2006

CERTIFICATION POLICIES
COUNTY CLERKS AND DEPUTIES

APPROVED AND ADOPTED BY:

THE COUNTY CLERK ADVISORY BOARD

AND

EXECUTIVE BOARD
OKLAHOMA COUNTY CLERKS & DEPUTIES ASSOCIATION
CERTIFICATION POLICIES
FOR
COUNTY CLERKS AND
DEPUTIES

APPROVED AND ADOPTED BY:

THE COUNTY CLERK ADVISORY BOARD

Sharon Shoemake, Grady County Clerk
Judy Grellner, Kingfisher County Clerk
Geanea Watson, Kiowa County Clerk
Ann Hartin, Marshall County Clerk
Karen Anderson, Muskogee County Clerk
Roni Coldiron, Noble County Clerk
Carolyynn Caudill, Oklahoma County Clerk
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February 8, 2006

APPROVED AND ADOPTED BY:

EXECUTIVE BOARD
OKLAHOMA COUNTY CLERKS & DEPUTIES ASSOCIATION

Nancy Bryce, President
Karen Anderson, Vice-President
Roni Coldiron, Secretary
Cynthia Anderson Harmon, Treasurer
Sharon Shoemake, Past President

February 28, 2006
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OKLAHOMA STATUTES
FOR THE
COUNTY TRAINING PROGRAM
OVERVIEW
The Oklahoma County Clerk Certification Program was initiated with a Basic Certification Program that consisted of seven courses. On July 13, 2000, the Executive Board of the County Clerks Association of Oklahoma adopted an Advanced Certification Program to complement the Basic Program and to provide an opportunity for all members to continue their training and education in local government operations. On July 8, 2004, the County Training Program Advisory Board for the County Clerks accepted and the Executive Board of the County Clerks Association of Oklahoma approved an expanded plan which contains a Basic, Advanced I and Advanced II certification program.

STATUTORY REQUIREMENTS
The Commission on County Government Personnel Education and Training was created by Statute on May 11, 1982 to oversee the County Training Program. Under Oklahoma Sunset Law, the “Commission:” is reviewed every six years.

Commission on County Government Personnel Education and Training
- There is hereby re-created, to continue until July 1, 2006, in accordance with the provisions of the Oklahoma Sunset Law, Section 3901 et seq. of Title 74 of the Oklahoma Statutes, the Commission on County Government Personnel Education and Training, hereinafter called the "Commission". The Commission shall be composed of the following five (5) members: The President of Oklahoma State University or designee; the State Auditor and Inspector or designee; the Director of the Oklahoma Department of Transportation or designee; the Chairman of the Oklahoma Tax Commission or designee; and the President of the Oklahoma County Officers Association or designee.
  
  19 O. S. Section 130.1

Duties of Commission
The duties of the Commission shall be:
- To oversee a professional development program for training Oklahoma county commissioners, county clerks, county treasurers, county assessors, court clerks, their deputies and employees, county sheriffs, and other political subdivisions through the Center for Local Government Technology and Cooperative Extension Service at Oklahoma State University;
- To provide guidance to the Center for Local Government Technology and Cooperative Extension Service in designing curricula to be used in educational programs and materials;
- To identify needs and set priorities for research to be conducted in cooperation with the Center for Local Government Technology and Cooperative Extension Service in areas relevant to the study and improvement of Oklahoma county government and its functions and to accept gifts and grants for such purposes;
- To cooperate with the advisory boards authorized in Section 130.4 of this title in determining the educational needs of county officials and their employees so that they can perform their duties and responsibilities efficiently and professionally;
- To contract with the Center for Local Government Technology and Cooperative Extension Service at Oklahoma State University to administer personnel education and training for counties and other political subdivisions.
  
  19 O. S. Section 130.2
Advisory Boards

• The Center for Local Government Technology and Cooperative Extension Service are hereby authorized to create advisory boards as they deem necessary. Members of such advisory boards shall be appointed by the Center for Local Government Technology and Cooperative Extension Service and shall include, but shall not be limited to, county government officials and appropriate state agency representatives. Meetings of advisory boards shall be called by the Director of the Center for Local Government Technology. Such advisory boards shall assist in developing educational programs and materials for training county government officers and their employees.

