

**ACCREDITATION POLICIES**  
**COUNTY COMMISSIONERS AND**  
**DEPUTIES**

**2025**



**ACCREDITATION POLICY  
FOR  
COUNTY COMMISSIONERS AND DEPUTIES**

Approved and Adopted  
by  
County Commissioner Advisory Board  
and  
Oklahoma State University – County Training Program  
Updated July 2025

**2025 COUNTY COMMISSIONER ADVISORY BOARD**

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County Training Program, Oklahoma State University  
Oklahoma Cooperative Extension Service

## TABLE OF CONTENTS

OVERVIEW _____	4
STATUTORY REQUIREMENTS _____	5
DUTIES OF THE COMMISSION _____	5
Meeting, Chairman, Quorum, Mileage, and Per Diem _____	5
Advisory Boards _____	6
Counties and County Officers Objectives _____	6
Counties and County Officers Continued _____	7
CERTAIN COUNTY OFFICIALS TO PARTICIPATE IN TRAINING PROGRAMS AND EDUCATIONAL SEMINARS _____	7
POLICIES FOR THE COUNTY COMMISSIONER ACCREDITATION PROGRAM _____	7
Training Participants _____	7
Employee Transfers _____	7
Examination/Exercise _____	7
Program Accreditation _____	8
Transcripts _____	8
Certificate/Accreditation Requirements: _____	9
DISCRETIONARY COURSES* _____	10
Basic Accreditation Program – County Commissioners and First/Chief Deputy _____	11
Advanced I Accreditation Program - County Commissioners and First/Chief Deputy _____	11
Advanced II Accreditation Program - County Commissioners & First/Chief Deputy _____	11
Basic Accreditation Program – County Commissioner Deputies _____	12
Advanced I Accreditation Program - County Commissioner Deputies _____	12
Advanced II Accreditation Program - County Commissioner Deputies _____	12
CONTINUING EDUCATION REQUIREMENT _____	13
COURSE DESCRIPTIONS _____	14
CONTINUING EDUCATION _____	20
REQUEST FOR CONTINUING EDUCATION CREDIT _____	21

## OVERVIEW

In 2000, the Association of County Commissioners began the Certification Program for County Commissioners, their deputies and employees. Upon recommendation of the ACCO Education Committee, three courses offered by the County Training Program were selected as the initial required courses for an official certification program with the understanding that additional courses would be added on another level in the future.

These initial required courses were the Basic Certification/Accreditation Program. The Basic Certification Program offered two avenues – the first requiring only completion of the course, and the second requiring successful completion of an exercise following the course with a score of at least 80% or higher. The first avenue is for “Certification” and the second is for “Accreditation” and separate certificates for each are awarded annually at an ACCO Conference.

In June, 2001, the ACCO Education Committee adopted the advanced program. The Advanced Certification, like the Basic, follows the same rules for attaining “Certification” and “Accreditation” - based on whether the participant completes the post-course exercise and earns a score of at least 80%. Commissioners and deputies/employees would choose at their discretion five of eight courses to qualify for Advanced recognition.

In June 2011, the County Commissioner Advisory Board was established and met for the first time in July 2011. Originally, the ACCO Education Committee served this purpose then the ACCO Strategic Planning Committee provided indirect input for the certification program.

On July 1, 2018, the County Commissioner Advisory Board adopted the current Certification Program for County Commissioners and Employees. This program contains a Basic, Advanced 1, and Advanced 2 plan for County Commissioners and First/Chief Deputies, and a Basic, Advanced 1, and Advanced 2 plan for other County Commissioner employees. Both of these plans follow the same rules for attaining “Certification (i.e. completion of the course) and Accreditation” (i.e., completion of an exercise following the course with a score of at least 80% or higher).

Effective January 1, 2024, the County Commissioner Advisory Board approved the transition to go from a Certification/Accreditation Program to solely an Accreditation Program.

