



County Technical Assistance Service
INSTITUTE *for* PUBLIC SERVICE

County Commissioner Required Training

An overview of Tennessee's training requirements for county commissioners

What We'll Cover

Five things every county commissioner needs to know about training compliance

1



Orientation

12-hour requirement for new commissioners

2



Annual CE

8 hours every training year

3



Who's Required

Coverage rules & exemptions

4



Compliance

Tracking & reporting

5



Resources

Where to get help

Orientation Requirement

12

HOURS OF ORIENTATION TRAINING



Required once per continuous term of service



Does NOT count toward annual continuing education hours

120

DAYS TO COMPLETE AFTER TAKING OFFICE

Bottom line: Orientation is a one-time onboarding requirement, separate from — and in addition to — the annual continuing education requirement.

Annual Continuing Education

8

HOURS EVERY YEAR



Hours do not carry forward year to year

TRAINING YEAR





Make-up hours satisfy prior deficiencies only — they cannot be banked toward a future year's requirement.

Reminder: This requirement runs every year of service and is separate from the one-time Orientation requirement.

Who Must Complete Training?



Elected or appointed

AFTER

**April 12,
2018**

*is the threshold that triggers the training
requirement*



Appointed commissioners

Must also complete the Orientation requirement, in addition to standard annual training.



Long-serving commissioners

Certain commissioners may qualify for a statutory exemption based on years of service.

Compliance & Reporting



CTAS Tracks Completions

Every commissioner's training record is monitored centrally.



Annual Report to the Comptroller

CTAS provides a yearly compliance report to the Tennessee Comptroller.



County Incentives

Counties may offer incentives for completing training on time.



Keep Your Transcript Current

Regularly review and verify that completed courses are recorded.

Resources & Support



Complete training

Through CTAS/K@TE and other approved training events.



Review your transcript

Check it regularly to confirm your hours and status.



Have questions?

Contact CTAS Customer Service — we're here to help.