attained Basic Certification before January 1, 2005, may also take the following three courses to meet requirements for Discretionary Courses for Advanced Certification:

Overview of County Government	6	
Tax Sales & Adm. Of Co. Property	12	Was changed to a 6 hr. class in 2014)
Investments & Collateral	6	

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:

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

These two classes were moved from Discretionary Courses to Required Basic Certification classes on July 6, 2012, to be effective January 1, 2014.

Tax Sales & Administration of County Owned Property was changed from a 12 hour class to a 6 hour class on July 23, 2013, to be made effective January 1, 2014.

State Auditor and Inspector Reporting Requirements was removed from the Basic Certification by the Treasurers Advisory Board on July 16, 2016. This class will be added to the Discretionary courses.

ADVANCED I CERTIFICATION PROGRAM
January 2015

Advanced I Program

Required Courses	Hours
Basic Finance	12
County Budget Process	12
Statutes Reference	9
Cash Flow Management	6
Required Course Hours	39
Discretionary Courses (at right)	30
Total Hours Required	**69**

Discretionary Courses*	Hours
Tax Roll Corrections	6
Basic Computer	6
Basic Mapping	12
Building Your Budget	6
Change Management	6
Communication Skills	6
Customer Service	6
Documentation and File Building	6
Duties and Responsibilities of Councils, Commissions, Boards, and Trusts	6
Economics Development	6
Excise Board Training	6
Fundamentals of Administration	6
Interviewing for Success (for Officers and Supervisors)	6
Open Meetings	6
Personal Property Tax Warrants	6
Public's Right to Know (Open Records)	6
Public Speaking	6
SA&I Reporting Requirements	6
Title VII: Laws Affecting Employment	6

* New courses developed in the future may be added to this list

1) County Treasurers and deputies must complete 39 hours of required courses and 30 hours of discretionary courses to earn an Advanced I certificate.

2) Certificates are awarded annually at the spring educational training school.

3) The Advanced I program certificate will be awarded before the Advanced II program certificate.

ADVANCED II CERTIFICATION PROGRAM
January 2015

Advanced II Program

Required Courses	Hours
Land Records	12
Purchasing Procedures	12
Supervisory Skills II	12
Required Course Hours	36
Discretionary Courses (at right)	24
Total Hours	**60**

Discretionary Courses	Hours
Tax Roll Corrections	6
Basic Computer	6
Basic Mapping	12
Building Your Budget	6
Change Management	6
Communication Skills	6
Customer Service	6
Documentation and File Building	6
Duties and Responsibilities of Councils, Commissions, Boards, and Trusts	6
Economics Development	6
Excise Board Training	6
Fundamentals of Administration	6
Interviewing for Success (for Officers and Supervisors)	6
Open Meetings	6
Personal Property Tax Warrants	6
Public Speaking	6
SA&I Reporting Requirements	6
Title VII: Laws Affecting Employment	6

* New courses developed in the future may be added to this list.

1) County Treasurers and deputies must complete 36 hours of required courses and 24 hours of discretionary courses for a total of 60 hours to earn an Advanced II certificate.

2) Certificates are awarded annually at the spring educational training school.

3) Discretionary courses taken in Advanced I cannot be duplicated to receive certification in Advanced II.

4) Reduced Total Hours of Advanced II to 60 hours by reducing Discretionary Courses to 24 hours effective July 8, 2009.

5) Reduced Total Hours of Advanced II to 60 hours; reduced Discretionary Courses to 24 hours-July 8, 2009

Continuing Education Requirement

Six (6) hours of continuing education credits are required each year to remain in good standing in the certification program after all certificates are received. This requirement begins the calendar year following the year of receipt of the Advanced II certificate.

In highly unusual, extenuating circumstances, a county official or employee may request a waiver of the annual six (6) hours Continuing Education Units (CEU) requirement for maintenance of certification in good standing. Persons applying for this waiver must provide a written, signed letter that explains the need for the waiver. In order for a waiver to be granted, the officer association executive board, the State Auditor and Inspector, and the OSU county training program leader must all agree, sign and date the waiver.

