



South Carolina Clerks To Council Certification Training Curriculum

The curriculum for the County Clerks to Council Training Program consists of 12 courses. Eight of these courses are required and four are electives. Each course equals three hours of credit. The courses are offered through the South Carolina Association of Counties' Institute of Government for County Officials (IOGCO) and the winter meetings of the South Carolina Clerks to Council Association.

In order to receive credit for attending each session for certification purposes, the South Carolina Clerks to Council Association requires clerks to complete a Knowledge Transfer Questionnaire. Any questions regarding this requirement should be directed to the South Carolina Clerks to Council Association's Certification Committee.

Required Courses (8 total) -

Offered through IOGCO

1. Conducting Meetings
2. Financial Management
3. Intergovernmental Relations
4. Ethics and Public Service
5. Records Management (offered in conjunction with IOGCO fall session in Columbia)

Offered during Winter SCCCA Meetings

6. Customer Service
7. Roles and Responsibilities
8. Minutes, Agendas and Ordinances

Electives (4 total) -

Any other non-required course offered through IOGCO or electives that may be offered at the winter meetings of the South Carolina Clerks to Council Association.