## **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, 2026, 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; State Auditor and Inspector or designee; Director of the Oklahoma Department of Transportation or designee; Chairman of the Oklahoma Tax Commission or designee; President of the Oklahoma County Officers Association or designee.

### ***19 O. S. Section 130.1***

## **DUTIES OF THE 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. (Note: Historic practice has been to meet twice per year, once in August and once in February.

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**

**ADVISORY 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. Meetings of advisory boards shall be called by the County Training Program Director of the Cooperative Extension Service. 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.

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 CONTINUED**

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. 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. Any 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, 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 130.1 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.

### ***19 O. S. Section 130.7***

## **POLICIES FOR THE COUNTY COMMISSIONER ACCREDITATION PROGRAM**

### **Training Participants**

All County Commissioners in the State of Oklahoma, whether appointed or elected to office, and County Commissioner's Deputies are regarded as participants in the training program under the direction of their County Commissioner.

### **Employee Transfers**

When a county employee transfers from another department, the courses completed, and credit hours accrued in the other county office accreditation program that are applicable to the County Commissioner Accreditation Program will be counted towards the requirements for the County Commissioner Accreditation Program if the post course exercises have been completed. If the post course exercises have not been completed the employee must take and submit the post course exercise pertaining to that course for credit towards the County Commissioner Accreditation Program.

### **Examination/Exercise**

County Commissioners and their deputies are required to complete a post-course exercise after each course to obtain accreditation credit for the course work. For in-person courses, participants receive the post-course 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 emailed, faxed, or mailed and the original is kept by the County Training program. Many post-course exercises have an online option as well.

For the CTP training webinars via Zoom, the participant will receive the post-course exercise via email after the course. The participant has the option to print out the exercise and complete it manually or use a link for an online version of the exercise.

Participants are required to score 80% or more to obtain a passing grade. In the event the participant does not score at least 80% correct, there is one opportunity to correct the 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.

Participants are required to score 80% or more to obtain a passing grade. In the event the participant does not score at least 80% correct, there is one opportunity to correct the 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 Accreditation**

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

The Accreditation certificate is confirmation the individual has attended the required course hours and has successfully completed the post-course exercise. Upon successful completion of the course hours and successfully passing the post course exercise for Basic, Advanced I, and Advanced II Certification Programs, respectfully, the candidate for certification will receive an Accreditation certificate to be awarded at the ACCO Fall Conference.

The Accreditation 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 ACCO Fall Conference and requests that their program certificate be awarded before the next ACCO Fall Conference, the certificate will be awarded only after approval by the County Commissioner Executive Board and OSU-CTP.

## **Transcripts**

A transcript is a record of courses and certificates. The County Training Program keeps the record of each participant's courses and certificates completed. Transcripts will be provided for all County Commissioner participants upon request to the County Training Program by phone or email.

Participants may notify the County Training Program of any changes or additions in order to maintain current information. However, the County Training Program prefers that each respective County Commissioner notify CTP of the information needed for the updates for County Commissioner personnel.

As of 2023, ACEWeb, the online platform that OSU-CTP participants navigate and enroll in classes. ACEWeb allows participants to see courses completed and exercise scores. Online courses are not seen in ACEWeb, and participants need to contact OSU-CTP for completion date and score.

