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)
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
CONTACT US

ctas.support@tennessee.edu