

Certification Program for Court Clerk and Deputies

Effective July 1, 2018

County Training Program – Oklahoma State University – OCES

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Certification Requirements	<u>Court Clerk & 1st Deputy</u>		-	<u>Other Deputies</u>
	<u>Hrs.</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 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 Handbook 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
Total Hours Required for Certificate		63		39

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.