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

# Accreditation Program for County Commissioners and Employees

*Effective January 1, 2025*

## County Training Program – Oklahoma State University – OCES

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

Accreditation Requirements:	Commissioners and 1st/Chief Deputies			Other Commissioner Employees		
	Basic	Advanced 1	Advanced 2	Basic	Advanced 1	Advanced 2
Courses						
Managing in an at-will Organization	12					
Budget Process 1 - Intro	6					
Basic Accounting 1 - Intro	6					
Statute Reference	6					6
Commissioner Duties Review 1	6			6		
Open Meetings	3					
Intro to Purchasing	3				3	
Purchasing Procedures 1						
Purchasing Procedures 2						
Open Records			3		3	
Supervisory Skills 1		6				
Councils, Commissions, Boards, & Trusts			6			
Customer Service					6	
Effective Work Skills		6		6		
Excise Board pt 1		3				
Excise Board pt 2		3				
Fundamentals of Administration		6				
Inventory Tracking & Disposal			6			
Overview of County Government		6				
Supervisory Skills 2			6			
Tax Roll Corrections			6			
Understanding the Whole of County Gov't				3		
<b>Required Courses total hours</b>	<b>42</b>	<b>30</b>	<b>27</b>	<b>15</b>	<b>12</b>	<b>6</b>
<b>Discretionary Courses total hours</b>	<b>21</b>	<b>18</b>	<b>12</b>	<b>24</b>	<b>18</b>	<b>24</b>
<b>Total Hours</b>	<b>63</b>	<b>48</b>	<b>39</b>	<b>39</b>	<b>30</b>	<b>30</b>

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

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

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.

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

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

## DISCRETIONARY COURSES\*

<b>Discretionary Courses</b>	<b>Hours</b>
A Practical Guide to Parliamentary Procedure	4
Basic Accounting 2	6
Basic Computer Skills	3
Basic Mapping	12
Budget Process 2	6
Cash Flow Management	4
Communication Skills	3
County Purchase Card (P-Card) Online	3
Economic Development	3
Land Records	12
Legislative Process	6
Navigating Payroll and Employment Law	6
Public Communications	3
Supervisory Skills 3	6
Tax Roll Corrections	6

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

## **Basic Accreditation Program – County Commissioners and First/Chief Deputy**

- ❖ County Commissioners and first/chief deputies complete and receive the same accreditation.
- ❖ County Commissioners and first/chief deputies must complete 42 hours of required courses and 21 hours of discretionary courses for a total of 63 hours to earn a basic certificate.
- ❖ The certificate for the Basic Accreditation Program is awarded and must be earned before the Advanced I Accreditation Program certificate.
- ❖ Certificates are awarded annually at the ACCO Fall Conference.
- ❖ Nothing precludes multiple certificates awarded in the same year.

## **Advanced I Accreditation Program - County Commissioners and First/Chief Deputy**

- ❖ County Commissioners and first/chief deputies must complete 30 hours of required courses and 18 hours of discretionary courses for a total of 48 to earn an Advanced I certificate.
- ❖ The Advanced I program certificate will be awarded before the Advanced II program certificate.
- ❖ Discretionary courses taken in Basic Accreditation Program cannot be duplicated to receive accreditation in Advanced I.
- ❖ Certificates are awarded annually at the ACCO Fall Conference.
- ❖ Nothing precludes multiple certificates awarded in the same year.

## **Advanced II Accreditation Program - County Commissioners & First/Chief Deputy**

- ❖ County Commissioners and first/chief deputies must complete 27 hours of required courses and 9 hours of discretionary courses for a total of 36 hours to earn an Advanced II certificate.
- ❖ Discretionary courses taken in Advanced I cannot be duplicated to receive accreditation in Advanced II.
- ❖ Certificates are awarded annually at the ACCO Fall Conference.
- ❖ Nothing precludes multiple certificates awarded in the same year.
- ❖ Beyond Advanced II Accreditation, maintaining accreditation in good standing requires six credit hours per year from any approved training and a post-course exercise is not required.

## **Basic Accreditation Program – County Commissioner Deputies**

- ❖ County Commissioner deputies must complete 15 hours of required courses and 24 hours of discretionary courses for a total of 39 hours to earn a Basic certificate.
- ❖ The certificate for the Basic Accreditation Program is awarded and must be earned before the Advanced I Accreditation Program certificate.
- ❖ Certificates are awarded annually at the spring educational training school/conference.
- ❖ Nothing precludes multiple certificates awarded in the same year.

