New Expanded Multi-Level Certification Program for County Treasurers and Deputies

Adopted September 10, 2003 ~ To Become Effective January 1, 2005

County Training Program – Oklahoma State University

**Basic**
(All courses listed are required to be completed)
- Basic Accounting 12 hours
- S A & I Forms 6
- Duties & Responsibilities 12
- Overview of County Govt. (New) 6
- Tax Sales (New) 12
- Investments & Collateral (New) 6
- Supervisory Skills I 12

Total Hours Required 66

**Advanced I**

Required Courses:
- Basic Finance 12 hours
- County Budget Process 12
- Statute Reference/Leg. Process 9
- Cash Flow Management 6

Required Course Hours 39

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

Total Hours Required 69

**Explanatory Notes**
- Certificates will continue to be awarded one time each year — at the Annual Spring Educational School for County Treasurers & Deputies

Other Courses from which to choose for discretionary courses:
- Office Procedures/Methods (New) 9 hours
- Basic Mapping 12
- Fundamentals of Administration 6
- Public Records 6
- Communication Skills 6
- Building Your Budget (New) 9
- Public Speaking 6
- Tax Roll Corrections (New) 6
- Duties/Responsibilities of Councils/Commissions/Bds/Trusts (New) 6

Total Hours Available from other Existing Courses and those being developed 66

**Advanced II**

Required Courses:
- Land Records 12 hours
- Purchasing Procedures 12
- Supervisory Skills II 12

Required Course Hours 36

Discretionary Courses...
- must complete min 25 Hours from List of courses at right 25

Total Hours Required 61

**Explanatory Notes**
- There will still be 6 hours of continuing education units (CEUs) required each year to remain in good standing in the certification program.
- An effective date of January 1, 2005 has been selected for the new changes to take effect. Those attaining the existing certification requirements on or before December 31, 2004 will not be required to meet the new standards in order to earn their certificate for the old Basic and Advanced program.
- Those completing some, but not all, of the courses for certification through December 31, 2004 will be given credit toward completion of the new certification requirements – so no one will be losing any course hours just because they did not finish under the old system. The hours will automatically transfer to the new system.
- Those who have already earned their Basic and Advanced Certificates under the old system will receive credit for courses they may have already completed to count toward the Advanced II Certificate under the new system.

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