

# Certification Program for Court Clerk and Deputies

*Effective July 1, 2018*

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

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Certification Requirements	Hrs.	<u>Court Clerk &amp; 1st Deputy</u>	<u>Other Deputies</u>
		<u>Required</u>	<u>Required</u>
<u>Primary Classes:</u>			
Basic Accounting 1 -Intro	6	6	
Budget Process 1 - Intro	6	6	
Court Clerk Duties Review 1	6	6	6
Managing Personnel in an At-Will Organization	12	12	
Open Records	3	3	
Purchasing - Intro	3	3	
Statute Reference	6	6	
Supervisory 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 Duties Review 2	6		
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 2	6		
Required Courses Hours		48	15
Required Discretionary Hours		15	24
<b>Total Hours Required for Certificate</b>		<b>63</b>	<b>39</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.

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.

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.

Certification is to be completed within 4 years. Beyond Certification, maintaining certification in good standing requires six credit hours per year from any approved training.