



Association County Commissioners of Georgia

IN PARTNERSHIP WITH



Carl Vinson Institute of Government

The University of Georgia

2012



TRAINING  
PROGRAMS



# NEW FOR 2012

## 2012 Training Programs

### *Big things are underway for training!*

2012 is an exciting year for ACCG and its leadership development programs! Work is underway to present to you an expanded training program with enhanced relevance, options and variety. An ACCG Training Assessment Committee is working now and will work throughout 2012 to create innovative approaches to training. This is the first time since the program was established in 1987 that the programs have been examined, and ACCG and CVIOG are really excited about the new trends that will come out of this review. Watch for news on these changes as we go through 2012.

### *And Pay Attention if you're in the CCAP Program!*

The CCAP Advanced Leadership Institute is going to be offered **once** in 2012. If you are working to complete the CCAP certification in the next year, plan to attend the CCAP Leadership Institute February 22-24, 2012 – it will be your only opportunity to get this required session so don't miss it!

## NUTS AND BOLTS

- Training programs are held either in conjunction with regularly scheduled ACCG meetings or as stand-alone sessions. In order to receive credit a person must attend the entire course.
- Most classes are from 8:30 a.m. to 3:30 p.m. Occasionally, times may be altered; please watch the individual registration forms for the schedule for specific training sessions.
- Once in a while, we have to make changes to the schedule we publish. Again, please check the registration information for the specific sessions. If we do make any changes, we will let you know as far in advance as possible.
- There is one course available on-line – Personnel/Human Resources (the basic level course, not CCAP!). You can register for it through the Institute of Government website – [www.cviog.uga.edu](http://www.cviog.uga.edu). Look under the "Training" tab for "Online Courses" – the title is "Human Resources in Local Government." Once you've completed the course, the Georgia Center for Continuing Education will contact CVIOG and ACCG, and credit will be added to your training record.

- Records are maintained for the County Commissioners Training Program by ACCG. If you have any questions regarding your records or need other information, please contact **Carol Baker**, ACCG, 50 Hurt Plaza, Suite 1000, Atlanta, GA 30303, Phone: 404.522.5022 or 800.858.2224, e-mail: [cbaker@accg.org](mailto:cbaker@accg.org).
- For further information on Planning Retreats for County Commissioners or supervisory or management training for county staff, please contact **Sandrika Walker**, Governmental Training, Education and Development Division, Carl Vinson Institute of Government, Lucy Cobb Building, 201 North Milledge Avenue, the University of Georgia, Athens, GA 30602, Phone: 706.542.3905, email: [walker@cviog.uga.edu](mailto:walker@cviog.uga.edu)



**Association County Commissioners of Georgia, in partnership with the Carl Vinson Institute of Government at the University of Georgia, is pleased to offer training programs for county commissioners to enhance their skills as elected officials. Three programs make up the ACCG-CVIOG training: The Commissioners Training Program, the Certified Commissioners Advanced Program (CCAP), and the Standard of Excellence continuing education program.**

# 2012 SCHEDULE OF COURSES



## *Winter Training*

### *Capitol Connection Conference*

*Atlanta Marriott Marquis, Atlanta/Fulton County*

#### **January 30**

Financial Management I  
Personnel/Human Resources\*  
Effective Meeting Management  
CCAP Advanced County Law  
CCAP: Hot Topics

### *CCAP Advanced Leadership*

#### **February 22-24**

*UGA Georgia Center for Continuing Education, Athens-Clarke County*

## *Spring Training*

*Callaway Gardens Mountain Creek Inn and Conference Center,  
Pine Mountain/Harris County*

#### **March 22 and 23**

Fundamentals of Property Appraisal and Taxation

#### **March 22**

Economic Development  
CCAP Advanced Public Speaking

#### **March 23**

County Government Fundamentals and Function  
CCAP Advanced Financial Management

## *Annual Convention*

*Savannah Civic Center, Savannah/Chatham County*

#### **April 28**

County Government Law  
Ethics  
CCAP Advanced Personnel/Human Resources  
CCAP Technology Solutions for County Government  
Clerks Training Program: Government Law

