

COUNTY OFFICIALS CERTIFICATE TRAINING PROGRAM

Overview

The County Officials Certificate Training Program (COCTP) is a comprehensive training program administered by the University of Tennessee (UT) County Technical Assistance Service (CTAS).

COCTP is designed to provide specialized, office-specific, technical, administrative, managerial, and leadership training to elected officials and their employees. The goal is to help them run their office more efficiently and effectively. It also offers a comprehensive knowledge of the inner workings of county government. CTAS believes that having a broader understanding of county government operations will help officials and their employees serve their constituencies better. In short, graduates of COCTP will obtain a thorough knowledge of county government and will be designated as Certified Public Administrators.

Program Requirements?

In order to achieve the Certified Public Administrator designation, you must:

- Complete 7 Core classes, out of which 3 classes are mandatory, while 4 can be chosen by you;
- Complete 65 credits of electives; (35 credits of County Electives; 30 credits of Choice Electives)
- Score at least 70% on the County Government Overview test;
- Score at least 70% on the Exit Exam; and
- Attend a three-day the Capstone event.

Program Fees



\$300 Enrollment Fee

A one-time fee paid to enroll in the COCTP. There is an enrollment invoice on the CTAS Training webpage you may use to pay the enrollment fee.



\$300 Capstone Fee

A one-time fee paid to attend the Capstone event of the COCTP. You will receive notification of your eligibility from CTAS which will include an invoice for the event.



\$100 Recertification Fee

A fee assessed on a yearly basis to all officials and employees who obtain the Certified Public Administrator designation. It is valid for one year and must be paid by September 1st of each year.