County Official Certificate Training Program (COCTP)

WHAT IS COCTP?

- Designed to provide specialized, office-specific, technical, administrative, managerial, and leadership training to elected officials and their employees.

- The goal is to help elected officials and employees run their office more efficiently and effectively by providing a comprehensive knowledge of the inner workings of county government.

PROGRAM BENEFITS

- Courses custom-designed for county government employees
- Opportunity to network with other employees and leaders in county government

- Salary supplement (full-time elected officials only, including clerks and masters)
- Earn a designation as a Certified Public Administrator (CPA)

PROGRAM REQUIREMENTS

To complete the requirements of COCTP, you must complete the following:

- 7 Core classes (3 required; 4 your choice)
- 65 credits of Electives (35 hrs. county elective, 30 hrs. choice elective)
- Complete the County Government Overview (score of 70% or higher)
- Pass the Exit Exam (score of 70% or higher)
- Attend a Capstone event

CORE CLASSES

- County Government Environment*
- County HR Issues*
- County Operating Budget*
- Audit
- Capital Budgeting
- Debt Management

- Ethics
- Financial Issues
- Legal Issues – for each elected office
- Purchasing
- Risk Management

*Required Core class

ELECTIVE CLASSES

- Americans with Disabilities Act
- Fair Labor Standards Act
- Family & Medical Leave Act
- Hiring and Firing
- Managing a Highway Dept.
- TN Beer Laws

- TN County Legislative Body
- TN Marriage Laws
- TN Property Taxes
- What is a Property Worth?
- When a Vacancy Occurs
- Workplace Discrimination

ONLINE CERTIFICATES

- **County Administrative Professional Certificate (CAPC)**
- **Cybersecurity Awareness Training Certificate (CATC)**
- **County Elected Officials Certificate Program (CEOCP)***

*Must be an elected official to enroll

HOW TO ENROLL

- Go to ctas.tennessee.edu
- Select "Training"
- Click on "Enroll in COCTP"
- Complete the online form
- Pay the $300 enrollment fee by credit card or invoice

COUNTY OFFICIALS ORIENTATION PROGRAM 2022

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CONTACT US

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