

CGEI



COUNTY
GOVERNMENT
EDUCATION
INSTITUTE



An educational program by the
Association of
County Commissions of Alabama

An introduction to CGEI...

Providing educational opportunities for county government personnel is a major function of the Association of County Commissions of Alabama. Beginning in 2010, the **County Government Education Institute**, administered by the Association, provides redesigned educational programs for county personnel working in the courthouse and for personnel in other county offices.



CGEI offers basic training on the workings of county government for all county employees and provides certification programs for county administrative staff, employees in the engineering department, and personnel employed by the 9-1-1 districts.

The programs offered by CGEI replace the prior certification programs offered for county administrative, engineering and 9-1-1 district staff. ***However, all credits received under the prior educational programs will be transferred to the new program.*** Personnel will retain all course credits previously obtained and receive certification upon satisfaction completion of any remaining courses needed. Persons who have received certification under the prior programs will retain that certification provided they maintain their continuing education requirements.

The Alabama Local Government Training Institute will oversee administration of CGEI and provide certification for successful participants. This statutorily-created governing board has for more than 20 years administered the mandated-training program for new county commissioners. The expertise and experience of ALGTI will be a tremendous asset to the CGEI.

Overview of CGEI's Educational Opportunities

The Institute offers two levels of education:

- Basic-Level training in county government for all county employees
- Certification programs for administrative, engineering and 9-1-1 personnel

Persons seeking certification in their area of employment will complete both levels of training, but other county employees, including staff in the probate office, sheriff's department, and tax offices, may participate in the basic level training program and upon satisfactory completion receive a *Certificate of Completion* granted by ALGTI.

Each year, CGEI will offer a variety of courses in both the basic-level and certification programs. For a complete schedule of classes currently available, log onto ACCA's Web site at www.acca-online.org.

THE BASIC-LEVEL CLASSES

The Basic-Level Program consists of four classes designed to provide county personnel with an overview of how county government works. Each class includes 12 hours of instruction, and satisfactory completion of all classes is required for the *Certificate of Completion*.

Persons seeking certification in their field will be required to complete these courses as part of their certification requirements, but are not required to complete the Basic-Level classes before taking other classes in their profession-specific curriculum.

Overview of County Government – This class provides a general overview of the workings of county government. Topics include the role of the county commission, the functions of county commission offices and departments, interplay with other county offices, and the many constitutional and statutory provisions that govern how county government works.

Ethics for Public Officials and Employees – It is imperative that all county employees develop a good understanding of Alabama’s Ethics Law and its impact on employees and public officials serving in county government. This course provides county employees with a sound practical understanding of the concept of ethics and a thorough foundation on Alabama’s Ethics Law and other constitutional and statutory provisions affecting the actions of county officials and employees both on and off the job.

Personnel Administration – This course is designed to provide agency heads and staff with an understanding of federal and state employment laws, along with some best practices training on hiring and firing, leave policies, and other personnel issues important to the proper and effective administration of county offices.

Finance and Revenue – The county commission is responsible for the financial well-being of the county, and all county employees benefit from an understanding of county revenue and budgetary matters. This course explains the development and management of the county general fund budget, outlines county revenue sources including the collection and distribution of those revenues, and provides an overview of financial management and auditing requirements.

CERTIFICATION-LEVEL CLASSES

In addition to the Basic-Level classes, the Institute offers certification training programs for staff in the administrative, engineering and 9-1-1 district offices.

Each program requires completion of the four Basic-Level courses and additional training requirements providing more advanced educational opportunities relevant to their areas of expertise. Persons receiving certification must maintain continuing education requirements to remain certified. More detailed information regarding the certification programs can be found in this booklet and online at www.acca-online.org.

HOW TO REGISTER

Registration is through ACCA's online registration program. Log on to www.acca-online.org and register for the classes you would like to take. Registration for CGEI classes is just like registering for an ACCA or affiliate organization conference or event.

Cancellation policy: All classes for the year are available through open enrollment online until two weeks prior to the class date. At that time, registration for the class will be closed on the online system, and refunds for that particular class will no longer be available. Payment must be received prior to the date of the class, or registrants must pay on site. We do not bill registrants.

Questions? Call Lori Quiller, director of public relations, at (334) 263-7594.

CERTIFICATE IN COUNTY ADMINISTRATION AND CERTIFIED COUNTY ADMINISTRATOR

There are two certificate tracks available to county administrators and administrative staff through the County Government Education Institute: *Certificate in County Administration* and *Certified County Administrator*.



All persons participating in either track must attend all 12 hours of each course, plus receive a satisfactory grade on the class exam to receive credit for the course. Classes may be taken in any order, except that course work under the Certificate in County Administration track must be completed before an administrator is eligible for the classes required for Certified County Administrator designation.

