Colorado County Treasurers’ Association

In Conjunction With

Public Trustee Association of Colorado

Certification

And Continuing

Education Program

In association with the
Office of Extended Studies
Colorado Mesa University

June 1, 2018
CERTIFICATION AND CONTINUING EDUCATION PROGRAM  
COLORADO COUNTY TREASURERS’ ASSOCIATION  
In Conjunction With  
PUBLIC TRUSTEE ASSOCIATION OF COLORADO

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HISTORY

In the Fall of 1991, the Continuing Education Committee began discussing the need to provide professional training and recognition for the membership of the Colorado County Treasurers’ Association. The Committee recognized the need to enhance the professional image of County Treasurers and to demonstrate the importance of their role in county government.

As the trend in government is advancement in education, the Committee decided to develop a voluntary Certification Program for County Treasurers. The Certification Program acknowledges the importance of experience coupled with basic educational knowledge as requirements necessary to meet the challenges of ongoing changes inherent in a County Treasurer’s career. The Continuing Education program addresses the need for education throughout that career.

The committee consulted the Division of Continuing Education at Colorado State University. A representative from CSU participated in the discussions and assisted in formulating the program. A rough draft of that Program was presented to the Executive Board of the Colorado County Treasurers’ Association and the Board encouraged the Committee to present it to the Association’s membership at Conference in June, 1992. After discussion at Conference, the membership voted to make the final decision at Seminar in October, 1992.

To insure that the records of Certification be verified and maintained a Continuing Education Committee was established.

As of October 2005, it was voted on by the memberships of both Associations to include the Appointed Public Trustees’ (PT) in the Certification program.

As of June 2005, Mesa State College agreed to take over the Certification program. Because of this, the following revisions were implemented and the Continuing Education Committee now consists of:

- Continuing Education Chairs of the CCTA and PTAC serve as Co-Chairs of the Committee
- Representative from Colorado Mesa University division of Continuing Education in an advisory capacity.

As of August 2011, Mesa State College changed their name to Colorado Mesa University.

The Continuing Education Committee will present changes to CMU for a signed Memorandum of Agreement regarding the program. CEC will report changes in the certification program to the association membership(s) at the summer conference. The Certification Program can only be canceled or discontinued through a majority vote of the entire membership of both Associations.
GOALS

The program is designed to enhance the professionalism and productivity of the perspective Association members so that they may better serve their offices and the public. This system recognizes practical experience and training received and blends it with the awareness of the continually changing needs of the profession.

The objectives are as follows:
1. To enhance the quality of services provided to the public
2. To increase the value of Association members to the county management group
3. To increase professional competency
4. To encourage personal growth
5. To provide professional recognition of members of the Association

In order to acknowledge these goals, the program has been defined into two areas:
1. Certification
2. Renewal of Certification
CCTA and PTAC are committed to providing opportunities for association members to improve their overall knowledge, productivity, and professionalism in fulfilling their obligations to their offices and to the public. A program has been designed to meet these obligations, with recognition of experience and training leading to certification and renewal of certification. Association members are appointed to the Continuing Education Committee.

**Continuing Education Committee**

**Mission Statement**

The Continuing Education Committee lends guidance in the delivery of the program, promotion of individual development, and knowledge of the continual changing needs of the profession.

**Goals:**

- To enhance the quality of services provided to the public
- To increase the value of Association members to the county management group
- To increase professional competency
- To encourage personal growth
- To provide professional recognition of members of the Association
- To continually look for ways to increase the value of the Certification Program
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.

Approved by Quorum vote of Continuing Education Committee 7/26/2017.
DUTIES OF CONTINUING EDUCATION COMMITTEE OF CCTA AND PTAC
FOR SUMMER CONFERENCE, FALL SEMINAR, AND DISTRICT MEETINGS

The Executive Board and Continuing Education Committee will conduct a joint meeting with future host counties to provide the host county with information/handouts related to the expectations for the seminar/conference.

The Continuing Education Committee has created a subject tracking sheet for required and elective courses for both Treasurers and Public Trustees. These tracking sheets reflect the subjects that must be covered to meet the Certification Program requirements for both appointed and elected Treasurers and Public Trustees.

The subject tracking sheets are updated to include each conference, seminar, or district meeting that is held each year.

