Continuing education (CE) is key to keeping clerks abreast of laws, regulations, and new technologies. It is key to career satisfaction, boosts confidence, and may lead to opportunities for career advancement.

Currently, a total of 30 hours of CE is required every three years to maintain Georgia certified status. In light of the importance of clerks’ continuing education, a new policy has been instituted making changes that establish a method for tracking CE hours. Beginning January 1, 2018, all new and previously earned certifications will have a deadline of December 31 every other year to complete a minimum of 20 hours of CE to maintain the certificate. Each Clerk will be responsible for reporting CE hours and will follow the same deadline.

Clerks who earned the Georgia Clerks Education Institute (GCEI) certificate prior to January 1, 2018, will begin tracking CE hours immediately. The first reporting deadline will be December 31, 2019.

Clerks who have not received their GCEI certificate will begin tracking CE hours on January 1 of the year following certification. These Clerks will report CE hours by December 31 in the second year of the tracking period. For example, if the certificate is earned in September 2018, the CE tracking period will begin January 1, 2019, and the deadline for the first CE hours report will be December 31, 2020.

What is needed? Clerks will provide proof of attendance at CE training events documenting the training hours earned. Details of how to submit this information and to whom will be announced at a later date. In the meantime, be sure to keep a record of all CE hours taken beginning January 1, 2018.

There is one exception. Clerks actively participating in the Masters Education Management Development Program are not required to report CE hours.

**ACCEPTABLE PROVIDERS FOR CONTINUING EDUCATION ARE:**
- Continuing Education courses offered by GCEI (including online classes – see attached flyer for online CE classes)
- Elective courses offered by GCEI or the Carl Vinson Institute of Government Local Finance Officers Certification Program
- Association County Commissioners of Georgia (ACCG)
- Georgia Municipal Association (GMA)
- Institute of International Municipal Clerks (IIMC) including online classes
- Others that offer courses related to clerk responsibilities such as mandatory election training offered by the Secretary of State

**REINSTATEMENT**
Beginning January 1, 2020, certification will lapse for those who do not meet the annual CE requirement. Certification can be reinstated after retaking the Mandated Orientation and Training and subsequently following the reporting policy as stated above.
Continuing education is important to clerks and to the communities we serve. Under the LES is More concept, we are striving to improve the perception of our profession and elevate ourselves to the status we deserve. Going forward, we must conduct business with integrity. Our training records must be properly documented and available when needed. This change will help transition us to a higher level and makes a powerful statement about our commitment to ourselves as well as the communities we serve.

We appreciate your adherence to the new CE hours policy. If you have questions, please contact Susan Maxwell (smaxwell@uga.edu) or Precious Cooper (pcooper@uga.edu), or any member of the Joint Advisory Committee (see Clerks Guidelines).