19 O.S. Section 130.4

Certain County Officials to Participate in Training Programs and Educational Seminars

• Each county commissioner, county clerk, county treasurer, county assessor, and court clerk holding office on the effective date of this act and those elected thereafter and the deputies of such elected county officers shall be required to participate in the appropriate training programs and educational seminars relevant to their positions and duties conducted pursuant to Sections 130.1 through 130.7 of this title. In addition, county sheriffs may be required to attend the training programs specified in this section. Expenses related to attending such activities shall be reimbursed by the Commission.

19 O. S. Section 130.7

OBJECTIVES

The County Clerk Certification Program is designed for Oklahoma County Clerks and their deputies to accomplish the following statutory objectives:

• The objectives of each education and training program, as developed by the Commission in consultation with the advisory boards and administered through the Center for Local Government Technology and Cooperative Extension Service at Oklahoma State University, shall include, but shall not be limited to:

• Encouraging the professional development of the groups of county officials and their employees governed by this act by providing educational programs and reference materials on job-related topics on a timely basis;

• Improving the efficiency of county government operations by providing technical assistance in the administration of mandated duties;

• Improving the technical skills of county employees by providing technical training in the operation and maintenance of construction equipment and machinery; and

• Serving as a reference and resource center for county officials.

19 O. S. Section 130.5
POLICIES

FOR THE

COUNTY CLERK CERTIFICATION
PROGRAM
POLICIES FOR THE COUNTY CLERK CERTIFICATION PROGRAM

Training Participants
According to 19 O.S. Section 130.2, the Commission on County Government Personnel Education and Training has the following duty:

- To contract with the Center for Local Government Technology and Cooperative Extension Service at Oklahoma State University to administer personnel education and training for counties and other political subdivisions.

The preceding statute defines the participants in the education and training program to be county employees or those contracted to do work for the county. All County Clerks in the State of Oklahoma, whether appointed or elected to office, and County Clerk’s Deputies are regarded as participants in the training program.

Employee Transfers
When a county employee transfers from another department, the courses completed and credit hours accrued in the other county certification program that are applicable to the County Clerk Certification Program will be counted towards the requirements for the County Clerk Certification Program.

Examination/Exercise
County Clerks and their deputies are not required to complete an examination/exercise after each course to obtain credit hours. If a County Clerk or their employee requests an exercise, they will receive it at the end of the course with instructions for completion.

Program Certificates
Upon successful completion of the certification requirements for Basic, Advanced I, and Advanced II Certification Programs, the candidate for certification will receive a certificate which will be awarded at the annual spring educational training school. The certificate for the Basic Certification Program will be awarded before the Advanced I Certification Program certificate. The certificate for Advanced I Certification Program will be awarded before the Advanced II Certification Program certificate. If an individual completes certification requirements after the spring educational training school and requests a program certificate, the certificate will be awarded only after approval by the County Clerk Executive Board.

Transcripts
Transcripts will be provided annually for all County Clerk offices by the Center for Local Government Technology at the spring educational training school. Requests for individual or office transcripts should be directed to the Center for Local Government Technology at (405) 744-6049. CLGT should also be notified of any changes or additions in County Clerk personnel in order to maintain current information.

Circumstances not covered by the above events may be presented to the County Clerk Advisory Board and County Clerk Executive Board for consideration. The Center for Local Government Technology must be notified of the above events as they occur. For additional information, contact Darla Hisey at the CLGT office at (405)744-6049.
BASIC

CERTIFICATION

PROGRAM
Basic Program

The Basic Certification Program includes the following courses:

Course 1  Fundamentals of Administration (1 day/6 hours)
Course 2  Purchasing Procedures (2 days/12 hours)
Course 3  Basic Accounting (2 days/12 hours)
Course 4  Budget Process (2 days/12 hours)
Course 5  Supervisory Skills I (2 days/12 hours)
Course 6  Statute Reference & Legislative Process (1½ days/9 hours)
Course 7  Land Records (2 days/12 hours)

1. County Clerks and First Deputies must complete courses 1-7 to earn a certificate.

2. Other Deputies must complete courses 2, 3, 4, 6 and 7 to earn a certificate.

3. If a deputy has received basic certification by completing Courses 2,3,4,6 & 7, and then
is appointed or elected as County Clerk, Course 1 and Course 5 must be completed before
a County Clerk certificate for the basic certification is awarded.

