

Accreditation Program for County Treasurers and Deputies

Effective January 1, 2025

County Training Program – Oklahoma State University – OCES

Phone 405-744-6160 FAX 405-744-8210 ctp@okstate.edu

Accreditation Requirements

<u>Courses</u>	<u>Treasurer & 1st Deputy</u>			-	<u>Treasurer's Other Deputies</u>		
	<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 County Purchasing	3					3	
Managing in an At-Will Organization	12						
Statute Reference	6						6
Tax Sale Procedures	3						
County Treasurer Duties Review 1	6				6		
Basic Finance		12					
Cash Flow Management		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		
Required Courses total hours	48	46	27		15	12	6
Discretionary Courses total hours	15	2	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.

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.

Accreditation 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 Accreditation, maintaining accreditation in good standing requires six credit hours per year from any approved training and a post-course exercise is not required. Classes can be repeated.