

## SCHEDULE OF CLASSES

CGEI will offer a mix of Basic-Level and Certification-Level classes each year, allowing participants in both programs to complete the training program within two years. For a complete schedule of classes currently available, or for more information on the programs offered by CGEI, log onto ACCA's Web site, [www.acca-online.org](http://www.acca-online.org), and click the **Education Courses** menu tab at the top, and then click the **County Government Education Institute** link.

## HOW TO REGISTER

Registration for all classes will be handled through ACCA's online registration program. Log onto ACCA's Web site at [www.acca-online.org](http://www.acca-online.org), click the **Education Courses** menu tab at the top, and then select **County Government Education Institute**. Next, click to register for the classes you would like to take. Registration for CGEI classes is just like registering for an ACCA or affiliate organization conference or event. Hotel information is also online.

**Cancellation policy:** *All classes for the year are available through open enrollment online until two weeks prior to the class date. At that time, registration for the class will be closed on the online system, and refunds for that particular class will no longer be available. Payment must be received prior to the date of the class, or registrants must pay on site. We do not bill registrants.*

**Questions?** Contact **Lori Quiller**, director of public relations, at (334) 263-7594 or by e-mail at [lquiller@acca-online.org](mailto:lquiller@acca-online.org).

## ACCA

Association of County Commissions of Alabama  
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# CGEI



# COUNTY GOVERNMENT EDUCATION INSTITUTE



An educational program  
for local government  
employees by the  
Association of  
County Commissions  
of Alabama

# What is CGEI?

County government employees face unique challenges that are often overwhelming. Until now, employees who are key to the successful operation of county government have been afforded little educational insight into the details of ethics laws; personnel regulations and legal responsibilities; the unique financial and administrative laws and regulations related to counties; and the constitutional and statutory procedures that confront employees on a daily basis.



The **County Government Education Institute** was established to provide county employees with the basic skills necessary to effectively and efficiently provide the best governmental services on the local level. A series of four courses, designed by veteran county employees from across the state, will provide county personnel employed in any department in the courthouse, sheriff's department or jail with the information and skills they need to respond to the unique laws, regulations and procedures impacting county government in Alabama.

Administration of this training program is overseen by the Alabama Local Government Training Institute, a statutorily-created governing board that has administered the mandated training program for new county commissioners for more than 20 years. ALGTI will issue *Certificates of Completion* to those who complete the Basic-Level program that is open to **all county employees**. The expertise and experience of ALGTI is a tremendous asset to CGEI.

## THE BASIC-LEVEL CLASSES

The Basic-Level Training Program consists of four classes designed to provide county personnel with a solid overview of county government. The Basic-Level courses are required for personnel participating in one of the certification programs, but they are also available to employees working in other areas of county government. Personnel in county emergency management departments and county revenue offices are encouraged to participate in the Basic-Level Program. In addition, this program is open to staff in the sheriff's office, probate office and tax offices.

The Basic-Level Program is an excellent opportunity for all county personnel to gain a better understanding of how county government operates, the laws that impact the operation of county offices, and the relationships and interplay between the county commission and offices administered by other county officials. This program offers all personnel the vital training that will assist them in better performing their important roles.

Each class includes 12 hours of instruction conducted during a day-and-a-half training session. Personnel may take any or all of the four classes, and a *Certificate of Completion* will be awarded to all who satisfactorily complete all four classes.

The four Basic-Level classes are:

**Overview of County Government** – This class provides a general overview of the workings of county government. Topics in this class include the role of the county commission, the functions of county commission offices and departments,

interplay with other county offices, and the many constitutional and statutory provisions that govern how county government works.

**Ethics for Public Officials and Employees** – It is imperative that all county employees develop a good understanding of Alabama's Ethics Law and its impact on both employees and public officials serving in county government. This course will provide county employees with a sound practical understanding of the concept of ethics and a thorough foundation on Alabama's Ethics Law and other constitutional and statutory provisions affecting the actions of county officials and employees both on and off the job.

**Personnel Administration** – This course is designed to provide agency heads and staff with an understanding of federal and state employment laws, along with some best practices training on hiring and firing, leave policies, and other personnel issues important to the proper and effective administration of county offices.

**Finance and Revenue** – The county commission is responsible for the financial well-being of the county, and all county employees benefit from an understanding of county revenue and budgetary matters. This course explains the development and management of the county general fund budget, outlines county revenue sources including the collection and distribution of those revenues, and provides an overview of financial management and auditing requirements.