REGISTER

PAY

ATTEND

CHECK TRANSCRIPT

Grades will not be posted until payment for class has been processed.

REGISTER

Search for Classes

County Technical Assistance Service
INSTITUTE *for* PUBLIC SERVICE

CCFO
CTAS Event
The Government Environment - CCFO

Search

Home | Learning

On Saturday, December 21, 2019 from 12:00 AM EST to 2:00 AM EST, your portal will be briefly unavailable due to a software update.

Knowledge Training Development

- Browse for Training
- My Training
- Events Calendar

Certifications

	Due Date	Expiration
Certified Public Administrator 2019-2020		6/30/2020

Your Transcript

	Status	Action
County Officials Certificate Training Program 2.0	In Progress	Open Curriculum
Certified Public Administrator (COCTP) Renewal 2019-2020	Approved	Register

Your Action Items

	Due Date
Manage: Certified Public Administrator 2019-2020	None

MESSAGES

Attention Certified Public Administrators:

- If you have not paid your $100 yearly fee, please manage your account now to activate your invoice.
- A minimum of 16 credit hours should be completed by June 30, 2020.

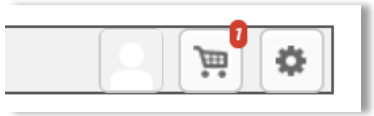
Email Gabrielle McCollum for assistance with your fee: gabrielle.mccollum@tennessee.edu

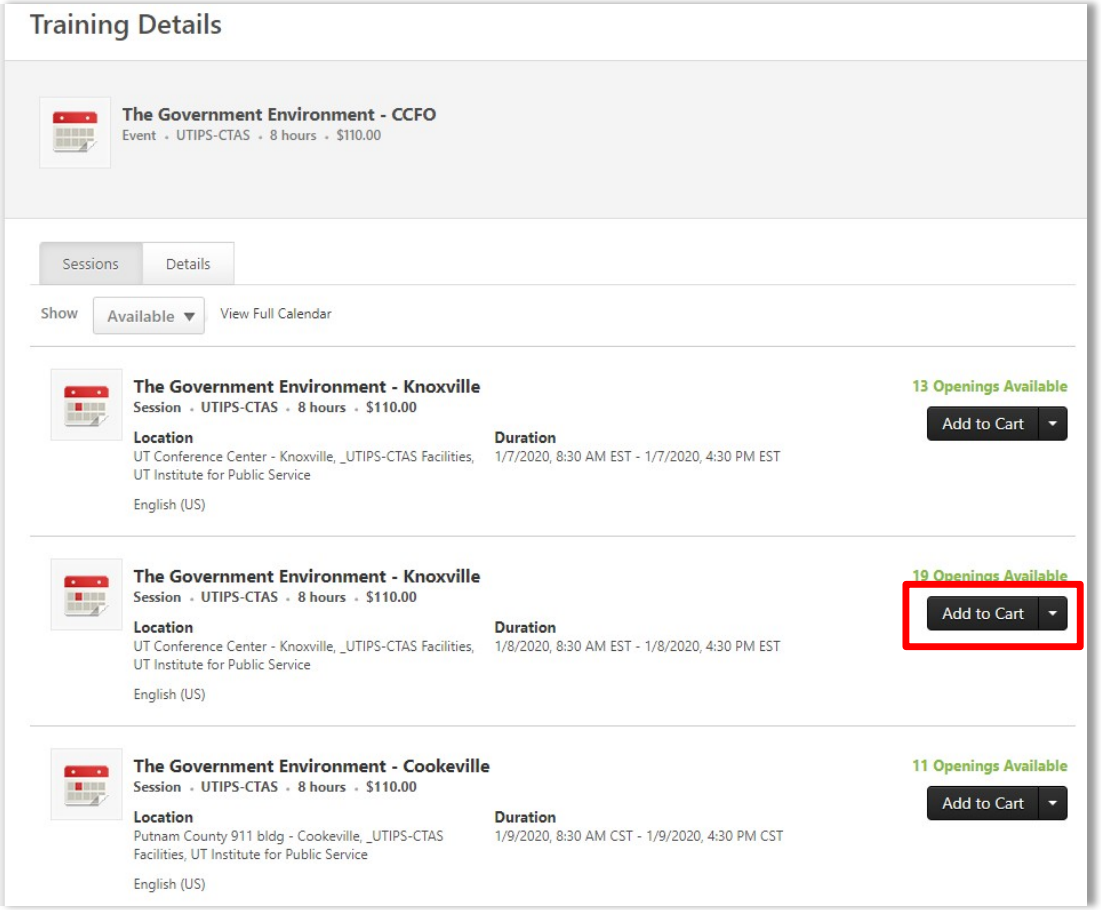
COCTP Participants:

