

# THE INSTITUTE OF GOVERNMENT FOR COUNTY OFFICIALS



SOUTH CAROLINA  
ASSOCIATION OF COUNTIES

- The Institute of Government for County Officials offers training to provide the knowledge and skills that county officials need to become effective leaders. The Institute is sponsored by the S.C. Association of Counties (SCAC) in cooperation with the Joseph P. Riley Jr. Center for Livable Communities at the College of Charleston and the Strom Thurmond Institute of Government and Public Affairs at Clemson University.
- **Elected officials, chief administrative officers, clerks to council, and other executive staff members typically attend this training program. Clerks to council serve as the local contact for council member enrollment and registration.**
- **The curriculum includes two levels of certification and also offers advanced courses** to permit graduates to increase their knowledge of timely issues. Courses are offered prior to SCAC's Mid-Year Conference (February), Annual Conference (August), and fall meeting of the County Council Coalition (October).

Requirements for Earning a Certificate	
<b>Level I</b> <b>Participants must attend <u>ALL</u> required courses:</b> Orientation to County Government I Orientation to County Government II Ethical Leadership and Public Service Legal Issues in County Government Planning and Land Use Public Budgeting  <b>AND any three elective courses:</b> Building an Effective County Team Building Effective Intergovernmental Relations Developing Good Leadership Skills Employment Law: What Counties Need to Know Managing and Conducting Meetings Public Speaking Strategic Planning Understanding and Seeking Differences	<b>Level II</b> <b>Participants must attend <u>any six</u> courses:</b> Current Issues Facing County Government* Decision-Making in a Political Environment Economic Development Effective Communications Financial Management Measuring and Reporting County Performance The Policy Role of Council The Property Taxation Process  <i>* Participants may earn credit for two Current Issues classes because the topics vary.</i>  <b>Questions?</b> Contact Ryan Tooley <a href="mailto:rtooley@scac.sc">rtooley@scac.sc</a> 1-800-922-6081, ext. 335

- In order to receive credit for courses in Levels I and II, participants must be present for the entire course and return a form to certify their completion of the course. SCAC does not track participation or issue credit for advanced courses.
- SCAC offers a full day of orientation for newly-elected council members in December of even-numbered years. Participants earn course credit for Orientation to County Government I and II (six hours of Level I course credit).
- Participants are eligible to earn credit for Level II courses after graduating from Level I or earning credit for at least six Level I courses.
- Course credits are valid for four years. If a participant does not graduate within the four-year period, outdated credits will expire.

# THE S.C. CLERKS TO COUNCIL CERTIFICATION PROGRAM

- Clerks to council have the opportunity to pursue certification through the S.C. Clerks to Council Certification Program in addition to the Institute of Government for County Officials.
- Both programs offer courses to enhance the clerks' professional development and provide a broad perspective of county government administration in South Carolina.
- Although some courses provide dual credit, each program has separate requirements. Clerks should follow the guidelines set forth by each program in pursuing certificates.
- In order to receive credit for attending each session for certification purposes, the S.C. Clerks to Council Association (SCCCA) requires clerks to complete a Knowledge Transfer Questionnaire. Any questions regarding this requirement should be directed to SCCCA's Certification Committee.

<b>Requirements for Earning a Certificate</b>	
<p style="text-align: center;"><b>Required courses</b></p> <p><b>Participants must attend <u>four</u> courses offered by the Institute of Government for County Officials:</b></p> <ol style="list-style-type: none"> <li>1. Building Effective Intergovernmental Relations</li> <li>2. Ethical Leadership and Public Service</li> <li>3. Financial Management*</li> <li>4. Managing and Conducting Meetings</li> </ol> <p><i>* Financial Management is a Level II class; participants may only earn credit from the Institute of Government for County Officials if they have graduated from Level I or earned credit for at least six Level I courses.</i></p> <p style="text-align: center;"><b>AND <u>four</u> courses offered in conjunction with SCCCA meetings:</b></p> <ol style="list-style-type: none"> <li>1. Records Management</li> <li>2. Customer Service</li> <li>3. Roles and Responsibilities</li> <li>4. Minutes, Agendas, and Ordinances</li> </ol>	<p style="text-align: center;"><b>Electives</b></p> <p><b>Participants must attend <u>four</u> electives:</b></p> <p>Electives may include additional courses offered by SCCCA and SCAC's Institute of Government for County Officials.</p>

- The S.C. Clerks to Council Certification Program also offers an Advanced Certification curriculum with components to address continuing education and professional and social contributions.

<b>Requirements for Earning Advanced Certification</b>
<p>Clerks must attain six points in the Continuing Education Category (18 hours of training offered through SCCCA, the Institute of Government for County Officials, and/or SCAC webinars) and four points in the Professional and Social Contributions Category.</p>

**Questions? Contact Co-Chairs:**

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Crystal Barnes [cbarnes@mccormickcountysc.org](mailto:cbarnes@mccormickcountysc.org) (864) 852-2231