## **Advanced I Accreditation Program - County Commissioner Deputies**

- ❖ County Commissioner deputies must complete 12 hours of required courses and 18 hours of discretionary courses for a total of 30 hours to earn an Advanced I certificate.
- ❖ The Advanced I program certificate will be awarded before the Advanced II program certificate.
- ❖ Discretionary courses taken in Basic Accreditation Program cannot be duplicated to receive accreditation in Advanced I.
- ❖ Certificates are awarded annually at the spring educational training school/conference.
- ❖ Nothing precludes multiple certificates awarded in the same year.

## **Advanced II Accreditation Program - County Commissioner Deputies**

- ❖ County Commissioner deputies must complete 6 hours of required courses and 24 hours of discretionary courses for a total of 30 hours to earn an Advanced II certificate.
- ❖ Certificates are awarded annually at the spring educational training school/conference.
- ❖ Discretionary courses taken in Advanced I cannot be duplicated to receive accreditation in Advanced II.
- ❖ Nothing precludes multiple certificates awarded in the same year.
- ❖ Beyond Advanced II accreditation, maintaining accreditation in good standing requires six credit hours per year from any approved training and a post-course exercise is not required.

## **CONTINUING EDUCATION REQUIREMENT**

Six hours of continuing education credits are required each year after completion of Advanced II Accreditation in order to maintain accreditation in good standing. This requirement begins the calendar year following the year of receipt of the Advanced II certificate. A post-course exercise is not required for these credit hours.

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. People 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.

## COURSE DESCRIPTIONS

### **Basic Accounting 1 - Intro (6 Hours)**

This course defines bookkeeping and accounting before exploring financial statements and illustrations for county government. You will learn how to use accounting information to assist with planning and budgeting. This course gives a basic understanding of the accounting responsibility of all elected officials and how monies flow from deposit to expenditure. You will dive into the chart of account structure for county government and identify key standard operating procedures. This course also describes the process of the required audit performed by the State Auditor and Inspector, including a review of internal controls.

### **Basic Accounting 2 - Intro (6 Hours)**

Basic Accounting I must be completed before taking Basic Accounting II. This class gives a basic understanding of the accounting relationship between the County Clerk's appropriations ledger (available budget) and money deposited with the County Treasurer. The class exercise identifies the steps outlined by the Oklahoma Statutes for the checks and balances of county funds. It provides a greater understanding of differences between unencumbered funds and encumbered funds, as well as County Clerk's balances versus County Treasurer's balances, and appropriation vs. apportionment.

### **Basic Computer Skills - Online (3 Hours)**

This course provides a basic introduction to Microsoft Excel. Prior to enrolling in this course, you will need Microsoft Excel software on your computer, and you will need to operate a Windows Operating System to open Microsoft Excel, access files, and access the internet. This course covers the basics of Excel, working with cells and sheets, formulas and functions, and working with data.

### **Basic Mapping (12 Hours)**

This course provides an overview of mapping. It demonstrates practical uses for maps in county government and shows the importance of mapping skills to elected officials and deputies. It covers how land is platted and surveyed and how this information is applied to mapping tracts of land. Participants learn to compute acreage, determine lengths and various other measures, and perform other practical mapping skills. The history of Oklahoma's mapping and platting system is discussed. Case studies give participants hands-on experience in surveying, describing property and platting land.

### **Budget Process 1 - Intro (6 Hours)**

This one-day course provides a general introduction to county funds and an in-depth look at the county General Fund and its budget requirements. General Fund sources of revenue, line items of expenditure, statutory timetable, and the roles of officers are covered. In addition, computation of available funds and an introduction to budget related State Auditor and Inspector forms is included.

### **Budget Process 2 (6 Hours)**

This course provides a detailed, practical application of the county general fund budget process. You will use an actual county's data for a hands-on case study in which budget estimates are generated, funds available are estimated, budget reductions are made, the mill levy is computed, and the budget completed. You will use calculators and State Auditor and Inspector forms to complete portions of an actual budget. This course explores interactions with cash funds, transfers, and supplements.

