



2024 Georgia Certified Clerk Certificate Classes

This is a tentative schedule. All classes are subject to change.

FEBRUARY

**GCEI Conference
February 4-6, 2024
Jekyll Island**

Sunday, February 4 – Tuesday, February 6
Mandated Training for New Clerks

Monday, February 5

Records Management 102	(3 hours, Required)
Records Management 103	(3 hours, Required)
Meeting Management 102	(3 hours, Required)
Meeting Management 103	(3 hours, Required)
Professional Skills Development 102 (Ethics)	(6 hours, Required)
Tax Revenue 201	(6 hours, Elective)
Continuous Improvement	(6 hours, Masters)

Tuesday, February 6

Government 102	(6 hours, Required)
Finance 101	(6 hours, Required)
Community and Media Relations 101	(3 hours, Required)
Community and Media Relations 102	(3 hours, Required)
Professional Skills Development 202 (Diversity and Motivation)	(6 hours, Elective)
Ethics and the Public Servant	(6 hours, Masters)

**2024 IIMC Region III Conference
February 29, 2024
Columbus, GA**

Meeting Management 101	(6 hours, Required)
------------------------	---------------------

MARCH

Virtual Council/Commission and Staff Relations
6 hours, Elective
Wednesday, March 6th



**Carl Vinson
Institute of Government**
UNIVERSITY OF GEORGIA

GCEI Regional Training
March 11-12, 2024
UGA Gwinnett Campus

Professional Skills Development 101 (Business Writing) (6 hours, Required)
Professional Skills Development 206 (Management and Leadership Styles) (6 hours, Elective)

APRIL

ACCG Conference
Savannah, GA

Thursday, April 25
Records Management 101 (6 hours, Required)
Human Resources 202 (6 hours, Elective)

MAY

Virtual Government 102
6 hours, Required
Thursday, May 9th

JUNE

GMCA Conference
Savannah, GA

Friday, June 21
Intergovernmental Agreements (3 hours, Elective)

Saturday, June 22
Professional Skills Development 102 (Ethics) (6 hours, Required)

JULY

Virtual Finance 101
6 hours, Required
Dates TBD



SEPTEMBER

GCEI Conference
September 8-10, 2024
Athens

Sunday, September 8 – Tuesday, September 10
Mandated Training for New Clerks

Monday, September 9

Government 101	(6 hours, Required)
Records Management 101	(6 hours, Required)
Meeting Management 101	(6 hours, Required)
Government 202	(6 hours, Elective)

Tuesday, September 10

Professional Skills Development 101 – Business Writing	(6 hours, Required)
Millage Rate Process	(6 hours, Required)
Government 201	(6 hours, Elective)

OCTOBER

GCEI Regional Training
October Dates TBD
UGA Tifton Conference Center

October

Records Management 102	(3 hours, Required)
Records Management 103	(3 hours, Required)

October

Professional Skills Development 204 (Group Dynamics)	(6 hours, Elective)
--	---------------------

NOVEMBER

Virtual Community and Media Relations 101
3 hours, Required
November Date TBD

Virtual Community and Media Relations 102
3 hours, Required
November Date TBD