

Certified County Officials Program Enrollment Form

PLEASE CHECK ONE

Auditor
 Assessor
 Coroner / ME
 County Board Member
 County Commissioner
 County Clerk
 County Executive
 County Engineer
 Circuit Court Clerk
 Recorder
 Reg. Superintendent
 Sheriff
 State's Attorney
 Treasurer
 Zoning Official

Name _____ County _____

Title _____ Years in Office _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Signature _____ Date _____

Please complete the enrollment form and return to: Jessica (Van Tine) Wandless, LGIEN Program Coordinator, 520B Bevier Hall, 905 S. Goodwin, Urbana, IL 61801 or fax 217-244-2861. Please make checks payable to: IACBMC or indicate your request to be invoiced here _____



ILLINOIS ASSOCIATION OF COUNTY BOARD MEMBERS AND COMMISSIONERS

Kelly Murray, Executive Director
 413 West Monroe
 Springfield, Illinois 62704
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www.ilcounties.org

It is the mission of the Illinois Association of County Board Members and Commissioners (IACBMC) to enhance the stature, role and responsiveness of county government in the state of Illinois. IACBMC provides educational opportunities for elected officials and county employees through collaboration with private and public educational resources.



UNIVERSITY OF ILLINOIS EXTENSION

Jeri Marxman, Extension Specialist
 137 Bevier Hall – 905 S. Goodwin
 Urbana, Illinois 61801
 (217) 244-2850 • jmarxman@illinois.edu
<http://web.extension.uiuc.edu/lgien>

The University of Illinois Extension provides practical, research-based education and programs to help communities, businesses, individuals, and families in Illinois. The mission is to help the citizens of Illinois put knowledge to work. University of Illinois Extension Educators in community and economic development have a tradition of providing specialized training to local government leaders.

**Questions?
 Contact Jessica (Van Tine) Wandless at
 (217) 244-3735 or tinevan@illinois.edu**

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Certified County Officials Program



*Make the most of your time
 in public office*

A program of the
**Illinois Association of County Board Members
 and Commissioners
 and the
 University of Illinois Extension**



About the program

County officials today operate in a complex, ever-changing environment. Effective governance depends on constantly monitoring this environment and learning new ways to meet these challenges. Education is an important tool local officials have in making decisions about policy and delivery of constituent services.

The Certified County Officials program (CCO) was developed by the Illinois Association of County Board Members and Commissioners (IACBMC) in collaborative partnership with the University of Illinois Extension.

The purpose of this program is to strengthen the skills and leadership capacity of county officials. The CCO program will recognize those officials who demonstrate professionalism and dedication to enhancing their knowledge through advanced education. This career-long learning program is a powerful strategy for increasing your effectiveness in public office.

Eligibility and cost

The Certified County Officials program is a voluntary program available to all elected county officials and certain appointed county officials in Illinois. Effective February 1, 2007, enrollment fees for each level of the program were implemented: Level 1 - \$25.00; Level 2 - \$45.00; and Level 3 - \$85.00. Other customary registration fees associated with conferences are also applicable. County employees may participate in the program, but are not eligible for CCO designation.

Completion requirements

- Minimum 24 hours of continuing credits
- Credits are awarded on an hour-by-hour basis for training attended
- Attendance is required for the entire session to obtain full credit
- Proof of attendance must be recorded
- Credit hours must be pre-approved by the partners

The program is based on participation (not tests) and recognizes individual credits that officials accumulate. Participants who earn 24 credit hours will be awarded the designation of Certified County Official. Level 2 requires 72 hours (Level 1 plus 48 hours). Level 3 requires 120 hours (Level 2 plus 48 hours) plus a project.

Enrollment process

All you have to do is complete the attached enrollment form and submit it to the University of Illinois Extension. Opportunities for credit hours will be available on the Extension web site at <http://web.extension.uiuc.edu/lgien> and the IACBMC web site at www.ilcounties.org or by calling (217) 244-3735. You can attend your choice of training sessions offered.

County officials who enroll in the program but leave office before achieving certification will be allowed to complete the program (if attainable within 12 months) and receive the basic CCO designation.



Opportunities for hours

- Local Government Information and Education Network (LGIEN) Tele-Institute Sessions – a local government education series that addresses issues impacting Illinois counties and communities. Tele-Institutes are offered over a statewide audio-teleconferencing system broadcast to county Extension offices.
- IACBMC Conferences and Seminars
- CCO Workshops
- Institute for Excellence in County Governance
- Pre-approved courses offered by other organizations

Certified County Officials will receive:

- A certificate for framing
- A CCO lapel pin
- Recognition at the IACBMC annual conference
- A press release about their certification
- Name and title published on the LGIEN web site
- Name and title published in *Local Illinois*