



## 2023 Georgia Certified Clerk Certificate Classes

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

### **MARCH**

#### **Virtual Finance 101**

6 hours, Required  
March 28<sup>th</sup>

#### **GCEI Regional Training**

**March 30-31, 2023**

**UGA Gwinnett**

#### **Thursday, March 30**

Professional Skills Development 202 (Diversity and Motivation) (6 hours, Elective)

#### **Friday, March 31**

Government 101 (6 hours, Required)

### **APRIL**

#### **ACCG Conference**

**Savannah, GA**

#### **Thursday, April 27**

Tax Revenue 201 (6 hours, Elective)  
Meeting Management 101 (6 hours, Required)

### **MAY**

#### **Virtual Millage Rate**

6 hours, Required  
May 10 OR May 11 – **Only register for one class, not both.**

### **JUNE**

#### **GMCA Conference**

**Savannah, GA**

#### **Friday, June 23**

Community and Media Relations 101 (3 hours, Required)



**Saturday, June 24**

Records Management 102 (3 hours, Required)

Records Management 103 (3 hours, Required)

**JULY**

**Virtual Public Operations 201**

6 hours, Elective

July 25 or July 26 – **Only register for one class, not both.**

**SEPTEMBER**

**GCEI Conference**

**September 10-12, 2023**

**Athens**

**Sunday, September 10 – Tuesday, September 12**

Mandated Training for New Clerks

**Monday, September 12**

Government 101 (6 hours, Required)

Records Management 101 (6 hours, Required)

Meeting Management 101 (6 hours, Required)

Professional Skills Development 204 (Group Dynamics & Adapting to Change) (6 hours, elective)

**Tuesday, September 13**

Professional Skills Development 101 – Business Writing (6 hours, Required)

Government 201 (6 hours, Elective)

**OCTOBER**

**GCEI Regional Training**

**October 18-19, 2023**

**UGA Tifton Conference Center**

**Wednesday, October 18**

Professional Skills Development 102 (Ethics)

6 hours, Required

**Thursday, October 19**

Professional Skills Development 201 (Customer Service/Conflict Resolution) (6 hours, Elective)

**NOVEMBER**



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

**Virtual Meeting Management 102**

3 hours, Required

Wednesday, November 1

**Virtual Meeting Management 103**

3 hours, Required

Wednesday, November 1