The Carl Vinson Institute of Government and the Georgia Municipal Association (GMA) conduct the Harold F. Holtz Municipal Training Institute, which is a series of voluntary training programs for mayors, council members, and managers.

Classes are designed to enhance their knowledge and skills as municipal officials.

We are excited to announce three new online course offerings* that can be taken at anytime and anywhere. Each course must be completed in 30 days.

* courses in addition to UGA Human Resources course: An Online Course for Government Officials

Register TODAY to secure your seat!
www.cviog.uga.edu/municipal-officials

For more information regarding refunds, concerns and program cancellation policies, please contact Kitty Shollenberger at kittys@uga.edu or 706.542.9523
Online Courses

**Capital Improvement Program**

**Course Credits:** Participants will earn 3.0 CPE or 3.0 CEU credits.

**Field of Study:** Accounting (Governmental)

**Prerequisites:** Basic knowledge of capital budgeting and planning process

**Who should attend?** This session is for anyone involved in development or administration of the capital budgeting and planning process.

**Advance Preparation:** None

**Program Level:** Overview

**Delivery Method:** QAS Self Study

This course is an elective course for the Harold F. Holtz Municipal Training Institute and is designed to provide an overview of the Capital Improvement Program (CIP) process from the beginning stages of assessing the capital needs and requests, developing the capital plan and budget during the budget process, determining the appropriate funding sources and managing capital projects after budget adoption. Some of the information included in the course pertains directly to Georgia.

Final exam is required with a minimum score of 70%; one retest is allowed. Should you not pass the second attempt, you will be required to register for the course again.

Recommended internet is DSL with a speed of at least 3 mbps.

**Local Government Debt Methods**

**Course Credits:** Participants will earn 3.0 CPE or 3.0 CEU credits.

**Field of Study:** Accounting (Governmental)

**Prerequisites:** Basic knowledge of debt process for governments

**Who should attend?** This session is for anyone involved in development or administration of debt within a government.

**Advance Preparation:** None

**Program Level:** Overview

**Delivery Method:** QAS Self Study

This course is an elective course for the Harold F. Holtz Municipal Training Institute and is designed to provide an overview of the debt administration process within a government. The course will focus on the reasons governments borrow money, short-term versus long-term debt, the Capital Improvement Program (CIP), debt policy, common types of debt issued and players in the debt process, method of sale, bond documents and continuing disclosure and refunding process.

Final exam is required with a minimum score of 70%; one retest is allowed. Should you not pass the second attempt, you will be required to register for the course again.

Recommended internet is DSL with a speed of at least 3 mbps.

**Register today at www.cviog.uga.edu/municipal-officials**

**Open Meetings Open Records**

**Course Credits:** Participants will earn 7.0 CPE or 6.0 CEU credits.

**Field of Study:** Specialized Knowledge

**Prerequisites:** Basic knowledge of local government

**Who should attend?** This session is for local governmental accounting and financial reporting professionals and others responsible for developing or maintaining capital asset records.

**Advance Preparation:** None

**Program Level:** Basic

**Delivery Method:** QAS Self Study

This course is designed to provide an overview of the Open Meetings Open Records laws and procedures for Georgia local governments. It is a required course for the Harold F. Holtz Municipal Training Institute's certificate programs for Certificates of Recognition, Achievement, Excellence, and Distinction and Dedication.

Final exam is required with a minimum score of 70%; one retest is allowed. Should you not pass the second attempt, you will be required to register for the course again.

Recommended internet is DSL with a speed of at least 3 mbps.