

Certification Program for County Assessors and Deputies

Effective July 1, 2018

County Training Program – Oklahoma State University – OCES

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Assessor Certification Program	Assessor & 1st Deputy	Other Deputies
<u>Key Classes</u>	<u>Required</u>	<u>Required</u>
Assessor Duties Review 1	6	6
Basic Accounting 1 - Intro	6	
Basic Mapping	12	
Budget Process 1 - Intro	6	
Introduction to Purchasing	3	
Managing in an At-Will Organization	12	
Statute Reference	6	
Effective Work Skills		6
Understanding the Whole of County Gov't		3
Hours of Required Classes	51	15
Discretionary	12	24
Total Hours Required	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. These courses may be used to fill the discretionary hour requirements.

Certification credit hours from OSU-CTP do not require completion of a post-course exercise but the exercise may be voluntarily taken for review purposes.

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

“Assessor Duties Review 1” will be satisfied by completion of ATAP Unit 1.

“Basic Mapping” may be satisfied by completion of ATAP Unit VI.