



COUNTY COMMISSIONERS  
Association of Pennsylvania

# Academy for Excellence in County Government

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**Providing access to the tools you need to be  
an effective county government leader**

The Academy for Excellence in County Government is a certificate training program for county commissioners, council members, county executives, administrators and assistant administrators, chief clerks and assistant chief clerks, solicitors and assistant solicitors, and their equivalents in home rule counties.



**Academy for  
Excellence**  
in County Government

# CCAP Academy for Excellence

The Academy for Excellence in County Government is a voluntary program which began its core program in 1998 in 19 counties, and solicitors have completed the Academy.

## ACADEMY COURSES

For the Academy Program, completion of all eight core courses is required.



### Today's Trends in County Government

This course examines national, state and regional trends that affect counties. Participants will examine county structure; legal, fiscal and political roles; and sources for information and assistance. Topics vary.



### County Functions and 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 and Labor Relations

This course looks at personnel issues that counties face including federal and state employment laws, management techniques, collective bargaining and contract administration.



### Leadership, Management and 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 Program, participants must earn 18 elective credits.

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

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

# nce in County Government

996. More than 135 county commissioners, chief clerks, county administrators, their counterparts in home rule program and received the appropriate certificate.

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## ACADEMY PROGRAM

**Who?** Available to county commissioners, council members, county executives, administrators and assistant administrators, chief clerks and assistant chief clerks, solicitors and assistant solicitors, and their counterparts in home rule counties

**When?** Complete all requirements by November 2018 to participate in the next graduation ceremony

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

**Cost?** \$800 if paid in full at time of registration; \$900 if paid in installments (\$50 initial registration plus \$850 credit fee)

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### **Who teaches Academy courses?**

A team of university personnel, government officials, professional speakers, CCAP members and associate 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. Attendees must submit an attendance form at the session to earn credit. If attendees register for the Academy at a later date, they may use earned credits to fulfill program requirements.

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

All CCAP members may view a transcript of the course(s) they have completed on the Members Only section of the CCAP website. Logon to the website at [www.pacounties.org](http://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. Regular CCAP member registration fees for the Spring, Annual, Fall and County Administration Conferences are not included in the Academy fee and must be paid to attend the Conference.

### **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. It will be noted in registration materials if the course has been approved and appropriate forms will be made available to any attorneys attending the courses.

# Tentative Academy Calendar 2015 - 2018

Core courses are listed. Elective credits may be obtained at designated CCAP Conference breakout sessions and workshops. This calendar is subject to change. Updates, along with course times and locations, will be provided to registered Academy participants as necessary. Information is also available at [www.pacounties.org](http://www.pacounties.org).

## Fall 2015

- County Functions and Responsibilities
- Today's Trends in County Government
- Leadership, Management and Decision Making

## Spring 2016

- Legal Issues
- Risk Management
- Personal Development

## Fall 2016

- Financial Management
- Personnel and Labor Relations

## Spring 2017

- County Functions and Responsibilities
- Today's Trends in County Government

## Fall 2017

- Leadership, Management and Decision Making
- Personal Development

## Spring 2018

- Financial Management
- Personnel and Labor Relations

## Fall 2018

- Legal Issues
- Risk Management

**Graduation ceremonies will take place at the 2018 CCAP Fall Conference**

## For further information:

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Visit [www.pacounties.org](http://www.pacounties.org) for updated schedules and CCAP events.