4. Certificates are awarded annually at the spring educational training school.

5. The Basic Program certificate will be awarded first before the Advanced I Program
certificate.

6. Six (6) hours of continuing education credits are required each year to remain in good
standing in the certification program.
ADVANCED I
CERTIFICATION
PROGRAM
### Advanced I Program

#### Required Courses:
- **SA&I Forms:** 6 hours
- **Duties & Responsibilities:** 12
- **Open Meeting Law:** 6
- **Public’s Right to Know:** 6

**Required Course Hours:** 30

#### Discretionary Courses...
- **must complete min. 30 Hours from List of courses at right:** 30

**Total Hours Required:** 60

### Others to choose for discretionary courses:
- **Communication Skills:** 6
- **Supervisory Skills I:** 12
- **Title VII: Federal Statutes:** 6
- **Equalization Board:** 6
- **Payroll Books and Reports (New course to be developed):**
- **Building Your Budget (New):** 6
- **Public Speaking:** 6
- **Tax Roll Corrections:** 6
- **Duties/Responsibilities of Councils/Commissions/Bds/Trusts (New):** 6
- **Managing Personnel in At-Will Org:** 12
- **Computer Basics:** 6
- **Change Management:** 6
- **Grammar Skills (New):** 6

**Total hours available - Existing Courses & those being developed:** 93

*Other new courses developed in the future will be added to this list to choose from to meet the minimum elective hours*

1. County Clerks and deputies must complete 30 hours of required courses and 30 hours of discretionary courses to earn a certificate.

2. Certificates are awarded annually at the spring educational training school.

3. The Advanced I Program certificate will be awarded first before the Advanced II Program certificate.

4. Six (6) hours of continuing education credits are required each year to remain in good standing in the certification program.
ADVANCED II
CERTIFICATION
PROGRAM
**ADVANCED II CERTIFICATION PROGRAM**

Effective January 1, 2006

**Advanced II Program**

**Required Courses:**

- Basic Mapping 12 hours
- Cash Flow Management 6
- Overview of County Gov’t 6
- Customer Service (New course to be developed)

| Required Course Hours | 30 |

**Discretionary Courses…**

must complete min. 25 Hours

from List of courses at right 25

**Total Hours Required** 55

**Others to choose for discretionary courses:**

- Communication Skills 6
- Supervisory Skills I 12
- Title VII: Federal Statutes 6
- Equalization Board 6
- Payroll Books and Reports (New course to be developed)

| Building Your Budget (New) | 6 |
| Public Speaking | 6 |
| Tax Roll Corrections | 6 |
| Duties/Responsibilities of Councils/Commissions/Bds/Trusts (New) | 6 |
| Managing Personnel in At-Will Org | 12 |
| Computer Basics | 6 |
| Change Management | 6 |
| Grammar Skills (New) | 6 |

**Total hours available - Existing Courses & those being developed** 93

Other new courses developed in the future will be added to this list to choose from to meet the minimum elective hours

1. County Clerks and deputies must complete 30 hours of required courses and 25 hours of discretionary courses to earn a certificate.

2. Certificates are awarded annually at the spring educational training school.

3. Discretionary courses taken in Advanced I cannot be duplicated to receive certification in Advanced II.

4. Six (6) hours of continuing education credits are required each year to remain in good standing in the certification program.