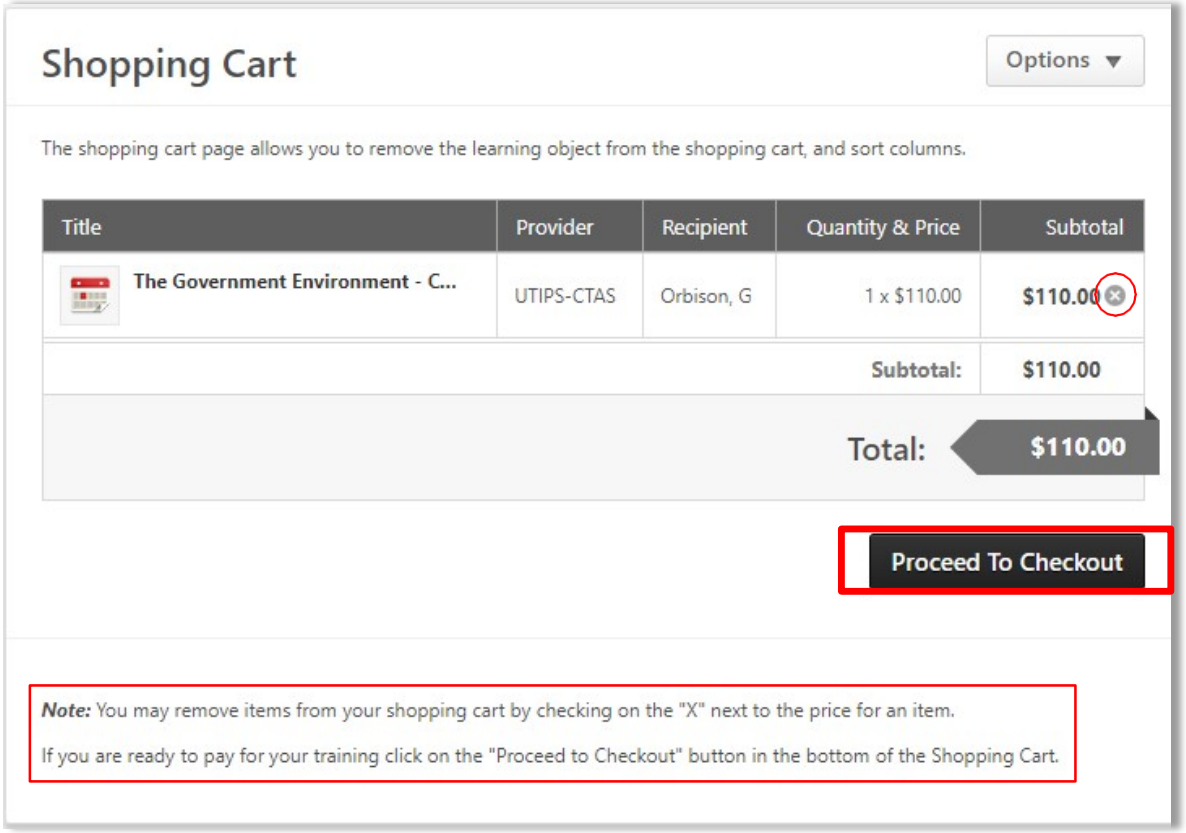
- There are no Core classes on the current calendar at this time.
- Check the Events Calendar for upcoming elective classes (4 electives) available for registration now:
  - Digital Workplace Distractions (Feb. 2020)
  - Surviving Active Shooter Situations (Mar. 2020)
  - Working with Internal & External Stakeholders (May 2020)

Email the training department for assistance: ctas.training@tennessee.edu

REGISTER

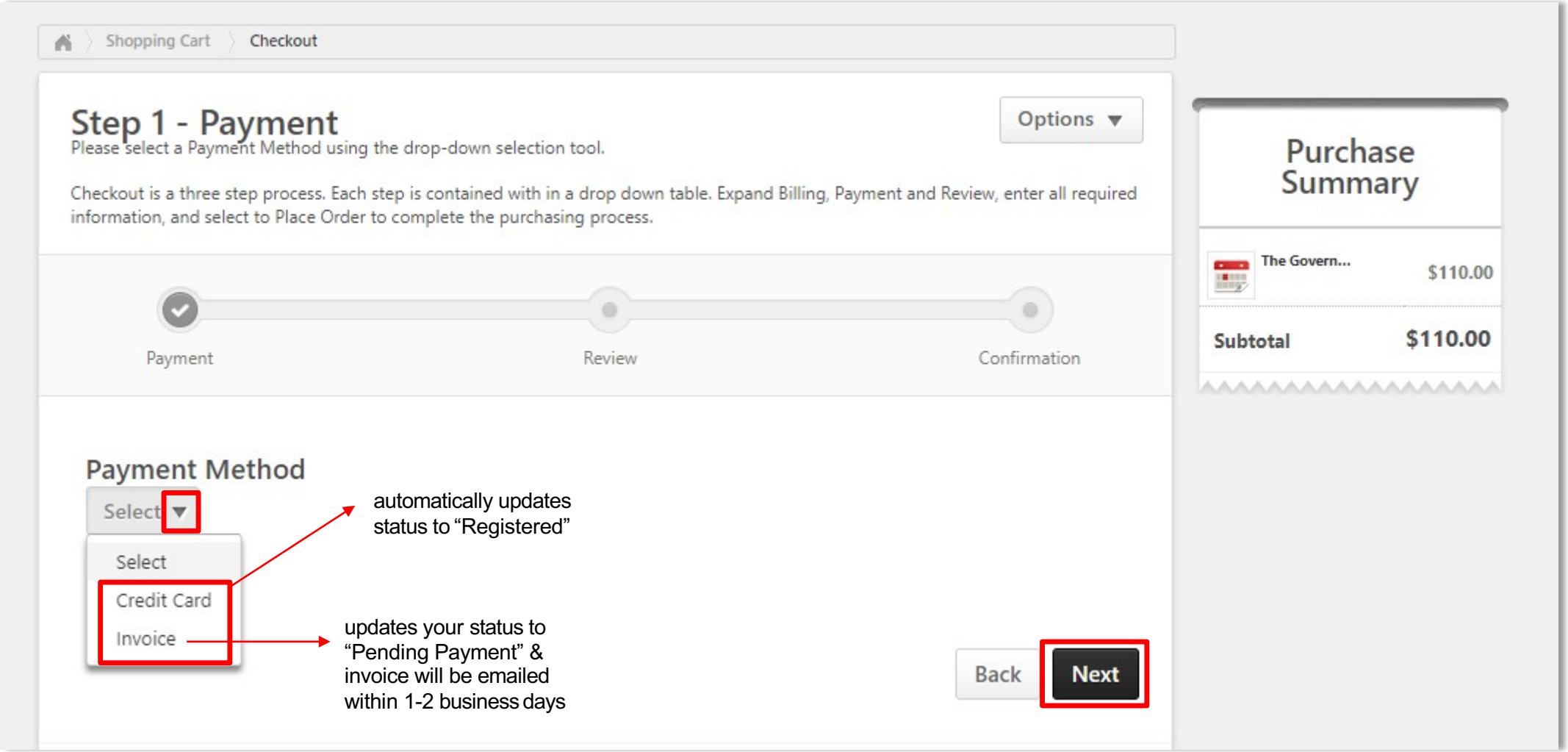



Training Details
The Government Environment - CCFO
Event • UTIPS-CTAS • 8 hours • $110.00
Sessions
Details
Show
Available
View Full Calendar
The Government Environment - Knoxville
Session • UTIPS-CTAS • 8 hours • $110.00
13 Openings Available
Add to Cart
Location
UT Conference Center - Knoxville, _UTIPS-CTAS Facilities, UT Institute for Public Service
Duration
1/7/2020, 8:30 AM EST - 1/7/2020, 4:30 PM EST
English (US)
The Government Environment - Knoxville
Session • UTIPS-CTAS • 8 hours • $110.00
19 Openings Available
Add to Cart
Location
UT Conference Center - Knoxville, _UTIPS-CTAS Facilities, UT Institute for Public Service
Duration
1/8/2020, 8:30 AM EST - 1/8/2020, 4:30 PM EST
English (US)
The Government Environment - Cookeville
Session • UTIPS-CTAS • 8 hours • $110.00
11 Openings Available
Add to Cart
Location
Putnam County 911 bldg - Cookeville, _UTIPS-CTAS Facilities, UT Institute for Public Service
Duration
1/9/2020, 8:30 AM CST - 1/9/2020, 4:30 PM CST
English (US)


Shopping Cart
Options
The shopping cart page allows you to remove the learning object from the shopping cart, and sort columns.
Title
Provider
Recipient
Quantity & Price
Subtotal
The Government Environment - C...
UTIPS-CTAS
Orbison, G
1 x $110.00
$110.00
Subtotal:
$110.00
Total:
$110.00
Proceed To Checkout
Note: You may remove items from your shopping cart by checking on the "X" next to the price for an item.
If you are ready to pay for your training click on the "Proceed to Checkout" button in the bottom of the Shopping Cart.

REGISTER

PAY



County Technical Assistance Service
INSTITUTE *for* PUBLIC SERVICE

ctas.support@tennessee.edu

REGISTER PAY

Credit Cards:

Payment Method

Credit Card

Credit Card Information

CARD NUMBER

EXPIRY DATE MM YYYY

CVV CODE

Billing Address

