The UGA Carl Vinson Institute of Government provides training for local governments so they can implement sound financial management practices. Courses offered through the Local Finance Officer Certification Program cover topics from governmental accounting and budgeting to other financial subjects that are relevant to finance specialists at all levels of government. Convenient online courses are also offered to help reduce travel costs.

**LEVEL I CERTIFICATION**
Courses include Debt Administration, Accounting, Purchasing, and more!

**LEVEL II CERTIFICATION**
Courses include Budgeting, Internal Controls, Revenue, and more!

**CURRENT ELECTIVES**
Courses are updated annually and include Financial Policies, Payroll, and more!

For more information, contact Michele Jurkiewicz at mjurkiew@uga.edu or call 404.463.6804.
Take advantage of these GREAT training opportunities!

LOCAL FINANCE OFFICER Certification Program

Level I Certification

Requires completion of the following seven courses within a three-year time frame. These courses are available in the classroom or online.

☑ Capital Improvement Program (2 days; 12 CE hours) $229
☑ Debt Administration (2 days; 12 CE hours) $229
☑ Introductory Budget (2 days; 12 CE hours) $229
☑ Introductory Governmental Accounting I (3 days; 24 CE hours) $379
☑ Introductory Governmental Accounting II (3 days; 24 CE hours) $379
☑ Purchasing (2 days; 12 CE hours) $229
☑ Treasury Management (2 days; 12 CE hours) $229

Level II Certification

Requires completion of the following four core courses, two elective courses, and a financial management project within a three-year time frame.

☑ CORE COURSES
  ☑ Intermediate Budget (2 days; 12 CE hours) $229
  ☑ Intermediate Governmental Accounting (5 days; 36 CE hours) $549
  ☑ Internal Controls (2 days; 12 CE hours) $229
  ☑ Revenue Administration (2 days; 12 CE hours) $229

☑ 2 ELECTIVE COURSES (2 days; 12 CE hours) $179 each for a one-day class

☑ FINANCIAL MANAGEMENT PROJECT $179

Current Electives for Level II and continuing education requirements (electives may change annually) *

CLASSROOM COURSES

☑ 2016 GAAP Update (1 day; 6 CE hours) $179
☑ Accounting for Capital Assets (1 day; 6 CE hours) $179
☑ Federal Grant Compliance Update (1 day; 6 CE hours) $179
☑ Writing Financial Policies (1 day; 6 CE hours) $179

WEBINARS – CONTINUING EDUCATION ONLY

☑ Uniform Chart of Accounts for Local Government (1 hour; 1 CE hour) $99
☑ Taking Responsibility for Financial Statements; three 1-hour webinars: Parts I, II, and III (3 hours; 3 CE hours) $179

ONLINE COURSES

☑ Internal Controls - Accounts Payable and Cash Disbursements (6 CE hours) $179
☑ Internal Controls - Accounts Receivable and Cash Receipts (6 CE hours) $179
☑ Internal Controls – Capital Assets (6 CE hours) $179
☑ Internal Controls - Payroll (6 CE hours) $179

* Level I and Level II certifications are available. For both levels, once certification is achieved, 15 hours of approved continuing education are required every two years for Certified Finance Officers to maintain certification.