



# CCFO NEWS

Certified County Finance Officer

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## Time Waits for No One

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Since our last newsletter, the seasons have changed from scorching hot to pleasant fall to frigid winter and now, the early signs of spring are shining through. We have celebrated holidays and a new year, and we will soon lose an hour when time “springs forward” on March 13th. What has also passed since our last newsletter is the completion of the inaugural Certified Finance Officer free CPE event! It was a great success with nearly 400 CCFOs and CMFOs across the state earning valuable CPE and networking with peers. It was so nice to meet many of you for the first time and reconnect with others. We plan to host a similar event again this fall, so please be on the lookout for more information soon. In the meantime, if there are topics that you would like to see covered at this year’s training, please email the suggestions to me. Also, please make certain to keep your contact information up to date in the CCFO system on the

Comptroller’s website to ensure that you receive all news, training details and CPE reminders!

Speaking of CPE, the 2021 reporting cycle recently closed. Many of you had questions related to CPE documentation, online courses and how to get back into good standing once your certificate has been placed in “Inactive” status, so let’s address those now.

- **Documentation Requirements**
  - A completion certificate, transcript, or other equivalent documentation that displays the name of the class, dates attended, sponsor name, sponsor signature, and hours of CPE earned must be submitted for each course.
- **Online Courses** - A virtual event (given online) can qualify for CPE if it is provided in real time where each participant is given the opportunity to ask the instructor questions



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and attendance is taken by either CPE codes, attendance checks, or knowledge-based test at the end of the session. Many pre-recorded classes will also qualify for CPE if a knowledge-based test is given at the end of the course. There will be exceptions granted for online CPE courses at the discretion of the Comptroller's Office. If you have any questions on whether a particular CPE course offering is eligible for credit, please contact our office.

- **Reactivation** – For anyone who failed to meet the annual 16-hour CPE requirement, you were placed into “inactive” status. To reactivate, you must properly earn and report the missing hours and apply them towards the

2021 delinquent CPE. In addition, you will be responsible to obtain 2022's CPE and report by December 31 to maintain an active status. A CCFO can remain in an inactive status for up to two consecutive years from the last renewal deadline (December 31) as an active CCFO. After that period, the CCFO certification account is closed and is no longer eligible to reactivate and must reapply as a new candidate to attain the certification again.

Time marches on and I look forward to another great year of learning opportunities with each of you. As always, we welcome all questions you have concerning CCFO policies and procedures, CPE requirements and training courses. Please contact **Katie Armstrong** (Katie.Armstrong@cot.tn.gov) or **Jessica Cox** (Jessica.Cox@cot.tn.gov) and we will be happy to help.

*Katie Armstrong*

*Happy Spring*  
*Students & Graduates*



# 5 Ways To Spot A Phishing Email



- The email asks you to confirm personal information.
- The web and email address do not look genuine.
- It's poorly written.
- There's a suspicious attachment.
- The message is designed to make you panic.



Go to [tncot.cc/cyberaware](https://tncot.cc/cyberaware) to become more Cyber Aware.

# CERTIFIED COUNTY FINANCE OFFICER SPOTLIGHT: **Andrea Smith**

*Director of Finance  
Franklin County*



## **What interested you in the CCFO program?**

I was initially interested in the CCFO program because I wanted to further my knowledge base and to assist in my work.

## **How would you say the CCFO program has impacted your position?**

I think it has helped me network with other local government entities across the state and helped me brush up on topics that I don't deal with on an everyday basis.

## **What would you say to anyone thinking about participating in the CCFO Program?**

The CCFO program is a great program the state has started, and it has opened up additional training opportunities from the Comptroller's Office. CTAS does a great job administering the program. The CCFO program helps you to meet others in a like position and the field of governmental finance is unique. Although county-to-county offices are structured differently or may operate under different purchasing and financial acts or laws, we still face similar issues. I think it is good idea for local government finance officials to have the CCFO certification, it can only help them in their career.



**THANK YOU!**

**TO ALL WHO ATTENDED  
THE FREE CPE TRAINING  
HOSTED BY  
THE COMPTROLLER'S OFFICE**

**LOOKOUT FOR  
INFORMATION ON FUTURE  
TRAINING EVENTS  
COMING SOON!**



# SUCCESSFUL CONNECTIONS 2022

A state & local government partnership program



## FUTURE MEETINGS:

ZOOM OPTION AVAILABLE  
IN-PERSON LOCATIONS

Watch for upcoming events  
in May & October!

CTAS , MTAS , & Comptroller 's Office  
will coordinate & facilitate meetings

We invite you to complete a short survey that will help us focus our efforts to provide timely and helpful content in future Successful Connections events.

[FILL OUT SURVEY HERE](#)

OPEN TO ALL LOCAL GOVERNMENT OFFICIALS - COUNTIES, CITIES & UTILITY DISTRICTS



## CPE

Continuing Professional Education

If you have not submitted CPE hours  
for 2021, submit them ASAP

# Upcoming Training Classes/Conferences

## CPE Provider Training Opportunities

(The following list is not a preapproval or endorsement of the provider organizations, nor do we provide any assurance regarding classes offered by the organizations.)

ACFE (Association of Certified Fraud Examiners)  
<http://www.acfe.com/>

ACPEN (Accounting CPE Network)  
<http://www.acpen.com/>

AGA (Association of Government Accountants)  
(CGFM)  
<http://www.agacgfm.org/>

AICPA (American Institute of Certified Public Accountants) CPEexpress  
<https://www.aicpa.org/cpeandconferences/cpe-selfstudy.html>

Checkpoint Learning CPEasy  
<http://www.cpeasy.com/>

Continuing Academics CPETutor  
<http://www.cafacpe.com/default.aspx>

CTAS  
<http://www.ctas.tennessee.edu/content/training>

GFOA (Government Finance Officers Association)  
[http://www.gfoa.org/index.php?option=com\\_content&task=view&id=28&Itemid=49](http://www.gfoa.org/index.php?option=com_content&task=view&id=28&Itemid=49)

Local Government Corporation  
<https://www.localgovernmentcorporation.com/drupal7/>

NASACT (National Association of State Auditors, Comptrollers, & Treasurers)  
<http://nasact.org/>

TGA (Tennessee Gas Association)  
<http://www.tngas.org/>

TCMA (Tennessee City Management Association)  
<http://www.tncma.org/>

TGFOA (Tennessee Government Finance Officers Association)  
<http://www.tngfoa.org>

TSCPA (Tennessee Society of Certified Public Accountants)  
<http://www.tscpa.com>

TVPPA (Tennessee Valley Public Power Association, Inc.)  
<http://www.tvppa.com/>

Tyler Technologies  
<http://www.tylertech.com/>

Western CPE  
<http://www.westerncpe.com/>