#### **April 29 and 30**

Public Works and Transportation  
CCAP Tax Policy: Concepts and Practice

*(These classes are being taught in split sessions. The first half will be the afternoon of April 29, the second the afternoon of April 30.)*

## *2011 Mobile Classroom I*

#### **May 17 and 18**

## *Summer Sessions*

*Sea Palms, St. Simons Island/Glynn County*

#### **June 7 and 8**

Fundamentals of Property Appraisal and Taxation

#### **June 7**

Financial Management I  
Health & Human Services  
CCAP Advanced County Law

#### **June 8**

Personnel/Human Resources\*  
Financial Management II  
CCAP Personal Power and Influencing Strategies

## *2011 Mobile Classroom II*

#### **August 16 and 17 or 23 and 24**

## *Legislative Leadership Conference*

*The Classic Center, Athens-Clarke County*

#### **October 1 and 2**

Fundamentals of Property Appraisal and Taxation

#### **October 1**

Capital Improvement Programs  
CCAP: Managing Growth: A Blueprint for County Governments  
CCAP: Hot Topics

#### **October 2**

Federal and State Relations: The Art of Getting Things Done  
Planning for Quality Growth  
CCAP Tax Policy: Concepts and Practice

## *ACCG-GMA Joint Fall Training*

*Macon Marriott City Center Hotel, Macon/Bibb County*

#### **November 16**

Economic Development  
Environmental Management  
Regional Approaches and City-County Cooperation  
Clerks Training: Ethics

## *Newly Elected Commissioners Conference*

*UGA Georgia Center for Continuing Education, Athens-Clarke County*

#### **December 4-7**

*\*\*The requirement for the Personnel/Human Resources class can be satisfied by taking "Human Resources in Local Government" online through CVIOG. Check the Nuts and Bolts section of this brochure for registration information.*





# COMMISSIONERS TRAINING PROGRAM

## 2012 Training Programs

## THE PROGRAM CURRICULUM

- Five required courses totaling 30 hours and three elective courses totaling 18 hours must be taken to complete certification – total 48 credit hours.
- Six hours credit is awarded for each course.
- All elective courses are limited to 60 participants except Public Speaking which is limited to 25 and Regional Approaches and City-County Cooperation which is limited to 100.

## REQUIRED COURSES

- County Government Law/Personal Liability
- Economic Development
- Financial Management I
- Fundamentals of Property Appraisal and Taxation\*
- Personnel/Human Resources

*\* County officials who began the Commissioners Training Program in December 2006 or after must take the "Fundamentals of Property Appraisal and Taxation" course. Officials who entered the program prior to December 2006 may take either "Fundamentals of Property Appraisal and Taxation" or "Achieving Excellence in Local Government."*

### County Government Law

This course is a broad overview that will explore the legal issues facing county government officials. Commissioners will study the legal range of their powers and duties as well as the impact of the county acting as a contracting authority. Special attention will be placed on the legal roles and the relationships between the board of commissioners and the constitutional officers. Course materials will cover the county official's legal role within the local government hierarchy as well as expected interactions and relationships with constitutional officers. Participants will examine Georgia's Open Records/Open Meetings Law and how it applies to counties. The course will conclude with the legal implications of managing the budget and personnel.

### Economic Development

This program will provide an overview of the economic development process and opportunities. It will include Georgia's economic development strategy and legislative initiatives, best practices and other resources. Topics such as

community development building blocks, business development strategies, building regional partnerships and the role of leadership in economic development will be covered.

### Financial Management I

This course will focus on the financial policy decisions commissioners must consider. The importance of sound financial management in county government will be emphasized. Participants will find a "why-to-do-it" course, not a "how-to-do-it" course. An effective budget process will also be reviewed.

### Fundamentals of Property Appraisal and Taxation

This two-day course will expose county commissioners and officials to the basic systems, principles, processes, and practices of property taxation. Participants will become familiar with a commissioner's roles and responsibilities as they relate to tax commissioners and chief appraisers. The appraisal process, re-valuations, and the county tax digest will be examined and discussed. Participants will have an understanding of tax policy and be prepared with the skills and tools to make better tax policy decisions.