5. On October 30, 2003, the County Clerk Executive Board approved the acceptance of the Unit 6 mapping course in lieu of the Basic Mapping Course in the County Clerk Advanced Certification Program.
COURSE

DESCRIPTIONS
Description of Courses
County Clerk Certification Program ~~ County Training Program
19 O.S. §§ 130.3-130.7
Oklahoma State University ~~ July, 2004

Established Courses

1. – Fundamentals of Administration . . . This course is required for Treasurers, County Clerks, and Court Clerks. It is composed of six hours of instruction including group process technique, construction of cause/effect diagrams, and work-flow analysis. (6 hours)

2. – Purchasing Procedures . . . This two-day course covers in detail all of the procedures that are required to be followed under Oklahoma’s Purchasing Act. Each chapter of the Purchasing Handbook is covered, regular updates on legislative changes are given along with advice from the Auditor’s staff, and the class is enhanced by the use of numerous case studies derived from actual happenings in Oklahoma counties. (12 hours)

3. – Basic Accounting . . . The fundamental principles of accounting and bookkeeping are covered in this two-day course. The class begins with a definition of accounting and moves forward through financial illustrations and a case study that is applicable to county government. Participants in this course gain a greater understanding of how to use accounting information to assist with planning, control, and evaluation. (12 hours)

4. – Budget Process . . . Two days of learning how the Estimate of Needs and Financial Statement are completed. Sources of revenues, plus reporting of revenues and expenditures, are covered. Statutory guidelines/requirements for appropriations and estimating available revenues are presented. Practical hands-on exercises are used throughout the course. (12 hours)

5. – Supervisory Skills I . . . This two-day course covers the fundamentals of managing others. The course is offered to county officers, deputies and employees, and is part of the Roads Scholar program. It provides a unique forum for the exchange of ideas about management in a local government setting. (12 hours)

6. – Statute Reference and Legislative Process . . . A hands-on course where students bring sets of statutes to the class. A textbook illustrates how the statutes are organized, their history is outlined, and the abbreviation/footnote system is covered. A quick study of the court case reference system is given and students are taught to find and read court cases and judges’ decisions. The class has been expanded to one and one-half days, with the second day being devoted to a discussion of how a law is enacted in the Oklahoma legislature. (9 hours)

7. – Land Records . . . Each of the dozens of types of documents filed in the County Clerk’s Office dealing with the title of land is covered and explained in this two-day course. A brief time is also devoted to legal descriptions, an exercise is performed on platting tracts, and students actually learn how to use the tract index by doing their own indexing of platted and unplatted land entries. (12 hours)

8. – Tax Roll Correction Board . . . Covers the duties and responsibilities of county officers and boards in correcting the tax roll, focusing on erroneous assessment, clerical errors, omitted property, court cases, and board decisions. (6 hours)
9. **Basic Mapping** . . . Similar to a three-day course required by law for Assessors, this course details how land is platted and surveyed and how this information is applied to mapping of tracts. Figuring acreage, determining lengths and various measures are just a few of the things covered in this very practical course. Everyone in the courthouse should hold this information. (12 hours)

10. **Cash Flow Management** . . . The primary focus of this course deals with the detailed planning of county expenditures and expected deposits. Emphasis is placed on the additional efficiencies and interest earnings that may be acquired as a result of careful planning by everyone in county government. The course material has natural ties to county accounting and budgeting. Examples and case studies used in this course are drawn from actual county experiences. (6 hours)

11. **Communication Skills** . . . Whether you are dealing with co-workers or customers, writing letters, or answering the telephone, you spend most of hour days communicating in one way or another, even non-verbally. This course will provide you with the tools that you can use to be a successful and effective communicator. You will learn what communication is, how we communicate, and what you can do to ensure that your communication is direct and understandable, and receives results. We will also discuss listening – an important part of communicating. We will discuss what causes conflict, how you might avoid it, and what you can do when faced with unpleasant situations and people. (6 hours)

12. **Computer Basics** . . . This course provides an introduction to the Microsoft (MS) Windows 98 Operating System, MS Word 2000 word processor and Excel 2000 spreadsheet software. Students are provided hands-on experience in a computer lab and will learn how to effectively use many of the features of these products. (6 hours)