Description of Courses
County Treasurer Certification Program ~~ County Training Program
Oklahoma State University ~~ January, 2015

Established Courses
1. **Fundamentals of Administration** . . . This course is required for Treasurers, County Clerks, and Court Clerks. It is composed of six hours of instruction including group process technique, construction of cause/effect diagrams, and workflow analysis. (6 hours)
2. **Purchasing Procedures** . . . This two-day course covers in detail all of the procedures that are required to be followed under Oklahoma's Purchasing Act. Each chapter of the Purchasing Handbook is covered, regular updates on legislative changes are given along with advice from the Auditor's staff, and the class is enhanced by the use of numerous case studies derived from actual happenings in Oklahoma counties. (12 hours)
3. **Basic Accounting** . . . The fundamental principles of accounting and bookkeeping are covered in this two-day course. The class begins with a definition of accounting and moves forward through financial illustrations and a case study that is applicable to county government. Participants in this course gain a greater understanding of how to use accounting information to assist with planning, control, and evaluation. (12 hours)
4. **Budget Process** . . . Two days of learning how the Estimate of Needs and Financial Statement are completed. Sources of revenues, plus reporting of revenues and expenditures, are covered. Statutory guidelines/requirements for appropriations and estimating available revenues are presented. Practical hands-on exercises are used throughout the course. (12 hours)
5. **Supervisory Skills I .** . . This two-day course covers the fundamentals of managing others. The course is offered to county officers, deputies and employees, and is part of the Roads Scholar program. It provides a unique forum for the exchange of ideas about management in a local government setting. (12 hours)
6. **Statute Reference and Legislative Process** . . . A hands-on course where students bring sets of statutes to the class. A textbook illustrates how the statutes are organized, their history is outlined, and the abbreviation/footnote system is covered. A quick study of the court case reference system is given and students are taught to find and read court cases and judges' decisions. The class has been expanded to one and one-half days, with the second day being devoted to a discussion of how a law is enacted in the Oklahoma legislature. (9 hours)
7. **Land Records . . .** Each of the dozens of types of documents filed in the County Clerk's Office dealing with the title of land is covered and explained in this two-day course. A brief time is also devoted to legal descriptions, an exercise is performed on platting tracts, and students actually learn how to use the tract index by doing their own indexing of platted and unplanted land entries. (12 hours)

8. **Tax Roll Corrections .** . . Covers the duties and responsibilities of county officers and boards in correcting the tax roll, focusing on erroneous assessment, clerical errors, omitted property, court cases, and board decisions. (6 hours)

9. **Basic Mapping .** . . Similar to a three-day course required by law for Assessors, this course details how land is platted and surveyed and how this information is applied to mapping of tracts. Figuring acreage, determining lengths and various measures are just a few of the things covered in this very practical course. Everyone in the courthouse should hold this information. (12 hours)

10. **Cash Flow Management . .** . The primary focus of this course deals with the detailed planning of county expenditures and expected deposits. Emphasis is placed on the additional efficiencies and interest earnings that may be acquired as a result of careful planning by everyone in county government. The course material has natural ties to county accounting and budgeting. Examples and case studies used in this course are drawn from actual county experiences. (6 hours)

11. **Communication Skills** . . . Whether you are dealing with co-workers or customers, writing letters, or answering the telephone, you spend most of hour days communicating in one way or another, even non-verbally. This course will provide you with the tools that you can use to be a successful and effective communicator. You will learn what communication is, how we communicate, and what you can do to ensure that your communication is direct and understandable, and receives results. We will also discuss listening – an important part of communicating. We will discuss what causes conflict, how you might avoid it, and what you can do when faced with unpleasant situations and people. (6 hours)

12. **Computer Basics** . . . This one-day basic computer class introduces computer components, operating systems, file maintenance and security. The majority of the class is spent on Microsoft Excel spreadsheets but an introduction to the Internet and Microsoft Word are also included. (6 hours)

13. **Duties and Responsibilities of the County Treasurer** …The course is designed to review the duties and responsibilities of the County Treasurer using the County Treasurer's Handbook as the text. This course includes short lectures provided by County Treasurers and deputies, small group discussions of prepared questions and issues that arise during the course of the discussion. (12 hours)

