Accreditation Program for County Commissioners and Employees
Effective January 1, 2025
County Training Program – Oklahoma State University – OCES

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Accreditation Requirements:	Commissioners and 1st/Chief Deputies			Other Commissioner Employees		
Courses	**Basic**	**Advanced 1**	**Advanced 2**	Basic	Advanced 1	Advanced 2
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 (Public's Right to Know)			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		
Required Courses total hours	**42**	**30**	**27**	**15**	**12**	**6**
Discretionary Courses total hours	**21**	**18**	**9**	**24**	**18**	**24**
Total Hours	**63**	**48**	**36**	**39**	**30**	**30**

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.