



**Academy for  
Excellence**  
in County Government

---

# **Academy for Excellence in County Government 2019 - 2022**

---

**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.



**COUNTY COMMISSIONERS**  
Association of Pennsylvania

---

# CCAP Academy for Excellence

The Academy for Excellence in County Government is a voluntary program which began counterparts in home rule counties, and solicitors have complete

## ACADEMY COURSES

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

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

# nce in County Government

in 1996. More than 135 county commissioners, chief clerks, county administrators, their  
d the Academy program and received the appropriate certificate.

---

## 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 2022 to participate in the next graduation ceremony

What? 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 graduation. See the Academy Achievement Award flyer for details.

---

### 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](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 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.

## Fall 2019

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

## Spring 2020

- Legal Issues
- Risk Management
- Personal Development

## Fall 2020

- Financial Management
- Personnel and Labor Relations

## Spring 2021

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

## Fall 2021

- Legal Issues
- Risk Management

## Spring 2022

- Financial Management
- Personnel and Labor Relations

## Fall 2022

- Leadership, Management and Decision Making
- Personal Development

**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](mailto:mglantz@pacounties.org)

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