

Accreditation Program for County Clerks and Deputies

Effective January 1, 2025

County Training Program – Oklahoma State University – Oklahoma Cooperative Extension Service

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| ACCREDITATION REQUIREMENTS | County Clerk & 1st Deputy | | | <u>County Clerk Deputies</u> | | |
|---|--------------------------------------|---------------|---------------|-------------------------------------|---------------|---------------|
| | 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-Part 1 | | 3 | | | | |
| Excise Board-Part 2 | | 3 | | | | |
| Land Records | | 12 | | | | |
| Overview of County Government | | 6 | | | | |
| Navigating Payroll and Employment Law | | 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 | | | 6 | | | |
| Supervisory Skills 2 | | | 6 | | | |
| Understanding the Whole of County Gov't | | | | 3 | | |
| Required Courses total hours | 60 | 42 | 30 | 15 | 12 | 6 |
| Discretionary Courses total hours | 3 | 6 | 6 | 24 | 18 | 24 |
| Total Hours | 63 | 48 | 36 | 39 | 30 | 30 |

Discretionary Hours may be obtained by taking any OSU-CTP accreditation 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 Accreditation, maintaining accreditation in good standing requires six credit hours per year from any approved training and a post-course exercise is not required.