Beginning January 1, 2018, all new and previously earned certifications will have a deadline of December 31 every other year for completing a minimum of 20 hours of continuing education (CE) to maintain the certificate. You will not use your certification date on your certificate as the deadline date for reporting hours. Everyone will use the same annual time frame for reporting. Those clerks who earn the certificate prior to January 1, 2018, will begin reporting using the new time frame regardless of continuing education status (i.e., whether you are current with continuing education hours or not). The first reporting deadline will be December 31, 2020.

No CE is required in the calendar year that certification is earned. You will begin tracking your CE on January 1 of the following year and will be required to report your hours by December 31 two years after that January. For example, if you earn your certificate in September 2018, your continuing education track will begin January 2019, and your first reporting deadline (of 20 hours continuing education) will be December 31, 2021.

You will need to provide proof of attendance at each continuing education training event to document training hours earned. Details of how and to whom reporting will be made is forthcoming.

Masters’ level training may be taken in lieu of CE (i.e., if you are in the Masters Education Management Development Program, you are not required to take CE in addition to those classes).

ACCEPTABLE PROVIDERS FOR CONTINUING EDUCATION ARE:

- Continuing Education courses offered by GCEI
- Elective courses offered by GCEI or the Local Finance Officers Certification Program
- Association County Commissioners of Georgia (ACCG)
- Georgia Municipal Association (GMA)
- Institute of International Municipal Clerks (IIMC)
- Others that offer courses related to clerk responsibilities

REINSTATEMENT

Beginning January 1, 2018, for those who do not meet the annual continuing education requirement of a minimum of 20 hours by December 31 of every other year, certification will lapse. In order for certification to be reinstated, the individual must attend Mandated Orientation and Training at the February or September GCEI conference and then follow reporting policy as stated above.