

2026 Georgia Clerks Education Institute Schedule



Programs Offered by the Georgia Clerks Education Institute:

- ❖ State Mandated Training
- ❖ Georgia Certified Clerk
- ❖ Advanced Management Certificate (Masters Education Management Development Program)
- ❖ Masters Education Graduate Seminar (MEGS)
- ❖ Continuing Education

FEBRUARY

GCEI Conference

February 1-3, 2026

Jekyll Island Convention Center

Sunday, February 1 – Tuesday, February 3

Mandated Training for New Clerks

Masters Education Graduate Seminar (MEGS)

Monday, February 2

Records Management 102

(3 hours, Required)

Records Management 103

(3 hours, Required)

Meeting Management 102

(3 hours, Required)

Meeting Management 103

(3 hours, Required)

PSD 102 (Ethics)

(6 hours, Required)

Tax Revenue 201

(6 hours, Elective)

Conflict Management

(6 hours, Masters)

Emotional Intelligence

(6 hours, Continuing Ed.)

Tuesday, February 3

Government 102

(6 hours, Required)

Finance 101

(6 hours, Required)

Community and Media Relations 101

(3 hours, Required)

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Community and Media Relations 102	(3 hours, Required)
Government 202	(6 hours, Elective)
Performance Evaluations	(6 hours, Masters)
Conflict Management	(6 hours, Masters)
Athenian Dialogue	(6 Hours, Continuing Ed.)

MARCH

Virtual Class

Tuesday, March 24

PSD 101 (Business Writing)

(6 hours, Required)

GCEI Regional Training

March 30–31, 2026

UGA Gwinnett Campus

Monday, March 30

Human Resources 201

(6 hours, Elective)

Tuesday, March 31

Government 101

(6 hours, Required)

APRIL

ACCG Convention

April 23–25, 2026

Savannah, GA

Thursday, April 23

Meeting Management 102

(3 hours, Required)

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Meeting Management 103

(3 hours, Required)

Saturday, April 25

Payroll Administration

(6 hours, Elective)

Continuous Improvement

(6 hours, Masters)

MAY

Virtual Class

Thursday, May 21

Virtual Community and Media Relations 101

(3 hours, Required)

Virtual Community and Media Relations 102

(3 hours, Required)

JUNE

GMCA Convention

June 25–28, 2026

Savannah, GA

Friday, June 26

Records Management 102

(3 hours, Required)

Saturday, June 27

Records Management 101

(6 hours, Required)

Continuous Improvement

(6 hours, Masters)

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JULY

Virtual Class

Tuesday, July 14

Millage Rate Process

(6 hours, Required)

SEPTEMBER

GCEI Conference

September 13–15, 2026

Athens – GA Center for Continuing Education

Sunday, September 13 – Tuesday, September 15

Mandated Training for New Clerks

Masters Education Graduate Seminar (MEGS)

Monday, September 14

Government 101

(6 hours, Required)

Records Management 101

(6 hours, Required)

Meeting Management 101

(6 hours, Required)

Public Operations 203

(6 hours, Elective)

Continuous Improvement

(6 hours, Masters)

Ethics and the Public Servant

(6 hours, Masters)

Revenue Administration

(6 hours, Continuing Ed.)

Tuesday, September 15

PSD 101 (Business Writing)

(6 hours, Required)

Millage Rate Process

(6 hours, Required)

PSD 205 (Project Management)

(6 hours, Elective)

Government 201

(6 hours, Elective)

Continuous Improvement

(6 hours, Masters)

Ethics and the Public Servant

(6 hours, Masters)

Athenian Dialogue

(6 hours, Continuing Ed.)

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OCTOBER

GCEI Regional Training
October 29–30, 2026
UGA Tifton Conference Center

PSD 102 (Ethics)

(6 hours, Required)

PSD 203 (Time/Stress Management)

(6 hours, Elective)

NOVEMBER

Virtual Class

Thursday, November 19

Finance 101

(6 hours, Required)