



**Center for
Excellence**
in County Leadership

Program Registration

This two and a half-day leadership training program is for county commissioners, council members, chief clerks, county administrators and solicitors in Pennsylvania's 67 counties. Key county leaders and department heads may apply by including one written letter of support from their county commissioner/council member. Applications will be reviewed by a selection committee; maximum participation in the program is 12 participants annually and limited to one participant per county per year.

APPLICATION PROCESS: All participants are required to complete the application form and provide background information for the selection committee. Resumes are encouraged in addition to the completed application form. A letter of support from the applicants county commissioner/council member is required for individuals who are not a county executive, county commissioner/council member, chief clerk, county administrator or county solicitor.

Name: _____

Title: _____ Time in this Position: _____

County: _____

Address (indicate valid address where shipped materials may be sent): _____

Phone: _____ Email: _____

VISION STATEMENT: State briefly why you want to participate in the Center for Excellence in County Leadership (CEL) Program and how it would benefit you professionally and personally.

BACKGROUND INFORMATION: Resumes are encouraged, but not required. If a resume is not provided, please describe (or list) county positions held, including political offices, and supply date of election, appointment or hire; professional and business activities since your completion of your education; academic history beginning with high school and listing degrees earned and honor designations; professional county-related or academic associations or business affiliations to which you belong; contribution of time and effort to civic or charitable courses; and, other personal interests pertinent to this application.

COST: The tuition for the CEL program is \$850 per person which includes course registration and program materials, overnight accommodations for three nights, continental breakfast and lunch for three days and an evening networking reception. Participants will be notified of their acceptance into the program by February 28, 2019 and will be invoiced at that time. Final payment for participation is due in full by April 15, 2019.

CANCELLATION: Due to the nature of the program and advance materials which are sent to all participants in early spring, written notification of cancellation must be sent to mglantz@pacounties.org by 4 p.m. on March 15, 2019 to avoid penalty. Valid cancellations received in writing by 4 p.m. on April 15, 2019 are subject to an administrative charge of 25 percent of the program value; cancellations received by 4 p.m. May 15, 2019 are subject to an administrative charge of 50 percent of the program value. All refunds are issued via check. There are no refunds for cancellations received after 4 p.m. on May 15, 2019.

COMMITMENT STATEMENT: To promote maximum learning amongst attendees, completion of all advance coursework including review of the text and completion of the assessments as well as full attendance at each day of the program is expected and required. Please note the CEL is a learning community where being on time, not leaving prematurely, and full participation are crucial to the dynamics of the learning process. Commitment to the process of creating a community for inquiry, receptivity, and discussion should be respected. Thank you for your cooperation and understanding of this commitment.

Please submit your completed application by January 31, 2019 to Mandi Glantz at CCAP, PO Box 60769, Harrisburg, PA 17106-0769 or email mglantz@pacounties.org. The selection committee will review all applications and notify participants of their status by February 28, 2019.