### Personnel/Human Resources

This course will look at the legal and practical side of personnel practice in county government. It will stress the reasons to maintain an effective human resource system with applicable policies in place. The legal and financial implications of human resource policy decisions will be discussed. Issues related to recruitment, selection, training, retention and the legal implications of EEO, biases and prejudices in the workplace will also be examined. Emphasis will be placed on organizational management and how effective management and leadership styles impact





- Achieving Excellence in Local Government
- Board Leadership: The Roles of The Chairman
- Capital Improvement Programs
- Commission and Staff Relations: Roles, Responsibilities and Functions
- Community and Media Relations
- Conflict Resolution
- County Commission Planning Session
- County Government: Fundamentals and Functions
- Effective Meeting Management: Procedures for Commissions and Boards
- Emergency Management
- Environmental Management
- Ethics
- Federal and State Relations: The Art of Getting Things Done
- Financial Management II
- Health and Human Services
- Housing
- Newly Elected Commissioners Conference
- Planning for Quality Growth
- Public Speaking
- Public Works and Transportation
- Regional Approaches and City-County Cooperation

## COURSE DESCRIPTIONS

### *Achieving Excellence in Local Government*

This course will examine several aspects of effective county government. Participants will have an opportunity to assess their county organization in such areas as problem solving, service delivery and evaluation of effectiveness. Concepts of customer service improvement will be presented, and ideas will be exchanged for solutions to common service delivery problems. Commissioners will be able to hear about innovative approaches used by others to achieve excellence in government.

### *Board Leadership: The Roles of the Chairman*

This course will identify the unique roles and responsibilities of commission chairs and provide tips and strategies for the chair to function more effectively. Participants will learn the roles of the chair vs. the roles of the commissioner, the law related specifically to the chair, setting agendas, the value of work sessions, consensus building, and the importance of long range planning for the successful commission.

### *Capital Improvement Programs*

This course will look at the fundamentals of implementing a capital improvement program (CIP) in your county and will address the reasons for having a capital improvement program. Financing capital projects will be discussed and the types of items to include will be examined along with public relations issues related to capital projects. Environmental and water resources will be discussed relating to long term capital project funding. The experiences of several counties will be presented and there will also be an opportunity for you to exchange information with other elected officials.

### *Commission and Staff Relations: Roles, Responsibilities and Functions*

This course will explore the unique perspectives of elected governing body members and staff and how a greater understanding of these different approaches to public service delivery can improve how each works with the other on behalf of citizens. Role expectations in different environments and situations, identifying the distinction between policy and administration, and related staff-commission relations will be examined using participative exercises and case studies.

### *Community and Media Relations*

Techniques for building an effective working relationship with the media will be discussed and demonstrated. Skills for effectively dealing with the media in a variety of settings will be practiced with feedback for the participants. Participants will learn skills for more effectively responding to media inquiries.

### *Conflict Resolution*

The focus of this course is on how to diminish the negative impact of conflict and use it constructively. Commissioners will consider the origins of conflict and their personal style. Conflict situations will be discussed with options for resolution through negotiation. Emphasis will be on appraisal of conflict situations and strategies for positive outcomes.



# ELECTIVE COURSES

## 2012 Training Programs

### *County Commission Planning Session*

Credit will be given to commissioners who participate in a facilitated session with their Board of Commissioners. For further information about planning sessions, contact Gordon Maner, Governmental Training Division of the Carl Vinson Institute of Government, The University of Georgia.

### *County Government: Fundamentals and Function*

This course will introduce participants to the fundamentals of county government and its functions. The history of counties, roles of commissioners and constitutional officers, and the functions of county government will be examined. Participants will gain an understanding of why boards and authorities exist from a legal perspective and how commissioners can utilize good appointments to improve the community. Tips and strategies for building strong relationships with boards and authorities will be discussed. This course will also explore the ways commissioners can learn parliamentary procedures and conduct more effective meetings.

### *Effective Meeting Management: Procedures For Commissions and Boards*

Participants will learn ways to make meetings run more smoothly, efficiently, and in a manner that minimizes unnecessary conflict and affirms the tenets of democratic governance and meaningful public participation in local decision-making. Upon completion of the course, participants will have a basic knowledge of parliamentary procedure, techniques to plan effectively for meetings in advance, strategies for conducting successful meetings, the roles and responsibilities of the meeting chairman, and methods to deal with conflicts and disruptive behaviors in public meetings.