The Continuing Education Committee meets with host counties one year in advance of conference, seminar or district meetings. These meetings are scheduled during the June Summer Conference and October Fall Seminar in the year prior to the scheduled event. The subject tracking sheets are the tool used to assist the host counties in determining subjects that have not been recently covered. The CEC will work with host counties in the planning and offering outcome based subjects.

Host Counties submit a course syllabus for each class or presentation to the CEC. In order to ensure certification credit, all completed syllabi must be submitted to the CEC chair(s), or their designee, no less than 90 days prior to the conference or seminar. For Division/District meetings, syllabi must be submitted to the CEC chair(s), or their designee, no less than 45 days prior to the meeting date. The Committee reviews each syllabus to verify presentation outcomes and assigns required, elective or no credit to the subject. In the event agenda and course offerings originally offered 90 day or 45 days, whichever is applicable, prior to the event need to be changed, new syllabi and agenda must be to the CEC no later than 3 weeks prior to the event. No credit will be offered for changes submitted less than 3 weeks prior to the event.

A Certification Form for each conference, seminar, or district meeting is prepared by the CEC Chair(s), or their designee, and given to the participants at the event. These forms reflect the name of the meeting, date of the meeting, subject, and credit hours. This form is retained by the Treasurer/Public Trustee for submission with their certification or re-certification application.

Colorado Mesa University is the institution that awards certification to Treasurers/Public Trustees who satisfactorily meet the program requirements. The Continuing Education Committee meets with CMU to review the program on a regular basis and renew the program as required.

The CEC meets with the Presidents and/or Boards of CCTA and PTAC as requested.

Program Deadlines:
At least 4 - 5 months prior to Conference or Seminar, CEC joins CCTA and PTAC Executive Boards to tour the conference/seminar facility, review and discuss program/agenda and receive questions/comments/suggestions for changes or additions to agenda.

December 15th – CEC advise members to submit applications for certification or re-certification by deadline of February 15th.

March 15th – CEC chair(s), or their designee, review applications to assure the application is from a dues paying member and that all requirements have been met. Applicants are notified by CEC if their applications have been approved.

April 15th – Deadlines for applicants to appeal denial of certification to the CEC. (see page 12)

April 22nd – Deadline for applicants to appeal the CEC appeal decision to the CCTA/PTAC Executive Board.

April 30th – CEC Chair(s), or their designee, submit applications for certification and re-certification to Colorado Mesa University for approval and signature on the official Certification and Re-Certification forms.

May 15th – CEC Chair(s) sign the certification and re-certification forms and prepare for presentation to the applicants at the Summer Conference banquet.
CERTIFICATION PROGRAM

PROGRAM REQUIREMENTS
To be eligible for Certification the participant must earn a minimum of 126 credits by:

1. Holding office as a County Treasurer or County Public Trustee for 4 years and be a member in good standing of the CCTA or PTAC (whichever is applicable).
   a. A Treasurer or Public Trustee in their 4th year of office may make application for certification and receive 40 experience credits.
2. Earning 50 credits as outlined in the EXPERIENCE MODULE.
3. Earning 70 credits as outlined in the EDUCATION MODULE.
4. One-time attendance at Quadrennial earning 6 required credits (if attendance at Quadrennial is not possible, other education hours can be substituted).
5. Have application approved by the Continuing Education Committee

**Certificate is subject to renewal every four years**

EXPERIENCE MODULE (50 credits required):
The following must be completed while serving as Treasurer or Public Trustee:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Max</th>
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<tr>
<td>40</td>
<td>40</td>
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You may choose from the following to complete the additionally required 10 credits:

1. Service on CCTA or PTAC Executive or Division Board 1 per year 2
2. Service on CCTA or PTAC Committee 1 per year 3
3. Participation in a national organization pertaining to Treasurer/Public Trustee’s office 1 per year 2
4. Service as a speaker, panel member or instructor at a CCTA/PTAC sponsored class or training seminar. 2 each 4
5. Publication of information used as:
   a. Reference material in County Treasurer/Public Trustee Office 2 each 6
   b. Educational material for CCTA or PTAC
6. Community or Public Service presentation relating to the Treasurer or Public Trustee processes 2 each 6
7. Belong to a civic group 1 per year 3
8. Participation in CCTA/PTAC District meetings 1 per year 3
9. Served as a deputy in a Treasurer and/or Public Trustee’s office for 4 or more years immediately prior to serving as Treasurer and/or Public Trustee 4 4
EDUCATION MODULE
To be eligible for certification, **70 education credits** must be completed during the five-calendar year period immediately preceding the date of the certificate application. Credits must be earned from both the Required Subjects and Electives sections. Credits are granted using the formula of 1 point equaling one hour.

