

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 OF LAPSED CERTIFICATION

Beginning January 1, 2020, certification will lapse for those who do not meet the biennial (every two years) 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).

GCEI ONLINE CONTINUING EDUCATION CLASSES and LINKS FOR REGISTRATION

Human Resources

Registration link: <https://www.georgiacenter.uga.edu/courses/governmental-training/human-resources>

Capital Improvement Program

(see the attached flyer *Continuing Ed Classes for clerks 2018* for class description)

Registration link: <https://cviog.uga.edu/training-and-education/financial-training/online-classes/capital-improvement-program-overview.html>

Local Government Debt Methods

(see the attached flyer *Continuing Ed Classes for clerks 2018* for class description)

Registration link: <https://cviog.uga.edu/training-and-education/financial-training/online-classes/local-government-debt-methods.html>

Open Meetings Open Records

(see the attached flyer *Continuing Ed Classes for clerks 2018* for class description)

Registration link: <https://cviog.uga.edu/training-and-education/financial-training/online-classes/open-meetings-open-records.html>

Taking Responsibility for Your Financial Statements (see the attached flyer *Continuing Ed Classes for clerks 2018* for class description)

Registration link: <https://cviog.uga.edu/training-and-education/financial-training/online-classes/taking-responsibility-for-financial-statements-webinar-local.html>

INTERNATIONAL INSTITUTE FOR MUNICIPAL CLERKS (IIMC) ONLINE CLASSES-- -may be used for GCEI continuing education credit

MindEdge courses cost approximately \$79.00 each and are open to participants for a 30-day time period with the option to purchase an extension for approximately \$19 for an additional 30 days. MindEdge also offers certificate programs which comprise of 5+ classes that allow for a discounted registration price as opposed to purchasing the courses individually.

Participants must complete the final exam earning a passing grade of 70% or better before receiving their certificate of completion. Participants are given unlimited attempts to pass the final exam.

MindEdge professional development courses are also certified by Project Management Institute (PMI), International Association for Continuing Education and Training (IACET), Certified Fundraising Executives (CFRE), Human Resource Certification Institute (HRCI), Society for Human Resource Management (SHRM) and carry various credits.