Responsibilities of the Continuing Education Committee:
Currently the CCTA and PTAC each have a Continuing Education Committee. These committees work together and often the members of the Continuing Education are the same members for both associations. Meetings are scheduled in a central location of the state so that Continuing Education Committee members can attend. This is a working committee and members are asked to participate both in meetings and through email communications. The CCTA has an approved budget for travel expenses for the Continuing Education Committee members.

The Committee’s responsibilities are to:
1. Review and update the Certification Program on a regular basis to assure that the program meets the professional requirements and practical experience required to serve our offices and the public. The Certification Program is offered in partnership with Colorado Mesa University.

2. Provide a listing of subjects to be offered for required and elective credit, which are approved by CMU to meet our program requirements. All subject areas are reviewed by the Continuing Education Committee to assure that they meet Colorado statutes.

3. Meet with host counties to suggest the required subjects to be offered at Conference, Seminar and Division meetings. The Continuing Education Committee has a timeline for all host counties to use in the process of program planning, approval of presenters, and credit for presentations.

4. Provide course syllabus forms for host counties to use for all presentations. The Continuing Education Committee reviews all course syllabi to assure that the approved courses are 1) being offered on an approved scheduled basis; 2) meet requirements for required credit, elective credit, or no credit; 3) provide professional knowledge by meeting outcome based objectives.

5. Review and prepare Certification Forms for completion by attendees at Conference, Seminar, or Division meetings. This review determines whether a subject receives a designation of required credit, elective credit, or no credit.

6. Meet with CMU to review the program, applications for Certification and Re-Certification, and the Non-Credit Online Learning Program.

7. Keep the Certification Program updated and available on the CCTA/PTAC web site.

Applications for Certification and Re-Certification are completed by the Treasurer, Treasurer/PT or Appointed PT and submitted to the Continuing Education Committee (or an appointed committee member). The applications and all supporting documentation are reviewed by the chair(s) and final approval for Certification or Re-Certification is granted by the committee members.
**Continuing Education Committee Upcoming Projects:**

Make every effort to have the host counties for conference, seminar, and division meetings on track with outcome based program planning so that the Certification Program is outlined well in advance.

Review the timeline schedule for host counties of conference, seminar, and division meetings to follow in outcome based program planning, approval of presenters, and credit for presentations.

Outline a yearly meeting schedule for the Continuing Education Committee. Obligations of the Committee need to be identified and agenda for scheduled meetings identified.

Requests have been made for the Continuing Education Committee to review and plan for a Participation Certificate, which could be earned by deputies or staff from our offices.

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Approved by Quorum vote of Continuing Education Committee 7/26/2017.