The UGA Carl Vinson Institute of Government provides training for local governments so they can implement sound financial management practices. Courses offered through the Local Finance Officer Certification Program cover topics from governmental accounting and budgeting to other financial subjects that are relevant to finance specialists at all levels of government. Convenient online courses are also offered to help reduce travel costs.

**LEVEL I CERTIFICATION**
Courses include *Debt Administration, Accounting, Purchasing*, and more!

**LEVEL II CERTIFICATION**
Courses include *Budgeting, Internal Controls, Revenue*, and more!

**CURRENT ELECTIVES**
Courses are updated annually and include *Interim Financial, Annual GAAP Update*, and more!

For more information, contact Michele Jurkiewicz at mjurkiew@uga.edu or call 404.463.6804. Visit [www.cviog.uga.edu/localfinance](http://www.cviog.uga.edu/localfinance).
**LOCAL FINANCE OFFICER Certification Program**

**Take advantage of these GREAT training opportunities!**

### Level I Certification

Requires completion of the following seven courses within a three-year time frame. These courses are available in the classroom or online.

- Capital Improvement Program (2 days; 12 CE hours) $299
- Debt Administration (2 days; 12 CE hours) $299
- Introductory Budget (2 days; 12 CE hours) $299
- Introductory Governmental Accounting I (3 days; 24 CE hours) $469
- Introductory Governmental Accounting II (3 days; 24 CE hours) $469
- Purchasing (2 days; 12 CE hours) $299
- Treasury Management (2 days; 12 CE hours) $299

### Level II Certification

Requires completion of the following four core courses, 12 elective course hours, and a financial management project within a three-year time frame.

- **CORE COURSES**
  - Intermediate Budget (2 days; 12 CE hours) $299
  - Intermediate Governmental Accounting (5 days; 36 CE hours) $659
  - Internal Controls (2 days; 12 CE hours) $299
  - Revenue Administration (2 days; 12 CE hours) $299

- **12 ELECTIVE COURSE HOURS**

- **FINANCIAL MANAGEMENT PROJECT $219**

### Current Electives for Level II and continuing education requirements (electives may change annually) *

**WEBINARS**

- Annual GAAP Update (3 hour webinar) $119
- Internal Control - Assessing Risk Related to Information Technology (2 hour webinar) $119
- Interim Financial Reporting (1 hour webinar) $119
- Property Taxes A-Z (3 hour webinar) $119

**ONLINE COURSES**

- Internal Controls - Accounts Payable and Cash Disbursements (6 CE hours) $219
- Internal Controls - Accounts Receivable and Cash Receipts (6 CE hours) $219
- Internal Controls – Capital Assets (6 CE hours) $219
- Internal Controls - Payroll (6 CE hours) $219

* Level I and Level II certifications are available. For both levels, once certification is achieved, 15 hours of approved continuing education are required every two years for Certified Finance Officers to maintain certification.