

Do you have the tools you need to be an effective county government leader?



ACADEMY

for EXCELLENCE

in COUNTY GOVERNMENT

A Program of the County Commissioners Association of Pennsylvania



Serving Counties Since 1886

Academy for Excellence in County Government and Advanced Certification Programs

Academy for Excellence in County Government

The Academy for Excellence in County Government is a voluntary program which began its core program in 1996; the Academy Advanced Certification Program is for county administrators, their counterparts in home rule counties, and solicitors have completed the core and/or advanced program and received t

ACADEMY CORE COURSES

For the Academy Core Program, completion of all eight core courses is required. For the Advanced Certification Program, participants must complete three of the four designated courses (indicated by *). For Advanced Certification, credit is retroactive beginning at the time of initial Academy graduation.



Innovative Approaches to County Government

This course examines national, state and regional trends that affect counties. Participants will examine the movement away from solely traditional roles by looking at county structure; legal, fiscal and political roles; and sources for information and assistance. Topics vary.



County Functions & Responsibilities (PA Specific)

This course looks at the structures, functions and responsibilities of counties in Pennsylvania including the formation of counties, structure of counties, the County Code, human services, criminal justice, general administration, boards and commissions, and home rule and optional plans.



County Financial Management*

This course provides guidance for participants to better manage their county's fiscal affairs. Topics to be covered are revenue sources, budget and accounting, bookkeeping and auditing, and fiscal management techniques.



Personnel & Labor Relations*

This course looks at personnel issues that counties face including federal and state personnel laws, management techniques, and labor relations.



Leadership, Management & Decision Making

This course draws upon the experiences of successful leaders to illustrate and teach leadership, management and decision making skills. Topics to be discussed include various management and leadership styles, handling controversy, meeting management, information management and effective communications.



Legal Issues*

This course emphasizes legal matters unique to counties, including the relationship of the county with the courts and other agencies, and other legal matters. It includes a discussion of current case law.



Risk Management*

This course looks at insurance and risk management in counties including loss control, insurance coverages, safety committees, limiting liability, handling claims and defending a lawsuit.



Personal Development

A variety of personal development courses to enrich the participant's communication and interpersonal skills will be offered.

ACADEMY ELECTIVES

For the Academy Core Program, participants must earn 18 elective credits. For the Advanced Certification Program, participants must earn 10 elective credits and credit is retroactive beginning at the time of initial Academy graduation.

Electives will be offered as individual Academy sponsored workshops, collaborative workshops with other CCAP programs and affiliates, and/or conference breakout sessions. Electives for both programs may include, but are not limited to:

Human Services ■ Media Relations ■ Tax & Assessment Issues ■ Law & Case Study Review ■ Time Management
Public Speaking ■ Capital Improvements ■ Conflict Resolution ■ Economic Development ■ Finance

nt Core and Advanced Certification Programs

ation Program was introduced in 2006 specifically for graduates of the Academy core program. More than 100 county commissioners, chief clerks, the appropriate certificate.

ACADEMY CORE PROGRAM

Who? Available to county commissioners, chief clerks, county administrators, their counterparts in home rule counties, and solicitors.

When? Complete all requirements by November 2010 to participate in the next graduation ceremony.

What? Complete all eight core courses, plus earn 18 elective credits.

Cost? \$700 if paid in full at time of registration; \$770 if paid in installments (\$50 initial registration plus \$720 credit fee).

ACADEMY ADVANCED CERTIFICATION PROGRAM

Who? Available to graduates of the Academy Core program.

When? Complete all requirements by November 2010 to participate in the next graduation ceremony.

What? Choose and complete three core courses denoted as Advanced core courses (designated by a *), plus earn 10 elective credits. Core and elective course credits for Advanced Certification participants are retroactive beginning at time of initial Academy graduation.

Cost? \$295 if paid in full at time of registration; \$350 if paid in installments (\$50 initial registration plus \$300 credit fee).

Who teaches Academy courses?

A team of university personnel, government officials, professional speakers, CCAP members, CCAP staff and other experts make up the Academy faculty.

How do you keep track of attendance?

Attendance at courses is monitored and strictly enforced. Complete attendance at a session is required for the participant to receive credit for the course. If circumstances occur that deters complete attendance, the participant must be aware that credit for the class may be forfeited, resulting in the need to repeat the course. Participants will complete an attendance form at the end of each class.

Will I get credit for Academy workshops I attended before registering for the program?

Yes. CCAP keeps track of members who attend an Academy course or workshop whether they are registered for the program or not. If you sign up later, you may use those credits to fulfill your requirements. Remember to always fill out an attendance form.

How can I see transcripts of the courses I have taken to date?

All CCAP core members may view a transcript of the course they have completed on the Members Only section of the CCAP website. Logon to the website at www.pacounties.org and then click on Members Only in the left navigation bar. Go to the Academy for Excellence section of the Members Only site to see a complete transcript. You can view your transcript regardless of your registration status with the program.

Do I have to pay extra for non-conference Academy designated workshops?

No. Academy participants are encouraged to attend non-conference workshops which carry Academy credits. The fees for these programs are considered part of the Academy registration and are waived; non-Academy participants will pay the regular program registration fees. NOTE: Regular CCAP member registration fees for the Spring, Annual, Fall and County Administration Conferences are not included in the Academy fee.

If I am a solicitor, can I get CLE credits?