To receive credit for education received through an outside organization, the participant shall provide the following information to the Continuing Education Committee for evaluation:

- Name of school, firm or organization conducting the program
- Location
- Title of program
- Course Description
- Course Outcomes
- Dates attended
- Proof of attendance
- Credits claimed

CONVERSION TABLE
Continuing Education units or class hours from an accredited college or university can be used. The following formula offers an equitable conversion of these units so that they may be utilized to receive credits for required subjects. To make this conversion, multiply the total number of CEU’s by 12 (example: 1 CEU = 12 credits or 12 hours = 1 CEU).
REQUIRED SUBJECTS (minimum of 40 credits, maximum of 50 credits)

These classes are available at CCTA/PTAC sponsored events, such as Conferences, Seminars, Division and District meetings, with a minimum of 12 credits provided annually at CCTA/PTAC sponsored events. These programs will be presented at least once every 4 years. Attendance at Conference, Seminar, Division and District meetings will generate these credits. Each meeting will have a point value established prior to the meeting. In order to receive credit, the participant will be required to submit an official Certification Form which will be distributed to them at each CCTA/PTAC sponsored event.

Following is a List of Required Subjects:

- Archives and Record Retention
- Bankruptcy
- Budgeting
- Cash Management
- Certificates of Taxes Due
- Current Office Issues
- Ethics
- Fiduciary Duties and Responsibilities
- Financing
- IRS Issues
- Legislation/Legislative Process
- Mineral Rights
- Mobile Homes
- Oil and Gas
- Open Records Law
- Personal Property
- Possessory Interest
- Round Table Discussion
- Special Assessments
- State Assessed Properties
- Tax Collection
- Tax Deferrals
- Tax Distributions
- Tax Roll Corrections
- Tax Lien Sales
- Treasurer’s Deeds
- Treasurer’s Fees

Public Trustee:
- Foreclosures
- Releases
**ELECTIVES** (minimum of 20 credits, maximum of 30 credits)

To qualify, elective courses must be received through any organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. The overriding consideration in determining whether a specific program qualifies as an acceptable educational requirement is that it be a formal program of learning which contributes directly to the professional competence of the individual. It is the obligation of each participant to select a course of study which will contribute to his or her professional competence.

The program will qualify only if:

1. The program is conducted by a qualified instructor whose background, training, education or experience is appropriate for that particular program.
2. Official record of attendance or certificate of completion.

To avoid disagreement over the acceptability of any course or subject, a request for verification may be made to the Continuing Education Committee. Final determination of acceptance of credit will be through a vote of the entire Continuing Education Committee.

**Examples of Subjects Which May Qualify for Elective Credits:**

Accounting and Auditing  
Banking Relations  
Bonds  
Business Law  
Conflict/Resolution  
Communication Skills  
Computer Science  
Consumer Fraud  
Customer Service Skills  
DPT Procedures  
Economics  
Employment Laws  
Fringe Benefits  
Insurance/Worker’s Comp  
Legal Descriptions  
Legislative Procedures  
Management and Supervision  
Mathematics  
Media Relations  
Paralegal Courses  
Personnel and Labor Relations  
Public Speaking  
Public Administration  
Real Estate Classes  
Statistics  
Stress Management  
Tax Protester/Frivolous Lawsuits  
Title Industry Issues  
Uniform Commercial Code  
Misc:  
Appropriate College Courses  
Programs through CTSI etc
APPLICATION FOR CERTIFICATION
TREASURER OR PUBLIC
TRUSTEE

APPLICATION FOR CERTIFICATION

To apply for Certification, the applicant must do the following:

1. Complete the application for certification (please place the Credit Summary Sheet in front of the application when submitting). Applicant is responsible for keeping his or her own records. Original certification forms and documentation must be included in the application for certification.
2. Send original application and documentation to: Continuing Education Committee
   CCTA/PTAC
c/o Chairperson
3. Include a check for $25 payable to CCTA or PTAC (whichever is applicable). This fee is non-refundable.
4. Mail the application with a postmark date from January 1 to February 15. The Continuing Education Committee will notify applicants of their decision by March 15.
5. A Treasurer or Public Trustee in their third year of office may submit required documentation along with the required fee by March 31st in order to receive certification that year. The Continuing Education Committee will notify applicants of their certification status prior to the Summer Conference.

