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 (CEDCP)*
  *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