### **Cash Flow Management (4 Hours)**

This course examines the detailed planning and timing of county expenditures and expected deposits. You will specifically explore the additional efficiencies and interest earnings that may be acquired as a result of careful planning by everyone in county government. This course is composed of data and case studies from actual county experiences.

### **Communication Skills (3 Hours)**

This course explores everyone's need for communication. You will learn what communication is, how we communicate, and how to communicate effectively with the people around you. You will also use personality tests to determine how to communicate with difficult people and how you can strengthen communication in tough situations.

### **County Commissioners Duties Review I (6 Hours)**

This course reviews the duties and responsibilities of the county commissioner using the *Handbook for County Commissioners of Oklahoma* as the text. You will learn about general commissioner duties; meetings; county administration; trust authorities; circuit engineering districts; and county offices, boards, and departments. This course includes short lectures provided by county commissioners and other educated professionals, as well as small group discussions of prepared questions and questions that you may have on the day of the course. This course encourages "round table" discussion of the day-to-day operations of the commissioner's office and how to meet the requirements of the law while still providing service to the citizens.

### **Customer Service (6 Hours)**

This course is valuable to all individuals as we all have customers to whom we provide services. You will explore the circle of service, the people that we serve, what we are trying to accomplish, hospitality habits, and the value of knowing your community so you can assist others through that knowledge. The afternoon sessions explore dealing with difficult customers and telephone etiquette.

### **Duties & Responsibilities of Councils, Commissions, Boards, and Trusts (6 Hours)**

This course explores the local government bodies that operate as councils, commissions, boards, and trusts. You will learn the legal authority for each one and examine examples of how Oklahoma uses each of these bodies. You will team up in small groups and each group will answer a series of questions resulting in a basic description of a new, unique county trust authority.

### **Economic Development: The Role of County Officials (3 Hours)**

This course offers county officials some insights into the primary issues affecting the development of our local economies. You will examine tools available to communities and counties to assist with local economic development efforts. This course specifically covers impact analysis, sales gap analysis, and surveys. You will learn about the availability of online data sources and how to access them. You will share your perception of the role of county government in economic development. This course utilizes group activities, facilitated discussions, and panel discussions to encourage participation and feedback.

### **Effective Work Skills (6 Hours)**

This course explores skills that make us more effective – producing the results we are striving for in the best and most efficient manner. You will concentrate on three areas: 1) Effective Communication – including improving listening skills, questioning skills and understanding nonverbal behavior better; 2) Effective Time Management – exploring methods to better

plan and manage our time more efficiently, and 3) Effective Relationships – focusing on learning to be more successful in relationships with difficult individuals.

**Excise Board Training Webinar (6 Hours)**

This course focuses on the statutory duties of excise board members and their interactions with other elected officials. You will learn about the county general fund budget process, including identifying the available dollars and allocation of those dollars as provided in the constitution and statutes. This course is presented in two, three-hour segments. This course is also offered as a six-hour online course that you can take asynchronously at your own pace.

**Fundamentals of Administration (6 Hours)**

This course will equip you with practical tools for decision-making, helping them evaluate processes, procedures, and services. You will learn how to answer difficult questions in administration, such as: Should we continue these processes? If so, how can we improve them? If not, how can we eliminate them with minimal impact? You will utilize critical thinking, problem solving, root cause analysis, operational efficiency, implementing change, and conflict resolution.

**Introduction to County Purchasing Procedure - Online (3 Hours)**

This course is an introduction to the Oklahoma County Purchasing Act. You will review the roles and responsibilities of all elected county officials and purchasing officers. This course examines the procedures as required in Title 19 (the County Purchasing Act) and in Title 61 (competitive bidding). You will also explore inventory disposal.

**Inventory Tracking and Disposal (6 Hours)**

This course emphasizes the need for counties to create a system for tracking and identifying fixed and consumable inventories to maintain compliance with state statutes. You will examine those statutory requirements, and the forms required to maintain the system. This course also defines the roles and responsibilities of the county officers, department heads, and receiving/inventory officers in the inventory process.

**Land Records (12 Hours)**

This two-day course examines the statutes relating to the registration of property. You will study legal descriptions and different types of conveyances, perform a tract platting exercise, and learn how to use the tract index by doing your own indexing of platted and unplatted land entries.

**Legislative Process (6 Hours)**

This course reviews the governmental structure of Oklahoma, with emphasis on the legislative branch. You will learn how an idea becomes a law. You will complete an exercise using the legislative website to track legislation as it moves through the process of consideration to become law.

**Managing Personnel in an At-Will Organization (12 Hours)**

This course examines Oklahoma’s “right to work” or “at-will employment” environment, which is often incorrectly perceived as permission and protection for blanket termination. You will learn the common exceptions to at-will legislation on the state and national levels. This course will explore hiring, managing performance and termination, examining an employer’s role from the beginning of hiring the right employee to the point of exit, and the basic management responsibilities during the employment period. You will explore interview techniques, performance measures for productivity issues, and employer best practices.

**Open Meetings (3 Hours)**

This course examines what public bodies must do to conduct meetings under the Oklahoma Open Meeting Act (found in Title 25 of the Oklahoma Statutes). This course focuses on the statute's purpose to encourage and facilitate the public's opportunity to observe their government and understand how its decisions are made. This course explores the statute, court decisions, and attorney general opinions that address implementation of the law in county government.

**Open Records (3 Hours)**

This course explores Oklahoma laws and procedures dealing with public records. You will learn the definition of open records, the required availability of open records, and county officers' responsibilities in handling requests for open records from the public.

**Overview of County Government (6 Hours)**

This course reviews the primary functions of county government and the duties and responsibilities of elected and nonelected officials in carrying out those functions. You will learn the roles of all county departments and how those departments interact with each other as a team in providing services to the public.

**Navigating Payroll and Employment Law (6 Hours)**

This course is for all elected officials, first deputies, and department heads. You will explore the shared responsibilities of maintaining proper personnel records within each department and examine how federal and state employment laws govern these practices. This course reviews the 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). You will review various practices of successfully operated payroll departments. You will also learn the value of organizing personnel files and documenting benefits that are offered to county employees. This course reviews insurance forms, garnishments, retirement, child support, federal tax forms, and more.

**Practical Guide to Parliamentary Procedures (4 Hours)**

Parliamentary procedure is widely used, but it can seem overwhelming to learn. This course will take a highly practical approach to parliamentary procedure. You will study key terminology and the basics of parliamentary procedure, including making motions, voting, reports, and how to simplify your procedures to work for your group. The course features interactive learning activities and custom multimedia.

**Public Communication (3 Hours)**

This course teaches you how to tackle public communication. You will explore how to confidently and effectively communicate with an audience. This course examines preparation, organization, research, and audience analysis in public communication. This course ends with a lively group debate to reinforce the key topics.

**Purchase Card (P-card) Training (3 Hours)**

This course prepares the purchase cardholder to use the purchase card in a responsible and accountable manner through examining the laws, rules, policies, and procedures within the purchase card program. You will identify the roles and responsibilities of state agencies, the contract holder, and county employees. You will also examine the process required to participate in the purchase card program. This course will explore the steps in a typical purchase card transaction, including the forms that are used.

You will learn the methods of purchase, purchase card limits, and other key elements related to cardholder purchases through examples. This course is a requirement for the purchase cardholder before a purchase card is issued.

**Purchase Card (P-card) Training (statutory requirement 2 year refresher) (2 Hours)**

This course meets the statutory requirement for the purchasing agent and purchase cardholders to attend training every two years from the date of the last training session. This course is not the initial training required for purchase cardholders before the purchase card is issued. This is a refresher course that revises or updates the cardholder's knowledge of the use of the P-card through examining the laws, rules, and policies and procedures within the program.