Notification of non-compliance will be provided to the applicant from the Continuing Education Committee. If an application does not comply with the requirements, an appeal may be made by resubmitting additional documentation as specified by the Continuing Education Committee by April 15. Decisions of the CEC can be appealed to the Executive Board by April 22nd.

Certificates will be presented at the Summer Conference.

APPLICATION FORMAT

The application portfolio will consist of documents verifying successful completion of both the Experience Module and Education Module attached to the completed application form. To be eligible for credit, experience and education credits must be earned during the five-calendar year period immediately preceding the date of application.
### Credit Summary Sheet

<table>
<thead>
<tr>
<th>Conference/Date</th>
<th>Required Credits Earned</th>
<th>Elective Credits Earned</th>
<th>Total Credits Earned</th>
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<tbody>
<tr>
<td>Example: Summer Conference 2016</td>
<td>11</td>
<td>1</td>
<td>12</td>
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<tr>
<td>Fall Seminar 2016</td>
<td>9</td>
<td>4</td>
<td>13</td>
</tr>
<tr>
<td>Totals:</td>
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</tbody>
</table>
APPLICATION FOR CERTIFICATION FOR TREASURER OR PUBLIC TRUSTEE

OFFICE OF EXTENDED STUDIES
1100 NORTH AVENUE
GRAND JUNCTION, CO
970-248-2398

Please fill out carefully and completely in ink

E-Mail Address________________________________________

Full Legal Name________________________________________

Last     First     Middle

Birthdate ___________     ___Male   ___Female       County ________________

Business Address________________________________________

Number and Street   City   State   Zip Code   (Area Code) Phone Number

I, ______________________________________________________, do hereby apply for Certification under the Colorado County Treasurers’/Public Trustees Certification Program.

I state that I have completed the EDUCATION MODULE as listed below:

REQUIRED SUBJECTS: (attached are the original CCTA/PTAC Certification Forms)

Title of Program     Sponsor     Location     Dates     Credits Claimed


SUBTOTAL OF REQUIRED SUBJECTS__________
(TOTAL NUMBER OF REQUIRED IS 40 MINIMUM AND 50 MAXIMUM)
I further state that I have completed the practical **EDUCATIONAL MODULE** as listed below:

**ELECTIVES** (attached are copies of official transcripts, Certificates of Completion from the organization or specific program with a description of the course, or original CCTA/PTAC Certification Forms):

<table>
<thead>
<tr>
<th>Title of Program</th>
<th>Organization</th>
<th>Dates</th>
<th>Credits Claimed</th>
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**SUBTOTAL OF EDUCATION MODULE (electives)__________**

(TOTAL NUMBER OF ELECTIVES IS 20 MINIMUM AND 30 MAXIMUM)

**TOTAL NUMBER OF EDUCATION CREDITS EARNED (70 CREDITS ARE REQUIRED) _______**

I further state that I have completed the practical **EXPERIENCE MODULE** as listed below (attached are copies of Oath of Office and other documentation):

<table>
<thead>
<tr>
<th>Position/Experience</th>
<th>Year(s)</th>
<th>Credits Claimed</th>
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</tbody>
</table>

**Total number of experience credits earned (50 credits are required for Certification) ______**

I hereby certify that to the best of my knowledge, the information in this application is true and complete. I understand that if found otherwise, it is sufficient cause for rejection. I hereby consent to the release of my transcript to the institution receiving this application.

__________________________________________
Applicant’s Signature

________________________
Date

**Application Complete**
Continuing Education Committee

________________________
Date

**Application Verified**
Colorado Mesa University

________________________
Date
RE-CERTIFICATION PROGRAM
CCTA/PTAC

PROGRAM REQUIREMENTS
Participants who apply to renew their certificates, shall include with their application form satisfactory evidence of having completed 40 credits of Continuing Education. To be eligible for credit, credits must be earned during the four-calendar year period immediately preceding the date of application for renewal.

Continuing Education credits may be earned through study programs, publications, or service as lecturer, discussion leader, or speaker, including Community and Public Service presentations.

STUDY PROGRAMS
To qualify the courses must be received through any organized, job-related continuing education experience under responsible sponsorship, capable direction and qualified instruction. The program must be conducted by a qualified instructor whose background, training, education or experience is appropriate for that particular program. A record of attendance must be maintained. If there is any doubt as to the acceptability of a course, send a course description to the Continuing Education Committee for approval. Final determination of credit will be through a vote of the entire Continuing Education Committee.

Credit will be given for actual hours attended. Only class hours or the equivalent will be counted. Student hours devoted to preparation are not acceptable. Travel time is not acceptable. Credit will be given for whole hours only, with a minimum of 50 minutes constituting one hour.

The following programs qualify provided they meet the requirements above:
1. University or college courses:
   a. Credit courses – Multiply CEU’s x 12 = Hours
   b. Non-credit short courses - each classroom hour shall equal one qualifying point.
2. Formal organized CCTA/PTAC educational programs (seminars, Conferences, district and division meetings).
3. Programs sponsored by other recognized organizations regularly providing education programs.
4. Formal correspondence or other individual study programs which require registration and provide evidence of satisfactory completion.
To obtain credit for study programs the following information must be provided to the Continuing Education Committee:

- School, firm or organization conducting the program
- Location of program
- Title of program or description of content
- Course outcomes
- Dates attended
- Credits claimed
- Proof of attendance (transcript or certificate of completion)

**PUBLICATIONS**

Credit may be allowed for published manuals, pamphlets or articles provided they contribute to the professional competence of the participant.

To obtain credit, the actual publication must be provided to the Continuing Education Committee. Subject to Committee review, credit for preparation of publications may be given on a self-declaration basis up to one-half of the renewal requirement.

**SERVICE AS LECTURER, DISCUSSION LEADER, OR SPEAKER**

Credit as an instructor, discussion leader, or speaker may be allowed for any meeting or engagement provided that the session is one which would meet the Continuing Education requirements of those attending, or is a Community or Public Service presentation. (Campaign speeches, etc. are not acceptable.) Credit for one point of Continuing Education shall be awarded for each hour completed as an instructor or discussion leader only to the extent that it contributes to the applicant’s professional competence.

The credit allowed an instructor, discussion leader, or a speaker shall be on the basis of two hours for subject preparation for each hour of teaching. Credit for preparation shall be allowed only for the first time a course is taught during a renewal period. Subsequent teaching of the same course will earn half the credits earned for teaching a course the first time. The maximum credit for preparation and teaching shall not exceed 18 credits.

To receive credit the participant must provide the Continuing Education Committee with a letter from the organization stating the date, time, location, material covered and length of presentation.
APPLICATION FOR RE-CERTIFICATION
CCTA/PTAC

To apply for Re-Certification, the applicant must do the following:

- Complete the application for re-certification (please place the Credit Summary Sheet in front of the application when submitting). Applicant is responsible for keeping his or her own records. Original certification forms and documentation must be included in the application for certification.

- Send original application and documentation to: Continuing Education Committee CCTA/PTAC
c/o Chairperson

- Include a check for $10 payable to CCTA or PTAC. This fee is non-refundable.

- Mail application with a postmark date from January 1 to February 15. The Continuing Education Committee will notify applicants of their decision by March 15.

Notification of non-compliance will be provided to the applicant from the Continuing Education Committee. If an application does not comply with the requirements, an appeal may be made by submitting additional documentation as specified by the Continuing Education Committee by April 15. Decisions of the CEC can be appealed to the Executive Board by April 22nd.

Certificates will be presented at the Summer Conference.

APPLICATION FORMAT

The application portfolio will consist of documents verifying successful completion of both the Experience Module and Education Module attached to the completed application form. To be eligible for credit, all Continuing Education credits must be earned during the four-calendar year period immediately preceding the date of application.
## Credit Summary Sheet

<table>
<thead>
<tr>
<th>Conference/Date</th>
<th>Required Credits Earned</th>
<th>Elective Credits Earned</th>
<th>Total Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Summer Conference 2016</td>
<td>11</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Fall Seminar 2016</td>
<td>9</td>
<td>4</td>
<td>13</td>
</tr>
</tbody>
</table>

**Totals:**
APPLICATION FOR RE-CERTIFICATION TREASURER OR PUBLIC TRUSTEE

OFFICE OF EXTENDED STUDIES
1100 NORTH AVENUE
GRAND JUNCTION, CO
970-248-2398

Please fill out carefully and completely in ink

E-Mail Address_____________________________

Full Legal Name__________________________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

Birthdate ___________ ___Male ___Female County _________________

Business Address ____________________________________________

<table>
<thead>
<tr>
<th>Number and Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>(Area Code) Phone Number</th>
</tr>
</thead>
</table>

I, ____________________________ , do hereby apply for Re-Certification under the
Colorado County Treasurers’/Public Trustee Certification Program.

