

CTP Courses Available for CLEET Accreditation

Budget Process	(12 Hours)
Change Management	(6 Hours)
Communication Skills	(6 Hours)
Fundamentals of Administration	(6 Hours)
Land Records	(12 Hours)
Managing Personnel in an At-Will Organization	(12 Hours)
Open Meetings	(6 Hours)
Public's Right to Know (Open Records)	(6 Hours)
Public Speaking	(6 Hours)
Purchasing Procedures	(12 Hours)
Statute Reference / Legislative Process	(9 Hours)
Supervisory Skills 1	(12 Hours)
Supervisory Skills 2	(12 Hours)
Title VII Federal Statutes	(6 Hours)
Personal Property Tax Warrants	(6 Hours)