

COUNTY GOVERNMENT EDUCATION INSTITUTE REQUIREMENTS AND APPLICATION CERTIFIED COUNTY ADMINISTRATOR DESIGNATION

Under the County Government Education Institute (CGEI), a currently employed county administrator or county administrative staff personnel may be approved for designation as a Certified County Administrator (CCA) by the ACCA Board of Directors at its annual August meeting if the applicant has met all of the requirements set out below as of July 31 in the year of application. Persons approved for the CCA designation will receive their certification during the Awards Ceremony held in connection with the ACCA Annual Convention.

The requirements for CCA designation are as follows:

- Three years experience as a county administrator OR six years of partial credit for qualifying experience for service in a related position
- Completion of educational requirements for Certificate in County Administration
- Completion of additional educational requirements (2 elective courses) for CCA designation
- Submission of application for CCA designation
- Resolution from the applicant's current employer requesting CCA designation

All applications seeking the CCA designation must be submitted to the Association of County Commissions of Alabama accompanied by the resolution adopted by the applicant's employer no later than July 31 of the year in which application is made. The ACCA Board of Directors will review and approve all applications for CCA designation at its annual August meeting. All applicants must be employed as a county administrator or a county administrative staff personnel at the time of ACCA Board approval.

The educational requirements for CCA designation are as follows:

1. Satisfactory completion of the requirements for the Certificate in County Administration which include:
 - a. The four Basic Level courses
 - Overview of County Government
 - Ethics for Public Officials and Employees
 - Personnel Administration
 - Finance and Revenue
 - b. Satisfactory completion of one elective offered by CGEI for administrative staff.
2. Satisfactory completion of two additional electives offered by CGEI for administrative staff.

An applicant may complete these additional requirements before having completed the required service time but cannot receive the CCA designation until the service time requirement is satisfied.

County Government Education Institute

Certified County Administrator Application

Name _____ Title _____

County _____

E-mail Address _____

I hereby certify that I have met all of the following requirements for designation as a ***Certified County Administrator (CCA)***:

1. I am currently employed as _____ in _____ County, which I have held from _____ to present.
2. I have been a County Administrator for a minimum of three years or held a position with qualifying experience for service in a related position for six years, beginning on _____ (insert date first employed as county administrator or current position). If applicable, please also indicate dates of employment serving as county administrator in a different county from where currently employed. _____
3. I have completed all educational requirements for the ***Certificate in County Administration*** as set out below and received or will receive the Certificate on _____ (insert date of Certificate).

Basic Level Courses

Overview of County Government – _____ (insert date course taken)

Ethics for Public Officials and Employees -- _____ (insert date course taken)

Personnel Administration -- _____ (insert date course taken)

Finance and Taxation -- _____ (insert date course taken)

One Elective

_____ (insert course name and date course taken)

4. I have also completed two additional classes as required for the CCA designation, which classes are as follows:
_____ (insert course name and date course taken)
_____ (insert course name and date course taken)
5. I have received local approval from the _____ County Commission to apply for and receive the CCA designation as evidenced by the attached Local Approval Form and Resolution dated _____.

Respectfully submitted,

Name _____

County _____

Title _____

Date _____

County Government Education Institute Certified County Administrator Approval

A candidate for the designation as Certified County Administrator must be employed as a county administrator or a member of the administrative staff on the date approved by the ACCA Board of Directors and must have completed all other requirements for CCA designation as of July 31 in the year of application. If you have either held the position of County Administrator or a position with qualifying experience for service in a related position in another county, please use a second form to report that experience should you wish to use that experience to fulfill the time requirement.

County _____

What is your current job title? _____

Dates of employment: From _____ To _____

Certified County Administrator Program

Applicant Signature

Date (Attach application)

County Commission Approval
(by County Commission Chair)

Date (Attach adopted resolution)

ACCA Approval
(by ACCA Executive Director)

Date

ACCA Board of Directors Approval
(by ACCA President)

Date

The CCA designation application and a resolution from your current employer must be attached to this form and received in the Association of County Commissions of Alabama office no later than July 31 in the year of application.

Applicant's Duties

Applicants for the Certified County Administrator credential must meet the experience requirements set forth below. For full credit, qualifying experience must be for full-time, appointed service as a County Administrator. Applicants may receive partial credit for service in a related position, such as a deputy administrator. For partial credit, the nature of the duties and responsibilities are more important than the position title, but experience as a department head or in a role that is primarily administrative does not meet the criteria for credit. To receive partial credit, an applicant should demonstrate that they have the following responsibilities across more than one function: Staff Management; Financial Management; Policy Facilitation and Implementation; or Service Delivery.

To be eligible for the Certified County Administrator criteria, an applicant must have either three (3) years of qualifying experience as a County Administrator or six (6) years of partial credit for qualifying experience for service in a related position. Further, in addition to all other requirements for the Certified County Administrator credential, any applicant that is not a County Administrator must include this form listing his/her duties and signed by the County Administrator certifying that their role meets the responsibility requirements set forth above.

Staff Management: Supervising the development and performance of staff. Having a continuing direct and influential relationship with operating department heads on the implementation and administration of programs.

Financial Management: Having significant responsibility for the preparation and administration of operating budgets, determine the cost-effectiveness of programs, and compare alternative strategies.

Policy Facilitation and Implementation: Having significant responsibility in the development and analysis of public policy, examining alternative policies, and in the implementation of policy once adopted.

Service Delivery: Responsible for the delivery of local government services for more than one major staff function and significant decision-making responsibility.

I certify that the duties listed above fully reflect _____ role and meet the responsibility requirements set forth to receive the Certified County Administrator designation.

Administrator's Name _____

Administrator's Signature _____

Date _____