I further state that I have completed the following Continuing Education study programs (original
CCTA/PTAC certification forms, copies of appropriate college transcripts or Certificates of Completion
with course descriptions are attached):

<table>
<thead>
<tr>
<th>Title of Program</th>
<th>Sponsor</th>
<th>Location</th>
<th>Dates</th>
<th>Credits Claimed</th>
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TOTAL NUMBER OF CREDITS EARNED:________

I further state that I have published the following manuals (actual publication attached):

<table>
<thead>
<tr>
<th>Title of Publication</th>
<th>Credits Claimed</th>
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SUBTOTAL _______
I further state that I have served as lecturer, discussion leader, or speaker at the following events and/or Community Service presentations (copy of letter or certificate from organization attached):

<table>
<thead>
<tr>
<th>Organization</th>
<th>Topic</th>
<th>Preparation</th>
<th>Presentations</th>
<th>Credits Claimed</th>
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SUBTOTAL

36 CREDITS ARE REQUIRED FOR RE-CERTIFICATION
I hereby certify that to the best of my knowledge, the information in this application is true and complete. I understand that if found otherwise, it is sufficient cause for rejection. I hereby consent to the release of my transcript to the institution receiving this application.

_________________________________________  ________________________________
Applicant’s Signature                      Date

Continuing Education Committee

Application Complete  Date  Application Verified  Date
Colorado Mesa University
ADMINISTRATION OF PROGRAM

1. The Continuing Education Committee will be established and will consist of:
   a. Continuing Education Chairs of the CCTA and PTAC serve as Co-Chairs of the Continuing Education Committee.
   b. Representative from Colorado Mesa University division of Continuing Education in an advisory capacity.
2. Certification applications will be kept by Colorado Mesa University.
3. The Continuing Education Committee shall review each application and determine if all requirements have been satisfied for acceptance. If all requirements are not satisfied the application will be rejected.
4. If for some reason a decision cannot be reached by the Continuing Education Committee, the appropriate Executive Board of the CCTA/PTAC will make a determination.
5. An appeal may be made to the Executive Boards by an applicant who is dissatisfied with the final determination of the Continuing Education Committee. The decision of the appropriate Executive Board will be final.
6. The Continuing Education Committee will present changes in the Certification and Continuing Education Program to the CCTA/PTAC membership at the summer conference.
7. The Continuing Education Committee will work with the Executive Boards, Conference/Seminar Committees and Division/Districts to set meetings in order to fulfill requirements of the program. Course syllabi will determine certification credit.
8. The Continuing Education Committee will issue official Certification Forms at each CCTA/PTAC sponsored event, if credits can be earned at that event. Originals of these Certification Forms must be included with the certification applications.
9. The official CCTA/PTAC roster and committee list can be used for documentation in certification applications for:
   a. Members of the Executive Boards
   b. District Chairs of CCTA/PTAC
   c. Members of active committees in CCTA/PTAC with minimum of two meetings per year.
   d. County Treasurers and Public Trustees who are speakers, panel members of, instructors at a CCTA/PTAC sponsored class or training session, may use the official Certification Form for documentation to be included in certification applications.
10. To be eligible for credit, credits must be earned during the five-year period immediately preceding the date of application for Certification, and the four-year period immediately preceding the date of application for Re-Certification.
11. The responsibility for documenting the acceptability of the application and the validity of credits rests with the participant.
12. Deadline schedule:

**February 15th** - Application to be received by Continuing Education Committee Chairperson (postmarks will apply)

**March 15th** - Notification sent from Continuing Education Committee

**April 15th** - Appeal application sent to Continuing Education Committee Chairperson

**April 22nd** - Deadline for applicants to appeal the CEC appeal decision to the CCTA/PTAC Executive Board.

**Conference** - Certificates to be presented