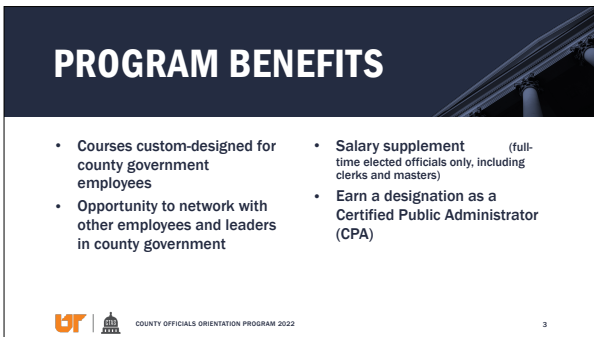




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PROGRAM REQUIREMENTS

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

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CORE CLASSES

<ul style="list-style-type: none">• County Government Environment*• County HR Issues*• County Operating Budget*• Audit• Capital Budgeting• Debt Management	<ul style="list-style-type: none">• Ethics• Financial Issues• Legal Issues – for each elected office• Purchasing• Risk Management
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ELECTIVE CLASSES

<ul style="list-style-type: none">• Americans with Disabilities Act• Fair Labor Standards Act• Family & Medical Leave Act• Hiring and Firing• Managing a Highway Dept.• TN Beer Laws	<ul style="list-style-type: none">• 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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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




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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



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CONTACT US

ctas.support@tennessee.edu



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