Your billing information should appear as it does on your credit card statement.

* Required Field

Email *

First Name * Last Name *

Address Line 1 * Address Line 2

City * Country * Select

State/Province Zip Code *

Back Next

Request Invoice:

Step 1 - Payment

Please select a Payment Method using the drop-down selection tool.

Checkout is a three step process. Each step is contained with in a drop down tab information, and select to Place Order to complete the purchasing process.

Options

Payment Review

Payment Method

Invoice

Reference Number

(for office use)

Back Next

The invoice will generate overnight and will be emailed within 1-2 business days.

Contact ctas.support@tennessee.edu for assistance.

Step 2 - Review

Options

Payment Review Confirmation

Title	Quantity & Price	Subtotal
The Government Environment - C...	1 x $110.00	$110.00
	Subtotal:	$110.00
	Total:	$110.00

Back Place Order

ctas.support@tennessee.edu

PAY

Please send a copy of the invoice with your payment (or have correct invoice number on the check).

CTAS address

unique invoice #

training info

Questions?

pay by credit card option

County Technical Assistance Service
INSTITUTE *for* PUBLIC SERVICE

INVOICE

Please Remit Check Payments to:
Certified County Finance Officer (CCFO) Program
C/O County Technical Assistance Service
226 Anne Dallas Dudley Blvd.
Suite 400
Nashville, TN 37219

DATE	INVOICE NO.
01/02/2020	1626

PO NO.	TERMS
	Net Due

Bill to:

Transaction Date	Training Title	Training Item Total
01/02/2020	Course Title: The Government Environment - CCFO Course Date: 01/07/2020	110.00

TOTAL	110.00
LESS PAYMENTS	0.00
AMOUNT DUE	110.00

Direct All Inquires to:
Malea Hinson
malea.hinson@tennessee.edu

INVOICE NO.	1626
DATE	01/02/2020
COST CENTER	
AMOUNT DUE	**110.00**

Please Remit Check Payments to:
Certified County Finance Officer (CCFO) Program
C/O County Technical Assistance Service
226 Anne Dallas Dudley Blvd.
Suite 400
Nashville, TN 37219