### *Emergency Management*

This course will examine the role of the elected official during disasters and the requirement for a qualified emergency management program in the county. Emergency management at the local, state and federal level will be discussed as well as what happens in disasters from response to recovery. Legal and fiscal issues will also be a primary focus.

### *Environmental Management*

This course will provide background on the history of U.S. environmental policies and the role of federal, state, and local government in addressing environmental concerns. It will also explore the available options for developing and maintaining the local government's financial, technical and managerial capacity to carry out environmental its responsibilities.

### *Ethics*

This course will explore the ethical dilemmas confronting county commissioners. Legal issues will be examined and the impact of decisions with ethical implications will be discussed. Situations that could confront commissioners with ethical choices in both their public and private lives will be explored.

### *Federal and State Relations: The Art of Getting Things Done*

This course fosters the idea that counties are in a position to benefit from the intergovernmental system in which they operate. In the hierarchical scheme of things, counties are positioned below the state legislature, Congress, and their respective administrative agencies. Fundamentals of sound intergovernmental relations will be explored and how commissioners and counties can take an active role in lobbying for their counties and their concerns. A panel will discuss issues related to intergovernmental relations and best practices examples will demonstrate how counties have implemented the concepts.

### *Financial Management II*

This course will feature a review of the county's audited financial statements and will offer tips on the ways to judge the financial health of the county. It will also explore the ways to determine the costs of county services. Internal accounting controls and ways to manage the county's cash and investments will be discussed too. It will emphasize the importance of financial policies for county government. This course can be taken before or after Financial Management I, which is a required course.

### *Health and Human Services*

This course will focus on key health and human service issues and concerns that impact local government. Ideas will be shared on ways for local elected officials to get involved and stay informed. Funding of health social service agencies will be discussed as well as the county commissioner's role in agency oversight. A major component will focus on helping elected officials understand that health and human service issues are community-wide issues, not just isolated problems. Successful community programs will be spotlighted.

### *Housing*

The course will explore planning for affordable housing and related taxation/appraisal issues. Participants will explore how housing relates to economic development and workforce development. Participants will also learn of housing programs currently available and will have the opportunity to interact at resource tables around the issues





of housing financing, zoning and codes enforcement, manufactured housing, and special needs housing issues.

### *Newly Elected Commissioners Conference*

Six hours of credit will be given to those commissioners who complete the state required new commissioners training.

### *Planning for Quality Growth*

This course will examine the difficult choices facing commissioners in stimulating economic well being and growth, protecting public infrastructure investment, water resources and maintaining environmental integrity. It examines the legal considerations for planning and zoning, systematic steps for developing or updating a comprehensive plan and for establishing zoning procedures towards quality growth.

### *Public Speaking*

This course will provide an opportunity for commissioners to enhance their effectiveness when speaking in public. The differences in techniques for informing, influencing and inspiring will be explored. Participants will have the opportunity to practice speaking “with a purpose” in class using skills learned during the day. Resources for preparation of outlines and materials will be shared.

### *Public Works and Transportation*

The public works segment will focus on management of solid waste, water resources, transportation and utility systems. Future trends will be reported, resources will be shared and ways to evaluate options will be presented. The transportation segment will focus on the strategic management of the county’s transportation system including infrastructure planning, design, funding and strategies for working with the State Department of Transportation in securing funding and priority status. Trends in transportation will be discussed as they relates to local, regional and state policy. Participants will learn how to procure public works contracts and road construction contracts; alternative construction delivery methods and the ways to assess consulting firms will also be discussed.

### *Regional Approaches and City-County Cooperation*

The major focus of the workshop will be creating an environment of mutual trust and respect and exploring regional opportunities. Attempts will be made to dispel many of the myths surrounding what cities and counties can and cannot do. The differences and responsibilities will be explored, and city-county-regional “best practices” will be presented.





# CERTIFIED COMMISSIONERS ADVANCED PROGRAM (CCAP)

## 2012 Training Programs

The Association County Commissioners of Georgia, in partnership with the University of Georgia's Carl Vinson Institute of Government, offers the Certified Commissioners Advanced Program (CCAP) designed for participants who have completed the Commissioners Training Program.

