

Accreditation Program for Court Clerk and Deputies

Effective July 1, 2026

County Training Program – Oklahoma State University – OCES

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Accreditation Requirements	Court Clerk & 1 st Deputy			Other Deputies	
	Hrs.	Required		Required	
<u>Courses:</u>					
Basic Accounting 1 -Intro	6	6			
Budget Process 1 - Intro	6	6			
Court Clerk Duties Review 1	6	6			
Deputy Court Clerk Duties Review 2	6			6	
Managing Personnel in an At-Will Organization	12	12			
Open Records	3	3			
Purchasing - Intro	3	3			
Statute Reference	6	6			
Supervisory Skills 1	6	6			
Effective Work Skills	6			6	
Understanding the Whole of County Gov't	3			3	
<u>Partial List of Discretionary Courses:</u>					
Court Clerk Bail Bonds/Forfeiture	3.5				
Court Clerk Civil and Criminal Appeals	6				
Court Clerk Confidentiality of Records	3.5				
Court Clerk Destruction of Records	4				
Court Clerk Juvenile Procedures	3				
Court Clerk New Officer or Refresher	6				
Court Clerk Reports and Forms	6				
Customer Service	6				
Fundamentals of Administration	6				
Supervisory Skills 2	6				
Required Courses Hours		48		15	
Required Discretionary Hours		15		24	
Total Hours		63		39	

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.

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 6/30/2026 will be translated into appropriate credit hours in the program above.

Beyond 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.