

**Certification Program for County Assessors and Deputies**  
***Revisions Adopted December 2017***

County Training Program - Oklahoma State University (OSU-CTP)  
Oklahoma Cooperative Extension Service

***Certification shall be accomplished by completing 60 credit hours from the following list of courses.***

1. County Budget Process	12
2. Customer Service	6
3. Communication Skills	6
4. Documentation and File Building	6
5. Fundamentals of Administration/Management	6
6. Land Records	12
7. Managing Personnel in an At-Will Organization	12
8. Overview of County Government	6
9. Public's Right to Know (open records)	6
10. Public Speaking	6
11. Purchasing Procedures	12
12. Statute Reference and Legislative Process	9
13. Supervisory Skills 1	12
14. Supervisory Skills 2	12
15. Tax Roll Corrections	6
16. Excise Board Training (added 2015)	6
17. Economic Development: the Role of Local Officials (added Dec. 2017)	3
18. Computer Basics (added Dec. 2017)	6

Details:

- a. In order to receive credit for a course, one must attend the entire course.
- b. After completing at least 60 hours of credit, a Certification Certificate shall be presented at the next Assessor Association annual conference.
- c. Any and all courses from the above list that were completed prior to the effective date of this certification program shall confer credit.
- d. The county assessor is responsible for authorizing attendance of personnel at appropriate courses. For example, the assessor will decide which personnel (if any) in their office should attend the "Hiring and Firing" course. OSU-CTP will not attempt to determine appropriate classes for individuals.
- e. These guidelines are subject to review by OSU-CTP and the county assessor advisory board. OSU-CTP is ultimately responsible for this certification program.