## REQUIREMENTS

All ACCG elected and appointed officials who have completed the Commissioners Training Program are eligible for entry into the Certified Commissioner Advanced Program.

Successful completion of the CCAP requires:

- 1) 48 hours from courses listed.
- 2) A minimum of 36-hours must come from courses offered at scheduled ACCG/CCAP training events.
- 3) Credit will be given for only one 12-hour course (example: Four-Day Economic Development Course).
- 4) Participation in the two-day Advanced Leadership Institute (no credit hours are awarded for this course; however, it is required for completion of the CCAP Program).
- 5) Completion of a summary project report.
- 6) Courses taken outside the ACCG/CCAP events must have been completed within 12 months of beginning the CCAP program.\*

*Class size on all CCAP sessions sponsored by ACCG is limited to 60, except for the "Advanced Public Speaking: Presenting to One or One Thousand" course which is limited to 25.*

\* PLEASE NOTE: *The twelve-month attendance time limit on courses to qualify for CCAP completion does not apply to the Academy for ACCG Leadership or Leadership Georgia since attendance to those programs is very limited.*

## CCAP Project Summary Report Requirement

Within 30 days of completion of the Advanced Leadership Institute, participants must submit a written report for approval. Participants must choose a CCAP Course that was meaningful to them, was of special interest, or that they feel will help them to be more effective in their county. The project is a written exercise, which should be two to three pages in length and address ALL of the following elements:

- Name of the CCAP Course that was of interest.
- Reasons why that particular CCAP Course was of interest to you.
- Ways you might be able to use the CCAP Course to improve your effectiveness or your county's effectiveness.
- From what you learned from the CCAP Course, what have you already done or plan to do to improve your effectiveness or your county's effectiveness.

The project report may be submitted to the Vinson Institute at any time during the thirty days following completion of the Advanced Leadership Institute for approval. Upon written request, a thirty-day extension may be granted. The project must be submitted to Kitty Shollenberger and approved by a committee made up of a Vinson Institute faculty representative, a representative from ACCG, and an ACCG Training Committee representative.

Send your report as an attachment to an email to:

[kitty@cviog.uga.edu](mailto:kitty@cviog.uga.edu)

If you do not have email capabilities please mail the report to:

**Kitty Shollenberger**  
**Carl Vinson Institute of Government**  
**Lucy Cobb Building**  
**201 North Milledge Avenue**  
**Athens, GA 30602**

If you need assistance or have questions you may call Kitty Shollenberger: 706.542.9523.





# CCAP REQUIRED COURSES



## **Advanced County Government Law (6 HOURS)**

This advanced course exposes participants to the complex relationships and challenges between county boards of commissioners and other governmental entities, including cities, other counties, state and federal government and learn what counties can do to address those challenges as they arise. Participants will learn the benefits and the legal mechanics of intergovernmental agreements and how counties can leverage local and regional partnerships. Attendees will also be exposed to current and emerging case law and the legal issues related to the budgetary, financial and personnel functions of county government and conclude with a discussion of personal liability.

## **Advanced Financial Management (6 HOURS)**

This course will offer elected officials an in-depth examination of county government budgeting, accounting and finance. Participants will get a clear perspective of the content and the impact of GASB-34 and the Uniform Chart of Accounts. Emphasis will be placed on asset depreciation accounting, capital budgeting, cost prevention and debt management, thus equipping participants with an understanding of these critical elements of county government finance.

## **Advanced Leadership Institute**

Participants will engage in an intensive interactive two-day program focusing on current and emerging leadership issues and practical application to county government. (Credit hours are not awarded for the institute; however attendance is required to complete the program.)

## **Advanced Personnel/Human Resources (6 HOURS)**

This course will explore the legal and managerial practices of the county human resources function in great detail. Emphasis will be placed on the nature of the employment relationship, retention strategies, performance standards, performance evaluation, laws governing human resources practices and unemployment compensation. Participants will also gain an understanding of how management styles and management practice affect the employer-employee relationship.

