



County Technical Assistance Service INSTITUTE *for* PUBLIC SERVICE

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(615) 532-3555 www.ctas.tennessee.edu

CCFO Class Policies

1. Each participant must register for each individual course using the online UT K@TE (Knowledge and Training Excellence) System. **Seating for live classes may be limited, and registration is on a first-come, first-served basis. If your preferred class date and location is unavailable, you must register for and attend an alternate class.** Please completely follow instructions on course registration to ensure you are registered for the course. You can verify that you are registered in your UT K@TE account.
2. If you cannot attend or need to reschedule your registered live class, contact CTAS support immediately at **615-532-3555** to determine if seating is available on a different class date and location.
3. Class materials will be sent to the email address you supplied when you registered. You are responsible for bringing your course materials and exercises to the class, either in printed or electronic format.
4. Each course includes two 25-question tests consisting of multiple-choice and true/false questions. One test is administered before lunch and the other at the end of the day. A minimum average score of **70%** is required to pass. If do not achieve a passing average, you must retest or attend a virtual or a later in-person class. A one-time **\$50 retest fee** will be charged by CTAS.
5. Participants are allowed a maximum of **3** testing attempts for each course, including the initial test and **2** retests. Retests may be administered electronically or proctored in-person at the discretion of CTAS.
6. There is **no comprehensive** examination at the end of the program.
7. All tests are individual assessments. In-person test is **closed-book** and proctored. For both in-person and online testing, you are required to complete tests individually and may **not** use course materials or electronic devices. Online tests are administered through your UT K@TE account and are timed. Do not begin an online test until you are prepared to complete it in one sitting.
8. CTAS must receive payment for each individual course before your test score can be posted to your UT K@TE account.
9. **Cheating is a serious violation and will result in immediate dismissal from the CCFO program.** Participants dismissed for cheating will be permanently

ineligible to reapply to the **CCFO program** or enroll in the **MTAS CMFO program**.

10. You are encouraged to complete virtual or online self-paced courses each month as they become available. Complete online classes in your office or at home wherever you can work with minimal interruptions.
11. Access to online course and tests will not be granted until CTAS has received payment by credit card or check. With card payments, access is typically granted within one business day.
12. After completing each course, save a PDF copy of the course certificate from your UT K@TE account. At the conclusion of the program, the Comptroller's Office requires you to electronically submit all course certificates through your individual Comptroller's CCFO online account.
13. If you are a **county or county board of education employee**, you should request reimbursement for your employer's payment of CTAS course fees and your travel mileage. **Reimbursement requests should be submitted online to the Comptroller's Office within 30 days after completing each course.** Submit reimbursement of expenses even if you do not pass the course.
14. If you are a **county or county board of education employee** and must attend a class at a location other than the closest location because of unavailable seating, illness, vacation, medical or family issues, or work deadlines, the Comptroller's Office may reimburse your county for the eligible mileage, lodging, and hotel per diem expenses. **However, you must document your reasons for attending an alternate class location.** Travel reimbursements are subject to your **county's travel policies**. If your county does not have a travel policy, please contact the Comptroller's Office at **(615) 401-7841** or LGA.Web@cot.tn.gov for applicable state travel policies.
15. For additional information about reimbursement of course fees and related travel expenses, refer to the Tennessee Comptroller's Office – Division of Local Government Audit (LGA)'s *Policies and Procedures for the CCFO Program* (revised July 2022).
<https://comptroller.tn.gov/content/dam/cot/la/documents/financial-officer-programs/2022CCFOPoliciesandProcedures.pdf>
16. Makeup classes for missed live classes will be offered virtually throughout the year except **Governmental Accounting I & II** and **Financial Reporting I & II**. These courses require in person attendance or a live virtual makeup class. Makeup classes for **Governmental Accounting I & II** and **Financial Reporting I & II** will be scheduled based upon demand.
17. Participants may miss a maximum of **2** live in-person courses (**except for those listed above in item 16**) and complete them by attending virtual makeup

classes. Participants who miss more than **2** in-person courses may be required to complete the program with the next cohort.

18. If you need to attend a makeup class, you are responsible for contacting a CTAS CCFO Instructor.
19. Courses are not planned in December or July unless there is a demand for makeup classes. **Participants are responsible** for tracking of their own progress and registering for, attending, and completing any required makeup classes.
20. **If you miss the Governmental Accounting I, you may not attend the Governmental Accounting II without prior approval from a CCFO Instructor. Likewise, Financial Reporting I must be completed before registering for Financial Reporting II unless prior approval is obtained.**
21. All courses must be completed within **3** years of completing your first course.
22. To defer completion of the CCFO program to the next cohort (program year), or withdraw from the program, contact CTAS Support or submit the online request form on the CTAS website:
<https://docs.google.com/forms/d/e/1FAIpQLScbUbT39CCOwSCWxJwg7LmmsFMBgamXuQoCxoMOcJ23j7XaqQ/viewform>
23. Notify CTAS Support immediately of any changes to your contact information – name change, your email address, home address, or employer change. Contact CTAS Support at **615-532-3555** or ctas.support@tennessee.edu.