



2026 Georgia Certified Clerk Certificate Classes

This is a tentative schedule. All classes are subject to change.

**FEBRUARY**

**GCEI Conference  
February 1-3, 2026  
Jekyll Island**

**Sunday, February 1 – Tuesday, February 3**  
Mandated Training for New Clerks

**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)
Professional Skills Development 102 (Ethics)	(6 hours, Required)
Tax Revenue 201	(6 hours, Elective)
Conflict Management	(6 hours, Masters)

**Tuesday, February 3**

Government 102	(6 hours, Required)
Finance 101	(6 hours, Required)
Community and Media Relations 101	(3 hours, Required)
Community and Media Relations 102	(3 hours, Required)
Government 202	(6 hours, Elective)
Performance Evaluations	(6 hours, Masters)

**MARCH**

**Tuesday, March 24th**

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

**GCEI Regional Training**

**March 30-31, 2026**

**UGA Gwinnett Campus**

**Monday, March 30th**

Human Resources 201 (6 hours, Elective)

**Tuesday, March 31st**

Government 101 (6 hours, Required)



**APRIL**

**ACCG Convention**  
**April 23-25, 2026**  
**Savannah, GA**

**Thursday, April 23<sup>rd</sup>**  
Meeting Management 102 (3 hours, Required)  
Meeting Management 103 (3 hours, Required)

**Saturday, April 25<sup>th</sup>**  
Payroll Administration (6 hours, Elective)  
Continuous Improvement (6 hours, Masters)

**MAY**

**Thursday, May 21<sup>st</sup>**  
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<sup>th</sup>**  
Records Management 102 (3 hours, Required)

**Saturday, June 27<sup>th</sup>**  
Records Management 101 (6 hours, Required)  
Continuous Improvement (6 hours, Masters)

**JULY**

**Virtual Millage Rate Process**  
6 hours, Required  
Tuesday, July 14th



**SEPTEMBER**

**GCEI Conference  
September 13-15, 2026  
Athens**

**Sunday, September 13 – Tuesday, September 15**  
Mandated Training for New Clerks

**Monday, September 14**

Government 101	(6 hours, Required)
Records Management 101	(6 hours, Required)
Meeting Management 101	(6 hours, Required)
Continuous Improvement	(6 hours, Masters)

**Tuesday, September 15**

Professional Skills Development 101 – Business Writing	(6 hours, Required)
Millage Rate Process	(6 hours, Required)
Government 201	(6 hours, Elective)
Ethics and the Public Servant	(6 hours, Masters)

**OCTOBER**

**GCEI Regional Training  
Dates TBD  
UGA Tifton Conference Center**

Professional Skills Development 101 - Ethics (6 hours, Required)  
Professional Skills Development 203 – Time/Stress Management (6 hours, Elective)

**NOVEMBER**

**Virtual Professional Skills Development 201 (Customer Service and Conflict Resolution)**  
6 hours, Elective  
Date TBD