



2022 Georgia Certified Clerk Certificate Classes

All classes are subject to change.

**APRIL**

**ACCG Conference  
Savannah, GA**

**Thursday, April 28**

Human Resources 201 (6 hours)

Records Management 102 (3 hours)

Records Management 103 (3 hours)

**JUNE**

**Virtual Professional Skills Development 102 (Ethics)**

6 hours, Required

June 7 OR June 15 – only register for one class.

**GMCA Conference  
Savannah, GA**

**Friday, June, 24**

Tax Revenue 202 (3 hours, Elective)

**Saturday, June 25**

Professional Skills Development 201 (customer service/conflict resolution) (6 hours, Elective)

**JULY**

**Virtual Government 101**

6 hours, Required

Dates TBD

**SEPTEMBER**

**GCEI Conference**

**September 11-13, 2022**

**Athens**

**Sunday, September 11 – Tuesday, September 13**

Mandated Training for New Clerks



**Carl Vinson  
Institute of Government  
UNIVERSITY OF GEORGIA**

**Monday, September 12**

Government 101 (6 hours, Required)

Records Management 101 (6 hours, Required)

Meeting Management 101 (6 hours, Required)

Professional Skills Development 205 (Project Management) (6 hours, elective)

**Tuesday, September 13**

Professional Skills Development 101 – Business Writing (6 hours, Required)

Finance 101 (6 hours, Required)

Payroll Administration (6 hours, Elective)

Government 201 (6 hours, Elective)

**OCTOBER**

**GCEI Regional Training**

**October 5-6, 2022**

**UGA Tifton Conference Center**

**Wednesday, October 5**

Council/Commission and Staff Relations (6 hours, Elective)

**Thursday, October 6**

Community and Media Relations 101 (3 hours, Required)

Community and Media Relations 102 (3 hours, Required)

**NOVEMBER**

**Virtual Financial Oversight**

6 hours, Elective

Wednesday, November 9 OR Wednesday, November 16

**DECEMBER**

**Virtual Records Management 101**

6 hours, Required

Dates TBD