Academy for Excellence in County Government

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 COURSES

Completion of all eight core courses is required.

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
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:

- Law and Case Studies
- Human Services
- Media Relations
- Tax and Assessment Issues
- Conflict Resolution
- Time Management
- Capital Improvements
- Economic Development
- Finance and Accounting
ACCADMY 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 2022 to participate in the next graduation ceremony

What? Enroll in the program online at www.pacounties.org/ME/Pages/AcademyProgram.aspx and complete all eight core courses, plus earn 18 elective credits

Cost? $850 if paid in full at time of registration
$950 if paid in two installments: $475 at time of initial registration and $475 six months later
Participants may qualify for a reimbursement of a portion of their registration fees at the time of

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 a 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 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 and Fall 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
2019 - 2022

Each of the eight core courses are offered, at a minimum, two times during the four year cycle. Other opportunities may also be available. Elective credits can be obtained at designated CCAP Conference breakout sessions and stand alone workshops. This calendar is subject to change. Registration for each workshop is required and will be sent to registered Academy participants and posted on the website prior to each course.

<table>
<thead>
<tr>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Fall 2020</th>
<th>Spring 2021</th>
<th>Fall 2021</th>
<th>Spring 2022</th>
<th>Fall 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Functions and Responsibilities</td>
<td>Legal Issues</td>
<td>Financial Management</td>
<td>County Functions and Responsibilities</td>
<td>Legal Issues</td>
<td>Financial Management</td>
<td>Leadership, Management and Decision Making</td>
</tr>
<tr>
<td>Leadership, Management and Decision Making</td>
<td>Personal Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduation ceremonies will take place at the 2022 CCAP Fall Conference

For further information:
Mandi E. Glantz, CCAP Director of Member and Vendor Relations
CCAP
PO Box 60769
Harrisburg, PA 17106-0769
(717) 736-4739, mglantz@pacounties.org

Visit www.pacounties.org for updated schedules and CCAP events. Register for the Academy program online at www.pacounties.org/ME/Pages/AcademyProgram.aspx.