We Accept Discover, Mastercard, and Visa for payment.
Please visit the following Address to submit your payment online:
https://ikate.ips.tennessee.edu/Invoicing

ctas.support@tennessee.edu

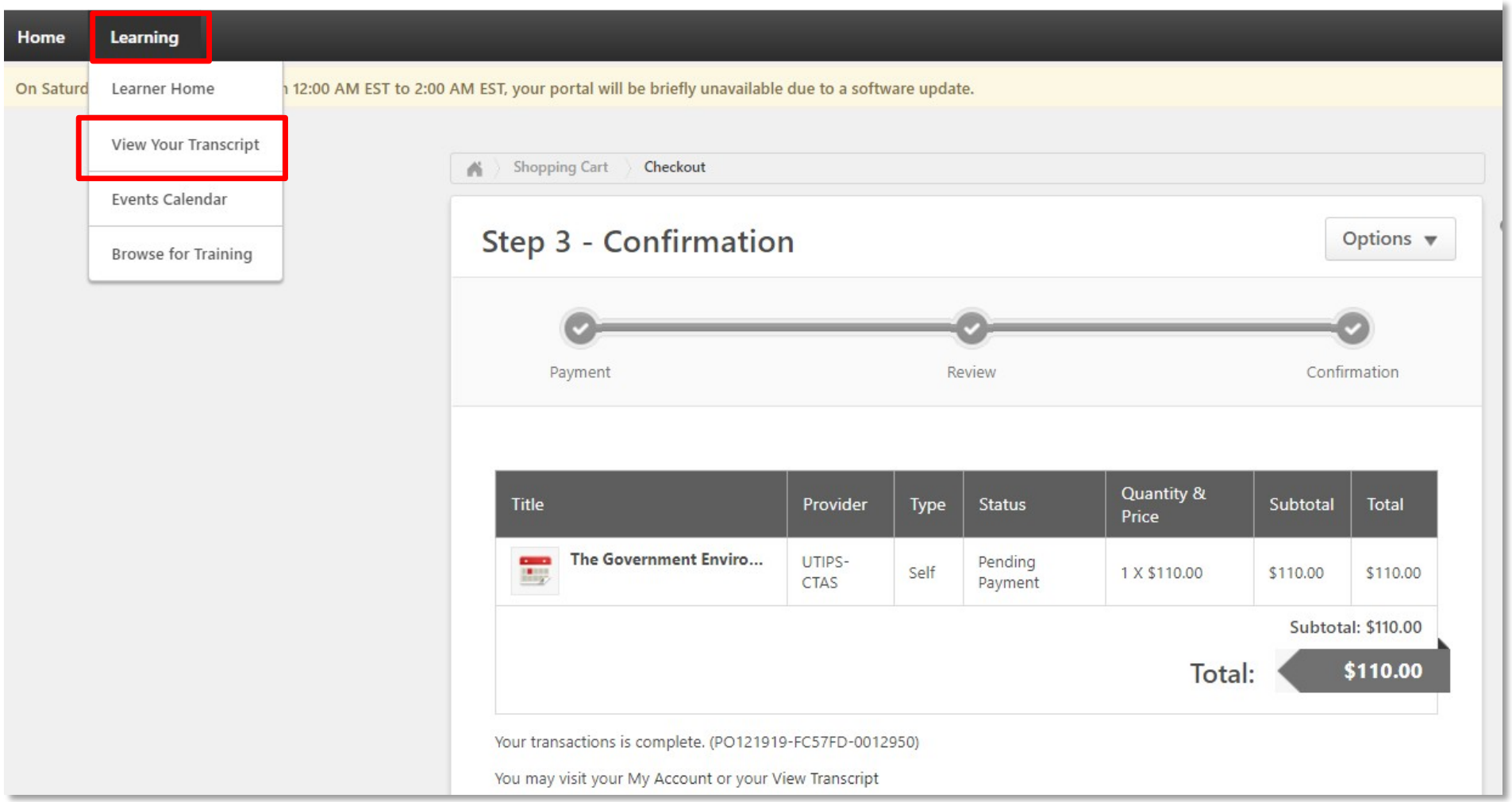
Other Payment Options:

- **You can pay by credit card even if you requested an invoice.**
- **You can have a "manager" pay your invoice by credit card.**

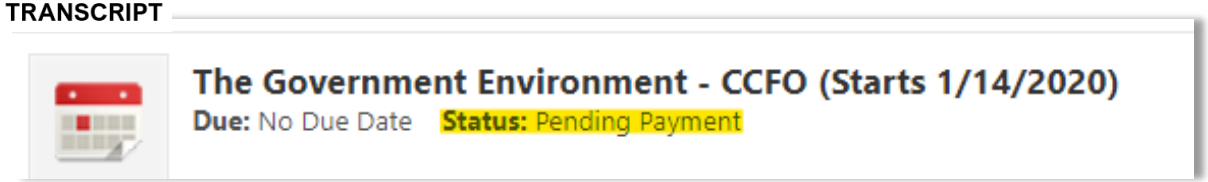
Receipt of Payment:
Arrives via email within 1-2 days for both credit card payments and checks.

CHECK TRANSCRIPT

Check your registration status:

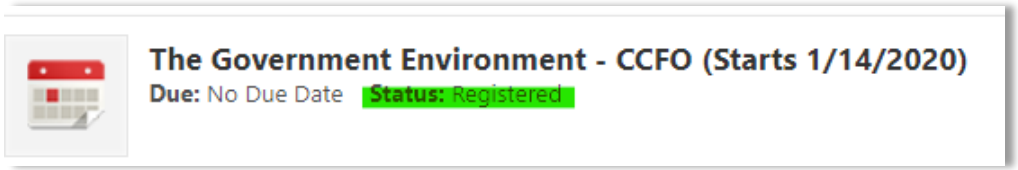


CHECK TRANSCRIPT



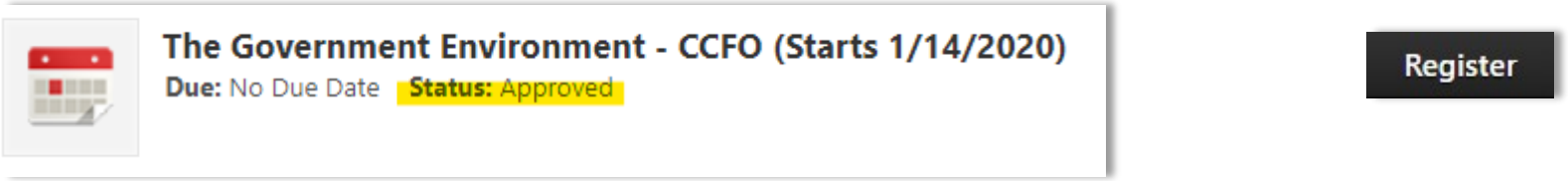
The status will say "Pending Payment" until payment is received and processed. (Receipt will be emailed within 1-2 business days.)

You can attend class without having paid, but will not receive a grade until payment is processed.



If you pay by credit card, your status will automatically update to "Registered."