14. **Payroll Books and Reports** . . . The responsibilities involved in maintaining proper payroll records within each department and within the payroll department is the main focus of this class. This class will review step by step process of building the personnel files and payroll records for new hires, such as verification of social security (e-verify) and employment eligibility verification (I-9). Examples of various practices of successfully-operated payroll departments are reviewed to help organized personnel files and document benefits offered to county employees. The class will review how to calculate overtime and reduction of pay for salaried employees and other special payroll situations. Examples of forms that will be covered are Section 125, insurance forms, garnishments, retirement, child support, federal tax forms, plus many more. (6 hours)

15. **Public's Right to Know** . . . A one-day course that covers Oklahoma laws and procedures in dealing with public records, their definition, required availability, and county officers' responsibility in handling requests from the public. (6 hours)

16. **State Auditor and Inspector Forms** . . . This one-day course examines all categories of forms prescribed by the State Auditor and Inspector's Office for use in the County Treasurer's Office. During this course, discussion groups answer questions related to each form, discuss the forms and present their suggestions to the entire class. (6 hours)
17. **Supervisory Skills II** . . . This two-day course takes the subject matter covered in Supervisory Skills I to a more in-depth level that actually deals with specific types of situations. Procedures for handling employee evaluations, the interview process, and record keeping are just three of the topics covered in this course. (12 hours)
18. **Open Meetings** . . . This course examines the history, importance, types, and purposes of meetings. Emphasis is placed on open meeting law and meeting procedures. (6 Hours)
19. **Title VII: Federal Statutes**. . . Course covers Title VII Civil Rights Act and will deal with discrimination, harassment, quid-pro type I & II, sexual harassment and hostile work environment. An actual case study of an alleged sexual harassment suit will be investigated during the afternoon of the course. (6 hours)
20. **Change Management** . . . In today's environment, priorities and structure can change overnight. With development of new challenges, people are expected to conform. Sometimes change is implemented without considering the impact it may have on people's attitudes and performance. Employees go through different emotional states when change is implemented, and our actions on how we manage the change have a great bearing on how quickly the organization will get back to normal. Managing change deals with the different aspects of change and how we can implement change with a minimum amount of disruption to employees, the organization and ourselves. (6 hours)
21. **Equalization Board** . . . This course is designed to give each County Board of Equalization member an overview of the assessment process and some insight into the ad valorem tax system. Further, this course describes the responsibilities of the County Board of Equalization in this system. (provided by CLGT) (6 hours)
22. **Public Speaking** . . . This course teaches a person how to tame the fear of speaking in public. The subject matter will cover skills that can be used to become confident and powerful while speaking. Preparation, organization, analyzing the audience, delivery and visual aids are a few of the specific topics. Actual practice in front of a group is an important part of this worthwhile session.
23. **Excise Board Workshop** ... The workshop will cover: (1) the budget process – timetable and role of each county officer and department head, with emphasis on the excise board's role; (2) sources and uses of general fund dollars and the legal guidelines such as priority of funding; (3) statistics showing what counties around the state are doing; and (4) how the excise board is to estimate the amount of funds available for appropriation at budget time. A notebook of material will be provided. There will also be plenty of time for question and answer. (3 hours) This workshop is offered every other year.
24. **Overview of County Government** …The county government team (as well as the public) wins when each player has a fundamental understanding of their role,

the role of each teammate, and the way they should work together. Mission of this one-day course is to review the primary functions of county government and duties of elected and non-elected officials in carrying out those functions. (6 Hours)

25. **Building Your Budget** … How does a county official or department head estimate the costs associated with carrying out their duties? This one and one-half day course reviews fundamentals of building a department budget, short-term and long-term. Specific county examples will be examined. (6 Hours)

26. **Duties & Responsibilities of Councils, Commissions, Boards & Trusts** … Local government bodies operate under these headings. This one-day course describes the characteristics of and legal authority for each, as well as examples of how each is being used in Oklahoma. (6 Hours)

27. **Managing Personnel in an At-Will Organization** … (Recommended for Department Heads and Supervisors): Since hiring, directing, discipline and termination are all part of doing business, conducting them in a legal and effective fashion is crucial in today's world of lawsuits. This course discusses important areas to help protect managers and supervisors from damaging, expensive legal actions. (This course incorporates the old Hiring & Firing material with much new information) (12 Hours)