13. **Duties and Responsibilities of the County Clerk** . . . The course is designed to review the duties and responsibilities of the County Clerk using the County Clerk’s Handbook as the text. This course includes short lectures provided by County Clerks and deputies, small group discussions of prepared questions and issues that arise during the course of the discussion. (12 hours)

14. **Payroll Books and Reports** . . . (New course to be developed.) (9 hours)

15. **Public’s Right to Know** . . . A one-day course that covers Oklahoma laws and procedures in dealing with public records, their definition, required availability, and county officers’ responsibility in handling requests from the public. (6 hours)

16. **State Auditor and Inspector Forms and Their Use** . . . This one-day course examines all categories of forms prescribed by the State Auditor and Inspector’s Office for use in the County Clerk’s Office. During this course, discussion groups answer questions related to each form, discuss the forms and present their suggestions to the entire class. (6 hours)

17. **Supervisory Skills II** . . . This two-day course takes the subject matter covered in Supervisory Skills I to a more in-depth level that actually deals with specific types of situations. Procedures for handling employee evaluations, the interview process, and record keeping are just three of the topics covered in this course. (12 hours)

18. **Open Meeting Law** . . . This course examines the history, importance, types, and purposes of meetings. Emphasis is placed on open meeting law and meeting procedures. (6 Hours)
19. – Title VII: Federal Statutes . . . Course covers Title VII Civil Rights Act and will deal with discrimination, harassment, quid-pro type I & II, sexual harassment and hostile work environment. An actual case study of an alleged sexual harassment suit will be investigated during the afternoon of the course. (6 hours)

20. – Change Management . . . In today’s environment, priorities and structure can change overnight. With development of new challenges, people are expected to conform. Sometimes change is implemented without considering the impact it may have on people’s attitudes and performance. Employees go through different emotional states when change is implemented, and our actions on how we manage the change have a great bearing on how quickly the organization will get back to normal. Managing change deals with the different aspects of change and how we can implement change with a minimum amount of disruption to employees, the organization and ourselves. (6 hours)

21. – Equalization Board . . . This course is designed to give each County Board of Equalization member an overview of the assessment process and some insight into the ad valorem tax system. Further, this course describes the responsibilities of the County Board of Equalization in this system. (6 hours)

23. – Public Speaking . . . This course teaches a person how to tame the fear of speaking in public. The subject matter will cover skills that can be used to become confident and powerful while speaking. Preparation, organization, analyzing the audience, delivery and visual aids are a few of the specific topics. Actual practice in front of a group is an important part of this worthwhile session.

Excise Board Workshop . . . The workshop will cover: (1) the budget process – timetable and role of each county officer and department head, with emphasis on the excise board’s role; (2) sources and uses of general fund dollars and the legal guidelines such as priority of funding; (3) statistics showing what counties around the state are doing; and (4) how the excise board is to estimate the amount of funds available for appropriation at budget time. A notebook of material will be provided. There will also be plenty of time for question and answer. (3 hours) This workshop is offered every other year.

New Courses:

1. Overview of County Government – 6 Hours: The county government team (as well as the public) wins when each player has a fundamental understanding of their role, the role of each teammate, and the way they should work together. Mission of this one-day course is to review the primary functions of county government and duties of elected and non-elected officials in carrying out those functions.

2. Building Your Budget – 6 Hours: How does a county official or department head estimate the costs associated with carrying out their duties? This one and one-half day course reviews fundamentals of building a department budget, short-term and long-term. Specific county examples will be examined.

3. Duties & Responsibilities of Councils, Commissions, Boards & Trusts – 6 Hours: Local government bodies operate under these headings. This one-day course describes the characteristics of and legal authority for each, as well as examples of how each is being used in Oklahoma.
4. **Managing Personnel in an At-Will Organization** *(This course incorporates the old Hiring & Firing material with much new information) -- 12 Hours*
*(Recommended for Department Heads and Supervisors):* Since hiring, directing, discipline and termination are all part of doing business, conducting them in a legal and effective fashion is crucial in today’s world of lawsuits. This course discusses important areas to help protect managers and supervisors from damaging, expensive legal actions.