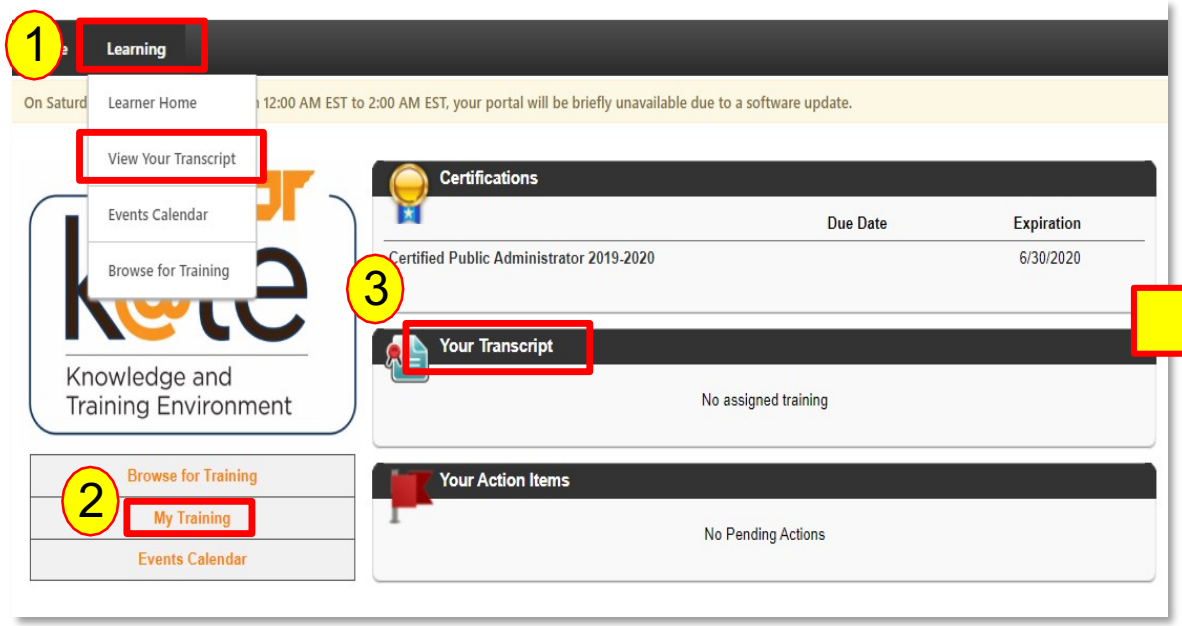
A receipt will be emailed within 1-2 business days of payment.



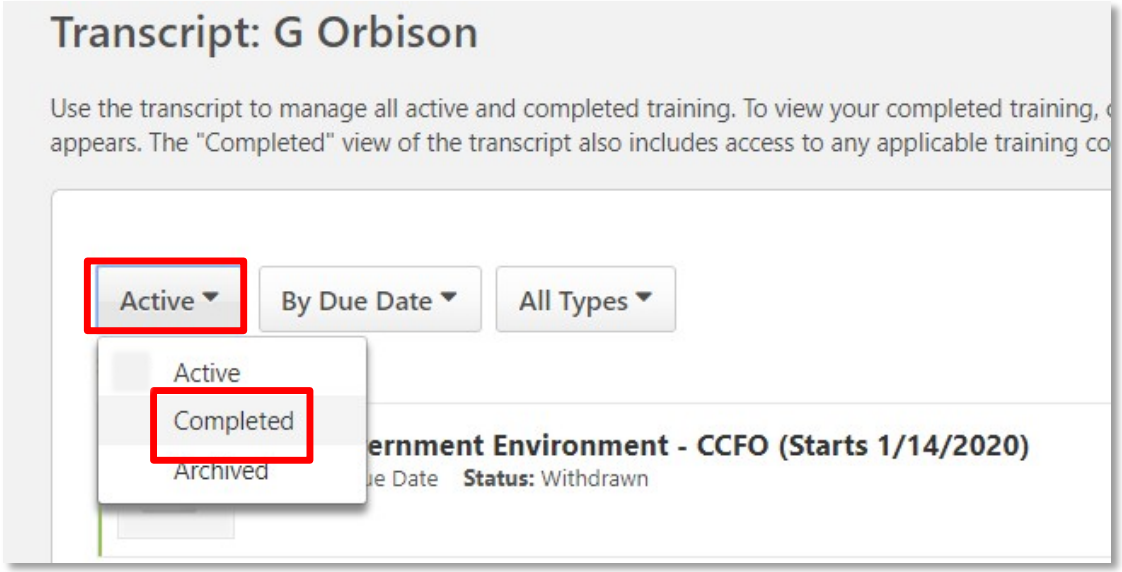
If your status says "Approved" you are not registered and you have not requested an invoice → you need to click on REGISTER to proceed.