## **Tax Policy: Concepts and Practice (6 HOURS)**

This course will expose county commissioners and officials to the concepts and practice developing tax policy particularly as it relates to critical issues of land use, service delivery, and the budget. Participants will learn about the Tax Expenditure Data Center and how it will be a resource to counties and strategies for gaining public support and communicating that

policy and priorities to the community will be presented.

PLEASE NOTE: *This course replaced the required one-day CCAP "Property Appraisal and Taxation" course in 2006. Participants who have already taken the Property Appraisal course may take the new required CCAP "Tax Policy" course for an additional six hours of elective credit. However, the Tax Policy course cannot be substituted for another required course; all required courses must be completed.*





# CCAP ELECTIVE COURSES

## 2012 Training Programs

### *Managing Growth: A Blueprint for County Governments* (6 HOURS)

This course will concentrate on effective growth management and reinforce the importance of taking a holistic approach when developing a community growth blueprint. Participants will explore types of community and economic development, which one a community is trying to attract, and how it will impact existing infrastructure and resources. Additional topics to be discussed will include: the importance of census data, how population projections affect transportation needs, and the importance of creating a community-wide vision by considering mixes of uses, housing options, quality of life, and protection of natural resources.

### *Advanced Negotiation/Mediation* (6 HOURS)

This course will build on the commissioner training program course on conflict resolution and will assume participants have been exposed to that course or comparable experiences. Participants will learn various models of mediation – when to use it and how to use it. Attendees will participate in several levels of conflict in order to analyze their needs and the best ways to access resources that will help them effectively resolve their conflict.

### *Advanced Public Speaking: Presenting to One or One Thousand* (6 HOURS)

This course will work to sharpen presentation skills and techniques in presenting to any size group. Participants will learn key attention-getting tips and techniques. Particular attention will be given to learning the art of fielding questions, whether from the media or the public. Each participant will have the opportunity to view and discuss a video recording of his/her presentation skills.

### *Advanced Strategic Planning* (6 HOURS)

This course will offer participants a model for successful long-range planning. The value of an unbiased facilitator will be discussed as well as some of the pitfalls officials may encounter in the planning process. Participants will gain an understanding of the planning process and the way to begin a strategic planning process in their county.

### *Personal Power and Influencing Strategies* (6 HOURS)

Participants will learn the way to use power effectively to influence other commissioners, the community, interest groups and county staff. The course will focus on the use of alternative power resources. Participants will gain insight into the way a county official can gain greater power ... and lose that power. Attendees will also explore power and influencing strategies, power management styles, and

methods to exercise power to bring about positive change in their community.

### *Technology Solutions for County Government* (6 HOURS)

This course will expose officials to technological solutions which will help counties provide improved service, additional or expanded service, and more efficient ways of interacting within the government framework. Participants will acquire a general understanding of the need for solid baseline data and the methods for developing it, for data and system security, for citizen trust, for collaboration with other agencies or units of local government, for Geographic Information Systems (GIS), and for telecommunications. Participants will also be exposed to several innovative technology practices that counties around the state have established.

### *CCAP: Hot Topics* (6 HOURS)

This course will look at current issues and trends important to county governments. Information on several critical topics will be presented during the training time.

### *Community-Based Leadership Program* (6 HOURS)

Elective credit will be awarded for a community-based leadership program sponsored by your county of residence, your community Chamber of Commerce, the J.W. Fanning Institute for Leadership, the Institute for Georgia Environmental Leadership, or other recognized entity.

### *Academy for ACCG Leadership* (6 HOURS)

Elective credit will be awarded for completion of this general leadership program. (Please note: the Academy is not being offered in 2012 due to restructuring of the program.)

### *Leadership Georgia\** (12 HOURS)

Elective credit will be awarded for completion of this program offered annually by the Georgia Chamber of Commerce. Entry into the program is on a nomination process.

### *Regional Economic and Leadership Development Program\** (12 HOURS)

Elective credit will be awarded for this four-day session offered



# ACCG's STANDARD OF EXCELLENCE PROGRAM



regionally by the Georgia Academy for Economic Development. Association County Commissioners of Georgia (ACCG) recognizes that lifelong learning is one of the most important keys to success for local officials. The new, third component of training – the Standard of Excellence – will focus on continuing education. The Standard of Excellence is designed to encourage ongoing training throughout an official's tenure in local government through participation in existing training classes and the Leadership Alumni Programs and Mobile Classrooms. In addition, the program recognizes that all ACCG meetings are educational opportunities and rewards participation in those as well. Local officials can begin earning credit towards the Standard of Excellence following the completion of the other two training programs. They will be recognized by reaching significant milestones based on the number of continuing education hours earned.