Periodically, some of the Academy's courses are approved for Continuing Legal Education, or CLE, credit in Pennsylvania. Appropriate forms will be made available to any attorneys attending the courses.



A Program of the County Commissioners Association of Pennsylvania

The ACADEMY for EXCELLENCE in COUNTY GOVERNMENT

Core Program

This is the core program for the Academy for Excellence. The Academy for Excellence in County Government Advisory Board applauds your commitment to the program, its policies, and your colleagues. To promote maximum learning amongst attendees, full attendance at each workshop or breakout session is expected and required. Please note the Academy is a learning community in which being on time, not leaving prematurely, and participating are crucial to the dynamics of the learning process. Commitment to the process of creating a community for inquiry, receptivity, and discussion should be respected. Thank you for your cooperation and understanding of this attendance policy.

NAME: _____

TITLE: _____

COUNTY: _____

ADDRESS: _____

PHONE: _____ FAX: _____

E-MAIL: _____

COST:

The cost of the Academy is \$770 total (an initial registration fee of \$50 plus \$720 credit fee). Academy participants may choose to be billed. All payments must be received within two (2) years. Options include: monthly (\$30 per month + \$50 initial registration fee); quarterly (\$90 per quarter + \$50 initial registration fee); or yearly (\$360 each year + \$50 initial registration fee). The \$50 initial registration fee must be received to be enrolled in the Academy.

A special discount fee of \$700 (includes registration fee) is offered to participants who pay the entire Academy fee amount at the time of registration. Refunds will be issued for any courses not completed if the participant withdraws from the Academy. The \$50 initial registration fee is not refundable nor are any fees associated with workshops to which the enrollee already attended before notice of withdrawal was received.

METHOD OF PAYMENT:

____ Enclosed is the \$700 discounted registration fee

____ Enclosed is the \$50 registration fee. Please bill me for the remaining credit fee of \$720.

____ monthly ____ quarterly ____ yearly

Checks may be made payable to: **CCAP**. Or, charge my ____ MasterCard ____ VISA

Name as it appears on the card: _____

Card No. _____ Exp. Date _____

Signature _____ Zip Code of Billing Address: _____

Return to Mandi Glantz, CCAP, 717-526-1020(fax), PO Box 60769, Harrisburg PA 17106

The ACADEMY for EXCELLENCE in COUNTY GOVERNMENT

Advanced Certification Program



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This is the advanced certification program for graduates of the Academy for Excellence core program. The Academy for Excellence in County Government Advisory Board applauds your commitment to the program, its policies, and your colleagues. To promote maximum learning amongst attendees, full attendance at each workshop or breakout session is expected and required. Please note the Academy is a learning community in which being on time, not leaving prematurely, and participating are crucial to the dynamics of the learning process. Commitment to the process of creating a community for inquiry, receptivity, and discussion should be respected. Thank you for your cooperation and understanding of this attendance policy.

YEAR GRADUATED FROM ACADEMY FOR EXCELLENCE IN COUNTY GOVERNMENT: _____

NAME: _____

TITLE: _____

COUNTY: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

COST:

The cost of the Academy Advanced Certification is \$350 total (an initial registration fee of \$50 plus \$300 credit fee). A payment plan is available upon request. All payments must be received within two (2) years. The registration fee must be received to be enrolled in the Academy.

A special discount of \$295 (includes registration fee) is offered to participants who pay the entire Advanced Certification fee amount at time of registration. Refunds will be issued for any courses not completed if the participant withdraws from the program. The \$50 initial registration fee is not refundable nor are any fees associated with workshops to which the enrollee already attended before notice of withdrawal was received.

METHOD OF PAYMENT:

____ Enclosed is the \$295 discounted registration fee

____ Enclosed is the \$50 registration fee. Please bill me for the remaining credit fee of \$300.

Checks may be made payable to: **CCAP.** Or, charge my ____ MasterCard ____ VISA

Name as it appears on the card: _____

Card No. _____ Exp. Date _____

Signature _____ Zip Code of Billing Address: _____

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Tentative Academy Calendar 2007-2010

Core courses are listed (Advanced core courses are designated with a *). Elective credits may be obtained at designated CCAP conference breakout sessions and special workshops. This calendar is subject to change and updates, along with course times and locations, will be provided to registered Academy participants as necessary. Information is also available at www.pacounties.org.

Spring 2007

- Leadership, Management & Decision Making
- Personal Development

Fall 2007

- County Functions & Responsibilities
- Innovative Approaches to County Government

Spring 2008

- Legal Issues*
- Risk Management*

Fall 2008

- Financial Management*
- Personnel & Labor Relations*

Spring 2009

- County Functions & Responsibilities
- Innovative Approaches to County Government

Fall 2009

- Leadership, Management & Decision Making
- Personal Development

Spring 2010

- Financial Management*
- Personnel & Labor Relations*

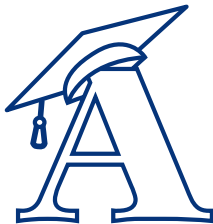
Fall 2010

- Legal Issues*
- Risk Management*

***Graduation ceremonies will take place at the 2010 CCAP Fall Conference**

For further information:

Mandi E. Glantz,
CCAP Director of Member & Vendor Relations



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Harrisburg, PA 17106-0769

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mglantz@pacounties.org

Visit www.pacounties.org for updated schedules and CCAP events.

THANKS!

The Academy for Excellence in County Government is sponsored by:

