

## Certification Program for County Clerks and Deputies

*Effective July 1, 2018*

### County Training Program – Oklahoma State University – OCES

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

Certificate Requirements Courses	County Clerk & 1st Deputy			County Clerk Deputies		
	Basic	Adv. 1	Adv. 2	Basic	Adv. 1	Adv. 2
Basic Accounting 1 - Intro	6					
Basic Accounting 2	6					
Budget Process 1 - Intro	6					
County Clerk Duties Review 1	6			6		
Managing in an at-will Organization	12					
Open Meetings	3					
Open Records	3				3	
Purchasing Procedures 1	6					
Purchasing Procedures 2	6					
Statute Reference	6					6
Budget Process 2		6				
Excise Board pt 1		3				
Excise Board pt 2		3				
Land Records		12				
Overview of County Government		6				
Payroll Procedures		6				
Supervisory Skills 1		6				
Councils, Commissions, Boards, and Trusts			6			
Customer Service			6		6	
Effective Work Skills			6	6		
Intro to Purchasing					3	
Inventory Tracking & Disposal			3			
Supervisory Skills 2			6			
Understanding the Whole of County Gov't				3		
<b>Required Courses total hours</b>	<b>60</b>	<b>42</b>	<b>27</b>	<b>15</b>	<b>12</b>	<b>6</b>
<b>Discretionary Courses total hours</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>24</b>	<b>18</b>	<b>24</b>
<b>Total Hours</b>	<b>63</b>	<b>48</b>	<b>36</b>	<b>39</b>	<b>30</b>	<b>30</b>

Discretionary Hours may be obtained by taking any OSU-CTP certification 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.

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

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