5. **Customer Service – 6 Hours:** *(New course to be developed)* Knowing your customers and serving your customers is an important function for every county office. This course will assist you in identifying and responding to your internal customers using listening, problem-solving and conflict-management skills. In turn, you will learn how to use these skills to become more customer-oriented and assist your office in providing quality customer service to external customers.

6. **Grammar Skills – 6 Hours:** The Grammar Class will cover the importance of good grammar, understanding the fundamentals of grammar, and developing more powerful writing. The class will include lots of hands-on practical exercises.

Two more new courses for Elected Officials and Supervisors for Continuing Education:

7. **Interviewing for Success – 6 Hours** *(Recommended for Department heads and Supervisors):* Two basic thoughts necessary when interviewing are 1) Requirements for the job, and 2) Who is best qualified to perform requirements. Those making these decisions must be well-versed in both to be a qualified job interviewer. The best person has to “fit” the job. Course participants construct job profiles, and by course conclusion participants will understand how to conduct a legal interview in order to select best qualified candidates to fill positions. **NOTE:** THIS COURSE COUNTS FOR CONTINUING EDUCATION and is not one of the options for meeting certification requirements.

8. **Documentation and File Building – 6 Hours** *(Recommended for Department Heads and Supervisors):* Most administrators and supervisors are ill-equipped to evaluate and weed-out unsatisfactory employees. The problem is not identifying the substandard employee, as everybody close to the scene can point to dead wood. The problem is in execution. This course deals with building a case that stands the test of close examination in discipline and firing. Many, many details are covered to instruct department heads and supervisors in how to develop and preserve evidence, prepare statements, and other documentation, just to name a few. **NOTE:** THIS COURSE COUNTS FOR CONTINUING EDUCATION and is not one of the options for meeting certification requirements.
CONTINUING EDUCATION
CONTINUING EDUCATION

Continuing Education Credits/Continuing Education Units (CEUs):
Six hours of credit per year are required to maintain certification in good standing. The time clock for CEUs begins ticking in the calendar year following the year in which certification requirements are met.

Request for Continuing Education Credits
Other training outside that which has been previously approved below should receive advanced approval before attending to ensure that continuing education credit will be awarded.

The Request for Continuing Education Credit must be submitted to the following boards for approval:

(1) County Clerk Advisory Board
(2) Executive Board – County Clerk Association

Credit for continuing education must be submitted to Oklahoma State University Center for Local Government Technology on the approved form.

Approved Continuing Education Credits
The following are considered as approved for continuing education credit:

1. All County Training Certification Courses
2. State Auditor and Inspector Workshops
3. Internal Revenue Service Workshops
4. IACREOT Conference
   Courses offered by the University of Missouri
   Certified Conference Education Hours
5. PRIA Conference courses
6. NACRC Conference

The procedure for reporting continuing education credits are as follows:

<table>
<thead>
<tr>
<th>Course/Workshop/Conference</th>
<th>Submitted by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Training Certification Courses</td>
<td>OSU/CLGT</td>
</tr>
<tr>
<td>State Auditor and Inspector Workshops</td>
<td>OSU/CLGT</td>
</tr>
<tr>
<td>Internal Revenue Service Workshops</td>
<td>OSU/CLGT</td>
</tr>
<tr>
<td>IACREOT-International Association of Clerk’s, Recorders, Election Officials and Treasurers Conference</td>
<td>Individual</td>
</tr>
<tr>
<td>PRIA-Property Records Industry Association Conference</td>
<td>Individual</td>
</tr>
<tr>
<td>NACRC-National Association of County Recorders, Election Officials and Clerks Conference</td>
<td>Individual</td>
</tr>
</tbody>
</table>

Other schools, workshops, courses, etc. may be submitted for approval on an exception basis.
The forms to request acceptable courses are available from the Oklahoma State University Center for Local Government Technology and must be used.
REQUEST FOR CONTINUING EDUCATION CREDIT

This form was developed for your convenience in reporting continuing education to the County Clerk Certification Program. It does not imply automatic acceptance by this program. A copy of the program brochure or outline will be required.