Basic-Level Classes

All participants must complete each of the four Basic-Level courses (48 hours) available to all participants in the Institute. Those courses are discussed in more detail in the introductory section and include:

- Overview of County Government
- Ethics for Public Officials and Employees
- Personnel Administration
- Finance and Revenue

Certification-Level Requirements for Certificate in County Administration

To be eligible for the Certificate in County Administration, participants must also complete one elective course for a total of five 12-hour classes (60 total hours). Examples of possible courses are:

- Communication and Media Relations
- Legislative and Governmental Relations
- Conflict Management

- General Management and Supervision
- General Accounting, Financial Management and Planning

Certification-Level Requirements for Certified County Administrator

County administrators who have at least three years of experience and have received the Certificate in County Administration are eligible for the designation of Certified County Administrator upon completion of the additional requirements for Certified County Administrator. *This designation is not available to administrative personnel.*

Participants in this track must make application to the Institute and complete two additional 12-hour classes for a total of 84 hours of course work. These classes cannot be taken until completion of the requirements for the Certificate in County Administration and requires approval from CGEI.

Continuing Education for County Administrators

Participants who have received either the Certificate in County Administration or the designation of Certified County Administrator must complete one 12-hour course every two years for continuing education purposes. Some continuing education credit may be obtained through attending certain ACCA conferences and events.

Schedule of Classes

For a complete schedule of classes currently available, log on to ACCA's Web site, www.acca-online.org, and click the **Education Courses** menu tab at the top.

CERTIFICATE IN COUNTY ENGINEERING ADMINISTRATION

County engineers and engineering staff are eligible to receive a *Certificate in County Engineering Administration* upon successful completion of course requirements offered by the Institute.



All participants seeking the Certificate in County Engineering Administration must successfully complete 84 hours of course work. Participants must attend all 12 hours of each course, plus receive a satisfactory grade on the class exam to receive credit for the course. Classes may be taken in any order.

Basic-Level Classes

All participants must complete each of the four Basic-Level courses (48 hours) available to all participants in the County Government Education Institute. Those courses are discussed in more detail in the introductory section and include:

- Overview of County Government
- Ethics for Public Officials and Employees
- Personnel Administration
- Finance and Revenue

Certification-Level Requirements for Certificate in County Engineering Administration

To be eligible for the Certificate in County Engineering Administration, participants must also complete three elective courses for a total of seven 12-hour classes (84 total hours). Examples of possible courses are:



- Conflict Management
- General Management and Supervision

- Disaster Preparedness and Response
- General Accounting, Financial Management and Planning
- Legal Primer: Public Roads
- Communication and Media Relations
- Legislative and Governmental Relations

Continuing Education for County Engineers

Participants who have received the Certificate in County Engineering must complete one 12-hour course every two years for continuing education purposes. Some continuing education credit may be obtained through attending certain ACCA conferences and events.

Schedule of Classes

For a complete schedule of classes currently available, log on to ACCA's Web site, www.acca-online.org, and click the **Education Courses** menu tab at the top.

CERTIFICATE IN EMERGENCY COMMUNICATION ADMINISTRATION

County emergency communication district directors and staff are eligible to receive a *Certificate in Emergency Communication Administration* upon successful completion of course requirements offered by the Institute.



All participants seeking the Certificate in Emergency Communication Administration must successfully complete 84 hours of course work. Participants must attend all 12 hours of each course, plus receive a satisfactory grade on the class exam to receive credit for the course. Classes may be taken in any order.

Basic-Level Classes

All participants must complete each of the four Basic-Level courses (48 hours) available to all participants in the Institute. Those courses are discussed in more detail in the introductory section and include:

- Overview of County Government
- Ethics for Public Officials and Employees
- Personnel Administration
- Finance and Revenue

Certification-Level Requirements for Certificate in Emergency Communication Administration

To be eligible for the Certificate in Emergency Communication Administration, participants must also complete two elective courses and one profession-specific course for a total of seven 12-hour classes (84 total hours). Examples of possible courses are:

- Conflict Management
- General Management and Supervision

- Legislative and Governmental Relations
- Communication and Media Relations
- Disaster Preparedness and Response

The required program-specific course for Certificate in Emergency Communication District Administration is:

- Fundamentals of Emergency Communication District Administration

Continuing Education for 9-1-1 District Directors and Staff

Participants who have received the Certificate in Emergency Communication Administration must complete one 12-hour course every two years for continuing education purposes. Some continuing education credit may be obtained through attending certain ACCA conferences and events.

Schedule of Classes

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CGEI



ACCA

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