CHECK TRANSCRIPT

3 Ways to locate Transcript



Change from ACTIVE to COMPLETED

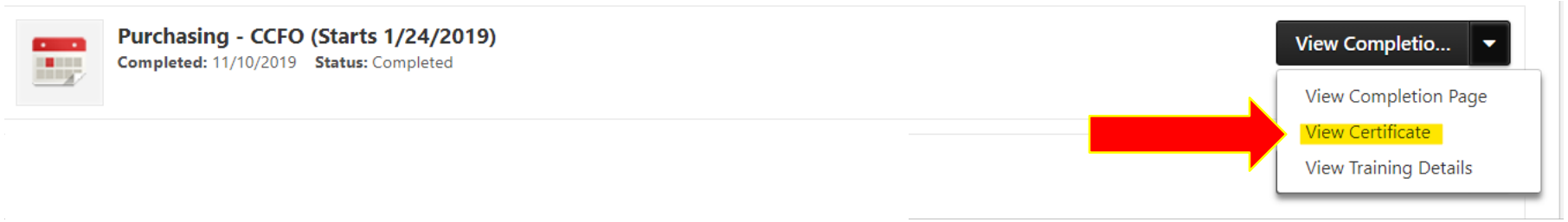


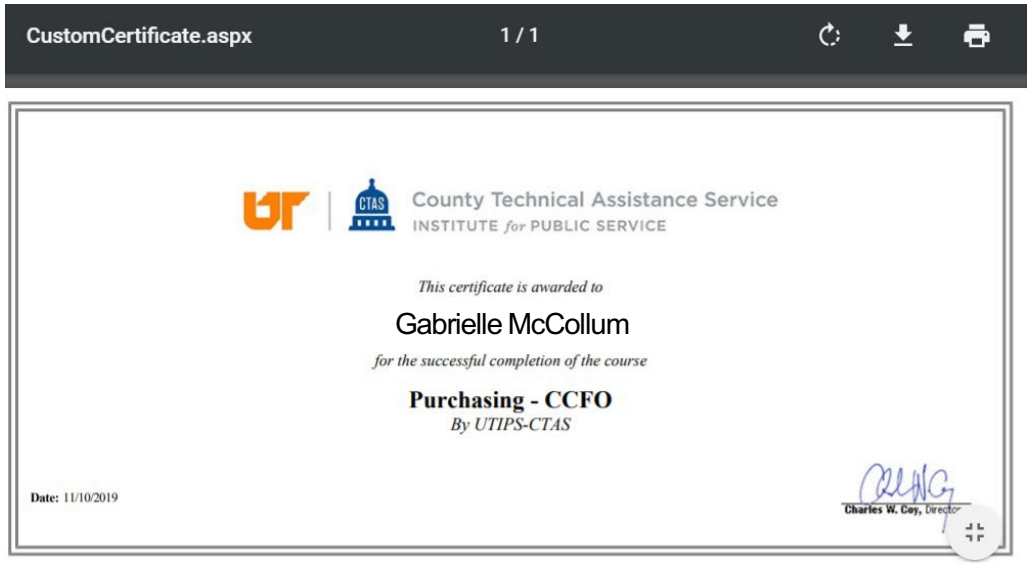
Locate and click on View Training Details to determine grade:

CHECK TRANSCRIPT

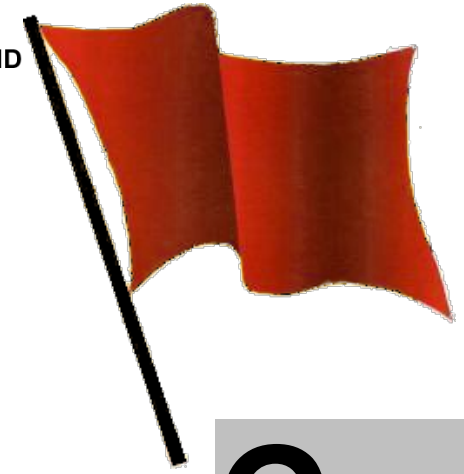
Access to Completion Certificate

After class moves from ACTIVE to COMPLETED on your transcript, you'll have access to a printable version of your completion certificate.





ATTEND



Need to change CLASS DATE?

Contact CTAS Support

ctas.support@tennessee.edu

615-532-3555

QUESTIONS?

CTAS Support
615-532-3555
ctas.support@tennessee.edu

REGISTER

PAY

ATTEND

CHECK TRANSCRIPT