Officials who have not completed the CCAP program can still earn continuing education credit. ACCG will “bank” continuing credit hours for officials that attend general and breakout sessions during ACCG meetings and participate in policy committee and district meetings. Upon completion of CCAP, ACCG will recognize this credit towards the Standard of Excellence.

## LEVELS OF RECOGNITION

- Silver Standard of Excellence (100 hours)
- Gold Standard of Excellence (160 hours)
- Platinum Standard of Excellence (220 hours)
- Lifetime Achievement (300 hours)

Officials will receive a certificate and pin as they reach each level in the Standard of Excellence.

## EARNING CREDIT

County officials can earn continuing education credit a number of ways:

- Training courses in either the Commissioners Training Program or the CCAP program not previously taken towards completion of either one (6 hours each)
- A retake of a course in one of the two programs that was taken at least three years before (6 hours each)
- Leadership Alumni classes (6 hours each)
- Mobile Classroom session (6 hours each)
- General session/breakout sessions at ACCG Annual Meeting on Monday morning and Monday afternoon (3 hours per session per year)
- General session/breakout session at ACCG Fall Policy Conference on first and second day (3 hours per conference day per year)
- General session/breakout session at ACCG Legislative Conference (3 hours per year)
- ACCG policy committee meetings (maximum 3 hours per meeting)
- ACCG district meetings (maximum 3 hours per year)

Officials currently can earn 6 hours of elective credit in the Commissioners Training Program for planning retreats conducted by CVIOG. Similarly, officials can earn 6 hours of credit towards the Standard of Excellence each year for planning retreats facilitated by ACCG or CVIOG. Planning retreats facilitated by Regional Training Commission may also be eligible for credit if approved in advance by ACCG.

In addition, ACCG will recognize credit retroactively for courses taken through the Commissioners Training Program or CCAP back to January 1, 2007.





# COMMISSIONERS TRAINING PROGRAM AND CCAP CHECKLIST

## ARE YOU ON TRACK?

Keep track of your training with this chart. Record the title and date of each course you complete and keep the information for your files. At each course you take, you will be given a copy of your pre-printed course registration form which will be signed by your instructor at the conclusion of the session; keep those forms with this checklist.

### Commissioners Training Program

Title	Date	Credit Hours	Location
<b>REQUIRED COURSES</b>			
County Government Law/Personal Liability	_____	_____	_____
Economic Development	_____	_____	_____
Financial Management I	_____	_____	_____
Fundamentals of Property Appraisal and Taxation	_____	_____	_____
Personnel/Human Resources*	_____	_____	_____
<i>All five of the required courses are needed for certification.</i>			

### ELECTIVE COURSES

1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

*Eighteen credit hours in elective courses needed for certification.*

*Attendance at the Newly Elected Commissioners Conference carries six hours of elective credit.*

\*The requirement for the Personnel/Human Resources class can be satisfied by taking "Human Resources in Local Government" online through CVIOG. Check the Nuts and Bolts section of this brochure for registration information.

### Certified Commissioners Advanced Program (CCAP)

Title	Date	Credit Hours	Location
<b>REQUIRED COURSES</b>			
Advanced County Government Law	_____	_____	_____
Advanced Financial Management	_____	_____	_____
Advanced Personnel/Human Resources	_____	_____	_____
Tax Policy: Concepts and Practice	_____	_____	_____
<i>All four of the required courses are needed for completion of CCAP.</i>			

### ELECTIVE COURSES

1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

*Twenty-four credit hours in elective courses needed for completion of CCAP.*

### ADDITIONAL REQUIREMENTS\*

Advanced Leadership Institute \_\_\_\_\_  
Project Summary Report \_\_\_\_\_

*\*These elements carry no credit hours but  
\*are needed for completion of CCAP.*



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