**Purchasing I (6 Hours)**

This course details the responsibilities of the purchasing agent as set forth in the Oklahoma Statutes. You will explore the different responsibilities of county elected officials, requisitioning officers, receiving and inventory officers, and state agencies as defined in the County Purchasing Act. This course provides a detailed presentation of the procurement methods under Title 19 and Title 61 for county government. This course occasionally utilizes guest speakers from state or federal agencies to discuss different topics as they relate to county purchasing policies.

**Purchasing II (6 Hours)**

Purchasing I must be completed before taking Purchasing II. This course focuses on different purchasing situations and how the Oklahoma Statutes provide direction. You will learn how to prepare a bid and the writing specifications for the bid. This course also provides the requirements for analyzing a bid and making recommendations, as well as the disposal of property. You will complete several course exercises to help reinforce the presentation.

**Statute Reference (6 Hours)**

This course includes a quick study of the court case reference system. You will explore how the Oklahoma Statutes are organized and how to find specific information on the website. You will learn how to find and read court cases and judges' decisions. This course provides laptops to go online to review the Oklahoma State Courts Network (OSCN) statutory legal research. You will also complete exercises for hands-on experience.

**Supervisory Skills I (6 Hours)**

This course focuses on transitioning from the mindset of being an individual contributor to a supervisor. You will learn how to develop your supervisor mindset (changing your paradigm to learn how to develop this mindset), hold consistent 1-on-1 feedback sessions to help people get and stay engaged, help your team understand why things are done the way they are, learn about establishing a culture of giving and receiving feedback, lead your team through change, and manage your own time and energy so you can be an effective leader.

**Supervisory Skills II (6 Hours)**

This course builds on Supervisory Skills I and explores working with employees predominantly as groups. You will learn to define culture, describe the benefits and importance of it to your teams, and learn ways to influence the culture as a leader. You will then explore leadership models, including people leadership, and learn techniques to engage and motivate employees. This course will conclude with an exploration of integrity and ethics and why they are so important, especially in public service.

**Supervisory Skills III (6 Hours)**

This course will build on the individual and group supervisory skills learned in Supervisory Skills I and Supervisory Skills II. You will explore more advanced leadership techniques and concepts.

**Tax Roll Corrections (6 Hours)**

This course includes two major sections of study. You will review the assessment process and identify methods of correcting original assessments and the assessment roll, while also learning the duties of various county boards and officers. You will then examine several methods of correcting the county tax rolls, including the process for handling erroneous assessments, clerical errors, omitted properties, verification of clerical errors, and court orders.

**Understanding the Whole of County Government Webinar (3 Hours)**

This course reviews the primary functions of county government and the duties and responsibilities of elected and nonelected officials in carrying out those functions. You will learn the roles of all the county departments and how those departments interact with each other as a team in providing services to the public.

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## CONTINUING EDUCATION

*Continuing Education Credits/Continuing Education Units (CEUs):*

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

Request for Continuing Education Credits:

- Other training outside that 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 Commissioner 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 Accreditation Courses
2. State Auditor and Inspector Trainings
3. ACCO Conference Trainings
4. Road Scholar Trainings

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

### County Commissioner Accreditation Program

This form was developed for your convenience in reporting CEUs for the County Commissioner Accreditation Program at OSU. Please type or print legibly and complete this form in its entirety. Be sure and keep a copy for your files.

Name	Phone
Position	County
Mailing Address	City/State/Zip
Program Title:	
Program Date: _____	Number of Instructional Hours
Sponsoring Organization:	
Program Location	Instructor:
Provide course outline or overview (may attach additional materials)	

Signature of Instructor/Program Official  
 (Signature not required if sign-in sheet was provided by Instructor)

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### Approval

CTP Representative	_ Yes	No	
			Date
SA&I Representative	Yes	No	
			Date
President of County Commissioner Association	Yes	No	
			Date

Mail, Email, or Fax form to: OSU County Training Program  
 318 Legacy Hall  
 Stillwater OK 74078-6026  
 Phone: 405-744-6160  
 Fax: 405-744-8210  
 Email: [ctp@okstate.edu](mailto:ctp@okstate.edu)