



## Guide to Certified County Finance Officer Program

The Certified County Finance Officer (CCFO) program provides educational opportunities to county finance and accounting personnel who demonstrate a willingness to learn more about government operations. The program is designed for individuals working in positions with financial oversight for funds handled by the county trustee, such as finance directors and/or bookkeepers working for the general government, highway department, and school department.

Individuals who are interested in participating in the CCFO program should follow the seven steps listed below:

- Step 1 CCFO candidates should complete an on-line application found on the Certified County Finance Officer Program System.
- Step 2 Upon approval of the application by the Comptroller's office, an email will be sent to the candidate with an account number for the Certified County Finance Officer Program System. This account number will be used to apply for the CCFO certificate after completion of the program and to maintain Continuing Professional Education (CPE) documentation.
- Step 3 The CCFO candidate is required to attend classes offered by the County Technical Assistance Service (CTAS) for the CCFO program. Information regarding when and where the CCFO program classes will be emailed to you by CTAS approximately two months before the first class is scheduled to begin and monthly thereafter for each individual course.
- Step 4 The CCFO candidate must successfully pass an exam following each of the 11 courses in the CCFO program.
- Step 5\* Eligible candidates should have their employer submit a "Reimbursement of Certification Expenses Form" (found on the Comptroller's website) to request reimbursement of costs associated with their employee's participation in the CCFO program. Eligible expenses include travel-related expenditures and fees associated with the CCFO classes. Reimbursement forms should be submitted in a timely manner to the Comptroller's Office for processing.
- Step 6 Upon successful completion of all courses, a CCFO candidate must log into their account in the Certified County Finance Officer Program System to complete an application for a CCFO certificate.
- Step 7\* Eligible individuals who successfully complete the CCFO program may receive a one-time stipend of \$1,000. Upon completion of the program, the successful candidate should have their employer complete a "Stipend Authorization Form" (found on the Comptroller's website) and submit the form to the Comptroller's Office for payment.

\* See policies on CCFO Incentive Programs.