

CONTINUING EDUCATION REQUIREMENTS: COUNTY JUDGES & COMMISSIONERS

Official	Within 1st 12-month reporting period	Subsequent 12-month reporting periods	Rollover applied following 12-month period	Coordinating Body	Exceptions	Source
County Judge	Minimum of 30 hrs. of judicial education	16 hrs. of judicial education each fiscal yr (Sept. 1 thru Aug. 31)	Up to 16 excess hrs.	County Judges Education Advisory Committee Texas Association of Counties (official registrar and record keeper of judicial hrs.) Contact: Mary Cunningham 800.456.5974 maryc@county.org	<ul style="list-style-type: none"> Exempt from con't judicial education requirement if judge performs no judicial functions Must file affidavit to claim exemption 	<p><i>Texas Government Code, Sec. 56.006</i></p> <p><i>Texas Court of Criminal Appeals, Rules of Judicial Education, Rule 2</i></p>
County Commissioner	<p>Minimum of 16 classroom hrs. of con't education.</p> <p>Hours must be accredited by institute of higher education.</p> <p>Continuing education credit may be obtained for hours in TDEM emergency management training.</p>	<p>Minimum of 16 classroom hrs. of con't education.</p> <p>Hours must be accredited by institute of higher education.</p> <p>Continuing education credit may be obtained for hours in TDEM emergency management training.</p>	Up to 8 excess hrs.	<p>County Judges & Commissioners Association of Texas</p> <p>Allison, Bass & Associates LLP (official registrar and record keeper for commissioners)</p> <p>Contact: Vikki Barnette 800.733.0699 law@allison-bass.com</p> <p>TRANSCRIPTS: If your county is a member of CJCAT, the con't education hrs. you complete during the 12-month period are recorded with the association and a transcript is sent to you in late summer. In addition to tracking hrs. toward your annual requirement, it will also state progress toward completing the CCAC Certification.</p>	<p>Commissioners are exempt if:</p> <p>Represent counties with pop. 1.3 million or more AND</p> <p>Served continuously for 12+ yrs or is an attorney licensed to practice law in this state for 12 years or more and has completed at least 64 hrs of continuing education approved by CJCAT AND</p> <p>Each 12-month period, attend a least 15 hrs. of staff briefings approved by CJCAT</p> <p>OR</p> <p>Represent counties with pop. 225,000 or more AND</p> <p>Served continuously for 12+ yrs AND</p> <p>Complete a min. of 3 semester credit hrs of graduate level courses in a field of study related to county gov't . Must have a grade of B or higher in each course during that 12-month period.</p>	<p><i>Texas Local Gov't Code, Sec. 81.0025</i></p> <p><i>Texas Government Code, Sec. 418.005(g)</i></p>

Educational Event Calendar: Events in red offer commissioner & judicial education hours. Dates and locations vary.

- Feb – V.G. Young Institute’s School for County Commissioners Courts
- Mar – Spring Judicial Session
Spring Panhandle County Judges & Commissioners Conference
- Apr – West TX County Judges & Commissioners Assoc. Conference
- July – N&E TX County Judges & Commissioner Assoc. Conference

- Jun – South TX County Judges & Commissioners Assoc. Conference
- Aug—Sept – Pre or Post Legislative Conference
Fall Panhandle County Judges & Commissioners Conference
Far West TX County Judges & Commissioners Conference
- Oct – County Judges & Commissioners Assoc. of TX Conference
- Nov & Dec – Texas A&M AgriLife Extension District Trainings
- Nov – Fall Judicial Session



QUESTIONS? Call us....
979.845.4572
<http://vgyi.tamu.edu>

COMMISSIONERS COURT ADVANCED CURRICULUM CERTIFICATION

PHASE I : Orientation

Attend the Seminar for Newly Elected County Judges & Commissioners offered by the V.G. Young Institute of County Government.

PHASE II : Basic Instruction

Attend any 16 of the 18 courses that cover the duties and responsibilities of county officials . There is no requirement to complete all 16 Phase II courses before taking Phase III courses.

✓	Number	Course Title
	2.001	County Judge
	2.002	County Commissioner
	2.003	County Clerk
	2.004	District Clerk
	2.005	County Treasurer
	2.006	Tax Assessor-Collector
	2.007	County Sheriff
	2.008	County Attorney
	2.009	District Attorney
	2.010	Justice of the Peace
	2.011	County Constable
	2.012	County Auditor
	2.013	County Health Officer
	2.014	Extension Service
	2.015	Juvenile Probation Officer
	2.016	Comm. Supervisions & Corrections
	2.017	County Court at Law Judge
	2.018	District Judge

NOTES: County Commissioners

- **CCAC classes count toward the annual continuing education requirement.**
- **If attended 2+ times, a CCAC class counts only once toward CCAC certification, but will count multiple times toward annual requirement.**

PHASE III : Advanced Instruction

Attend 32 of the 43 advanced courses which explore the functions of county government.

✓	Number	Course Title
	3.001	Open Meetings Act
	3.002	Commissions & Committees
	3.003	Lawmaking
	3.004	Regulations & Legal Issues
	3.005	Justice System
	3.006	Personnel Policies
	3.007	Civil Rights Issues
	3.008	Physical & Mental Health Issues
	3.009	Juvenile Justice System
	3.010	Building Better Relationships
	3.011	Councils of Government
	3.012	Interlocal Agreements
	3.013	Working with the Legislature
	3.014	Specialized Districts
	3.015	Effective Meetings
	3.016	County Roads
	3.017	Public Information Act
	3.018	Environmental Issues
	3.019	Subdivision Regulations
	4.001	Bonds & Certificates of Obligation
	4.002	Personnel Policy: Payroll
	4.003	County Investment Policies
	4.004	County Purchasing
	4.005	Purchasing Applications
	4.006	Fees & Revenue
	4.007	Basic Taxation
	4.008	County Tax Rate
	4.009	Financial Accounting: Basics
	4.010	Financial Accounting: Investments
	4.011	Budgeting
	4.012	Personnel: County Retirement
	4.013	Risk Management: Safety Issues
	4.014	Ethics
	4.015	Records Management
	4.016	Leadership/Team Building
	4.017	Communications
	4.018	Emergency Management
	4.019	Elections
	4.020	Negotiating Technology Contracts
	4.021	Strategic Planning
	4.022	Internet/ Cyber Security
	4.023	Grantseeking
	4.024	Redistricting