1. The form must be completed in its entirety.
2. Please type or print legibly.
3. Keep a copy of this form for your files.

Name ___________________________ Social Security Number ___________________________

Position ___________________________ County ___________________________

Mailing Address ___________________________ City/State/Zip Code ___________________________

Program Title: ___________________________

Program Dates: ___________ Number of Instructional Hours ________

Sponsoring Organization: ___________________________

Program Location ___________________________ Instructor ___________________________

Provide course outline or overview (may attach additional materials): ___________________________

Signature of Instructor/Program Official: ___________________________

Signature of Applicant ___________________________ Date ___________________________

Approval:

County Clerk Advisory Board

YES NO Date

Executive Board - County Clerk Association

YES NO Date

Submitted to CLGT

YES NO Date
APPENDIX

Former County Clerk Certification Program
(Former certification program ending December 31, 2005)

County Clerks Association of Oklahoma
Certification Program
THE COUNTY TRAINING PROGRAM
Oklahoma State University ~ Stillwater, Oklahoma
Center for Local Government Technology and Oklahoma Cooperative Extension Service

Background

The Executive Board of the County Clerks Association of Oklahoma meeting in Oklahoma City July 13, 2000 adopted an Advanced Certification Program to complement the Basic Certification Program and provide an opportunity for all members to continue their training and education in local government operations.

Basic Program

The Basic Certification Program includes the following courses:

Course 1: Fundamentals of Administration (1 day/6 hours)
Course 2: Purchasing Procedures (2 days/12 hours)
Course 3: Basic Accounting (2 days/12 hours)
Course 4: Budget Process (2 days/12 hours)
Course 5: Supervisory Skills I (2 days/12 hours)
Course 6: Statute Reference & Legislative Process (1 1/2 days/9 hours)
Course 7: Land Records (2 days/12 hours)
Course 8: Tax Roll Correction Board (1 day/6 hours)

County Clerks and First Deputies must complete seven of the eight courses to earn a certificate. Other Deputies must complete Courses 2, 3, 4, 6 and 7 to earn a certificate. Both are awarded annually at the spring educational training seminar. The Basic Program certificate will be awarded first before the Advanced Program certificate.

Advanced Program

Advanced Certification requires completion of any five of the eleven courses listed below:

Course 1: Basic Mapping (2 Days/12 hours – shortened version of Assessor Mapping)
Course 2: Cash Flow Management (1 Day/6 hours – For Clerks and Treasurers)
Course 3: Communication Skills (1 Day/6 hours)
Course 4: Computer Basics (1 Day/6 hours)
Course 5: Duties & Responsibilities of the County Clerk (2 Days/12 hours)
Course 6: Payroll Books & Reports (Probably 1 or 1 1/2 Days – new course to be developed)
Course 7: Public's Right to Know – Title 51 Dealing with Courthouse Records (1 Day/6 hours)
Course 8: State Auditor & Inspector Forms & Their Use (1 Day/6 hours)
Course 9: Supervisory Skills II (2 Days/12 hours – open to elected official and chief deputy)
Course 10: Open Meeting Law – (1 day/6 hours)
Course 11: Title VII: Civil Rights Act of 1964 (1 Day/6 hours – New Course)

A certificate will be awarded at the annual spring educational training seminar upon completion of five of the eleven courses listed above.

Continuing Education Credits/Continuing Education Units (CEUs):

Six hours of credit per year are required to maintain certification in good standing. The time clock for CEUs begins ticking in the calendar year following the year in which basic certification requirements are met.
All certification courses count as CEUs. Other programs provided by OSU and S.A. & I. will also count as CEUs.

On October 30, 2003, the County Clerk Executive Board approved the acceptance of the Unit 6 mapping course in lieu of the Basic Mapping Course in the County Clerk Advanced Certification Program.