28. **Customer Service** … Knowing your customers and serving your customers is an important function for every county office. This course will assist you in identifying and responding to your internal customers using listening, problem solving and conflict-management skills. In turn, you will learn how to use these skills to become more customer-oriented and assist your office in providing quality customer service to external customers. (6 Hours)

29. **More Powerful Writing Skills** …The Grammar Class will cover the importance of good grammar, understanding the fundamentals of grammar, and developing more powerful writing. The class will include many hands-on practical exercises. (6 Hours)

30. **Interviewing for Success** …(Recommended for Department heads and Supervisors): Two basic thoughts necessary when interviewing are:
    a. Requirements for the job
    b. Who is best qualified to perform requirements

Those making these decisions must be well versed in both to be a qualified job interviewer. The best person has to "fit" the job. Course participants construct job profiles, and by course conclusion, participants will understand how to conduct a legal interview in order to select best-qualified candidates to fill positions. NOTE: THIS COURSE COUNTS FOR CONTINUING EDUCATION and is not one of the options for meeting certification requirements. (6 Hours)

31. **Documentation and File Building** … (Recommended for Department Heads and Supervisors): Most administrators and supervisors are ill equipped to evaluate and weed-out unsatisfactory employees. The problem is not identifying the substandard employee, as everybody close to the scene can point to dead wood. The problem is in execution. This course deals with building a case that stands the test of close examination in discipline and firing. Many, many details are covered to instruct department heads and supervisors in how to develop and preserve evidence, prepare statements, and other documentation, just to name a few. NOTE: THIS COURSE COUNTS FOR CONTINUING EDUCATION and is not one of the options for meeting certification requirements. (6 Hours)

32. **Tax Sales Procedures** (6 hours)

This one-day course covers the procedures that County Treasurers must follow in publishing delinquent personal and real properties each year, the June Resale, and Maintaining and Disposing of County-Owned Properties. Statutory guidelines are reviewed in depth, notification and publication requirements are covered, a collection of selected Attorney General Opinions and major court case decisions are reviewed. (6 hours)

CONTINUING EDUCATION

Continuing Education Credits/Continuing Education Units (CEUs):

Six hours of credit per year are required to maintain certification in good standing. The time clock for CEUs begins ticking in the calendar year following the year in which certification requirements are met.

Request for Continuing Education Credits:
- Other training outside that which has been previously approved (shown below) should receive advanced approval before attending to ensure that continuing education credit will be awarded.

The Request for Continuing Education Credit must be submitted for approval to:
1. County Treasurer Advisory Board
2. OSU-CTP
3. State Auditor & Inspector

Credit for continuing education must be submitted to Oklahoma State University on the approved form.

Pre-Approved Continuing Education Credits

The following are considered as approved for continuing education credit:
1. All County Training Certification Courses
2. State Auditor and Inspector training
3. Tom Martens software training
4. KellPro software training

Other schools, workshops, courses, etc. may be submitted for approval on an individual basis. The forms to request acceptable courses are available from OSU-CTP.

See form below

REQUEST FOR CONTINUING EDUCATION CREDIT

This form was developed for your convenience in reporting continuing education to the County Treasurer Certification Program. It does not imply automatic acceptance by this program. A copy of the program brochure or outline is required.

1. The form must be completed in its entirety.
2. Please type or print legibly.
3. Keep a copy of this form for your files.

- Name:
    I. _____
- Position:
    I. _____
- County:
    I. _____
- Mailing Address City/State/Zip Code:
    I. _____
- Program Title:
    I. _____
- Program Dates:
    I. _____
- Number of Instructional Hours:
    I. _____
- Sponsoring Organization:
    I. _____
- Program Location Instructor:
    I. _____
- Provide course outline or overview (may attach additional materials):
    I. _____
- Signature of Instructor/Program Official:
    I. _____
- Signature of Applicant:
    I. _____
- Date:
    I. _____
- Approval:
    I. _____

County Treasurer Association President

YES	NO	Date	Signature

CTP Program leader

YE	NO	Date	Signature

State Auditor Inspector

YES	NO	Date	Signature