

# Certification Program for County Treasurers and Deputies

*Effective July 1, 2018*

**County Training Program – Oklahoma State University – OCES**

Phone 405-744-6160    FAX 405-744-8210    [ctp@okstate.edu](mailto:ctp@okstate.edu)

Certificate Requirements <u>Courses</u>	Treasurer & 1st Deputy			-	Treasurer's Other Deputies		
	<u>Basic</u>	<u>Adv 1</u>	<u>Adv 2</u>		<u>Basic</u>	<u>Adv 1</u>	<u>Adv 2</u>
Basic Accounting 1 - Intro	6						
Basic Accounting 2	6						
Budget Process 1 - Intro	6						
Intro to Purchasing	3					3	
Managing in an At-Will Organization	12						
Statute Reference	6						6
Tax Sales	6						
Treasurer Duties Review 1	6				6		
Basic Finance		12					
Cash Flow Mgmt.		4					
Effective Work Skills		6			6		
Investments and Collateral		6					
Overview of County Government		6					
Supervisory Skills 1		6					
Tax Warrants (personal property)		6					
Customer Service			6			6	
Land Records			12				
Open Records			3			3	
Supervisory Skills 2			6				
Understanding the Whole of County Gov't					3		
<b>Required Courses total hours</b>	<b>51</b>	<b>46</b>	<b>27</b>		<b>15</b>	<b>12</b>	<b>6</b>
<b>Discretionary Courses total hours</b>	<b>12</b>	<b>2</b>	<b>9</b>		<b>24</b>	<b>18</b>	<b>24</b>
<b>Total Hours</b>	<b>63</b>	<b>48</b>	<b>36</b>		<b>39</b>	<b>30</b>	<b>30</b>

Discretionary Hours may be obtained by taking any OSU-CTP certification class (except required classes listed above) or by taking any other approved training.

It is highly recommended that requisitioning officers take Purchasing Procedures 1 (6 hours) and that receiving officers take Inventory Tracking & Disposal in addition to Intro to Purchasing.

Certification credit hours from OSU-CTP require timely completion of a post-course exercise with a minimum 80% score. Discretionary hours from outside of OSU-CTP may not require a post-course exercise.

Courses taken before 7/1/2018 will be translated into appropriate credit hours in the program above.

Beyond Advanced 2 Certification, maintaining certification in good standing requires six credit hours per year from any approved training and a post-course exercise is not required.