

# 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.



COUNTY OFFICIALS ORIENTATION PROGRAM 2022

#### **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)





COCTP COOP Presentation - August 15, 2022

#### **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



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## **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





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- County Administrative Professional Certificate (CAPC)
- Cybersecurity Awareness Training Certificate (CATC)
- County Elected Officials
   Certificate Program (CEOCP)\*
   \*Must be an elected official to e.

Select "Training"

County Officials Orientation Program

County Officials Orientation Program

Pay the \$300 enrollment fee by credit card or invoice

COUNTY OFFICIALS GEBELIATION PROGRAM 2022

CONTACT US

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