



# County Technical Assistance Service INSTITUTE FOR PUBLIC SERVICE

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## County Officials Certificate Training Program (COCTP) Frequently Asked Questions

### ***Who can participate in the COCTP?***

The COCTP was designed for elected and appointed county office holders. However, any county employee may attend COCTP training classes.

### ***Do I have to pay a fee to attend COCTP classes?***

No, a fee is not required of any county official or employee to attend COCTP classes. However, if you desire to pursue the designation of Certified Public Administrator, fees do apply.

### ***How do I get a copy of my transcript?***

The most effective method to view and/or print your transcript is from the CTAS website: [www.ctas.tennessee.edu](http://www.ctas.tennessee.edu), select Training, select View Transcript from the menu across the top of the page, then sign into the Solution Point Training Center and view transcript on the left menu. If you have not received a username and password, select register in the Solution Point Training Center and you will receive an email containing your username and password.

### ***When does recertification begin and end?***

Once you become a Certified Public Administrator, you must recertify by taking 16 hours of training every fiscal year, July 1- June 30.

### ***Can I get recertification credit from training I receive from sources other than CTAS?***

Yes. Recertification credit may be earned by taking other training programs. If you believe you have attended something that may count as recertification credit, go to the CTAS website at [www.ctas.tennessee.edu](http://www.ctas.tennessee.edu), select the Training link from the main menu across the page and then select Recertification Form under forms at the left side of the page. Complete the information and fax it to CTAS at (615) 532-3659. Your request is approved unless you are notified by CTAS.

### ***When am I eligible to go to the Capstone Event?***

Participation in the Capstone Event is by invitation only. This invitation will be extended to you once you have met the following criteria:

- 1. Completed 4 of 10 core classes;**
- 2. Completed 40 credits of elective classes;**
- 3. Completed the County Government Overview course;**
- 4. Passed the COCTP exit exam with a score of 70 percent or better; and**
- 5. Paid the Capstone fee.**

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### **Frequently Asked Questions**

#### ***When and where are the Capstone Events held?***

Capstones are usually scheduled in the months of April, May and June. Capstones are held at Montgomery Bell State Park, but this is subject to change.

#### ***How do I register to attend COCTP classes?***

You may register for classes by logging into the Solution Point Training Center on the CTAS website at [www.ctas.tennessee.edu](http://www.ctas.tennessee.edu) and select Training from the menu across the page. In Solution Point click on the Register for a Class link at the top of the page. You will be able to view all available classroom and online classes. If you do not have a username and password, select register in the Solution Point Training Center and you will receive an email containing your username and password.

#### ***Do I have to complete all core classes before I complete elective classes or vice versa?***

No, you may take core or elective classes in any order.

#### ***What happens to my certification if I fail to recertify?***

To be reinstated, participants will be required to (1) successfully complete the County Government Overview course, (2) earn the hours they lack for the prior recertification cycle(s), and (3) earn the required 16 hours for the current recertification cycle by June 30.

#### ***What happens to my certification if I leave my elected office or government service?***

Officials who leave office will be put into an inactive status. If they return to office they will be required to (1) pay the recertification fee, (2) successfully complete the 50 question COCTP exit exam, and (3) earn the 16 hours for the current recertification cycle by June 30. Officials will then be reinstated as Certified Public Administrators.

#### ***Does COCTP credit count toward a college degree?***

No. Courses taken through COCTP will not count toward a degree at the University of Tennessee.

Check with your local college to determine whether or not certificate credits count toward one of its degree-seeking programs.

#### ***Can I receive COCTP credit for academic courses or training that I have taken elsewhere?***

No. College courses or training outside of COCTP will not be accepted. However these credits do apply for recertification credits, up to 8 hours.

#### ***Can I earn CEU credits for COCTP course work?***

Yes, all courses offered in the COCTP curriculum are approved for CEU credit, unless specifically noted.

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### **Frequently Asked Questions**

***If I receive a wait-listed registration confirmation for a class I want to attend, what should I do?***

If your registration confirmation indicates that your status is wait-listed for a course, then we reached the seating capacity for that course at that particular location. Should space become available for that class CTAS will contact you. With the exception of certain courses offered at various conferences, most COCTP courses are offered at two or more sites across the state, feel free to register for the same course at another location.

***If I have a conflict with a program date in my region, can I attend an open enrollment class outside of my region?***

Yes, you are not limited to attending open enrollment classes in your region.

***I took classes years ago but have been inactive in COCTP; does the previous credit I received still count toward certification?***

Yes, if you paid the enrollment fee.

***Do the training courses require you to pass a test to receive credit?***

The core classes do require you to take a test and receive a score of 70 percent or better in order to receive credit. Elective classes are not tested.

***When is testing done for the COCTP exit exam?***

Testing for the COCTP exit exam is scheduled each year after January 1. Participants will receive a letter from CTAS informing them of the exam dates and locations.