



CCFO NEWS

Certified County Finance Officer

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Choosing the Right CPE for You

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When I graduated from high school, my parents gifted me with a copy of Dr. Seuss' Oh the Places You'll Go. It famously exclaims "you have brains in your head, you have feet in your shoes; you can steer yourself any direction you choose." Each of you have chosen to "steer yourself" towards the Certified County Finance Officer (CCFO) program. And, while high school graduation was the beginning of my journey as a lifelong learner, graduation from the CCFO program is part of your journey as a lifelong learner as well.

You see, the learning does not end when you receive your certificate. As a certificate holder, you are required to obtain 16 hours of Continuing Professional Education (CPE) annually. I hope you don't view this requirement as a burden or a nuisance, rather as an opportunity to continue to learn and be the best government accountability professional possible. The key to attaining the

most from your CPE is to select courses that are relevant, quality and timely.

- **Relevant** – Government finances are unique and ever-changing and it would be easy to fall behind on current updates and trends, but CPE helps us stay abreast of those topics. Select courses that are pertinent to your job responsibilities and that will challenge you to improve.
- **Quality** – While CPE can be offered in a variety of formats, with many being flexible to accommodate work schedules and others conveniently offered online, it is important to place an emphasis on quality over convenience or ease. Select courses that are offered by reputable professionals or organizations that will provide you with thought-provoking material that you can apply on the job.

- **Timely** – The primary purpose of CPE is to stay well-informed on a CURRENT basis, so as not to lag behind in your profession. Please don't wait until the last minute to obtain your CPE. If you do, you may be “stuck” with whatever courses are left available, regardless of their relevancy to your job. Be on the lookout throughout the year for available courses and select those that are best suited for you.



In addition to providing relevant, quality and timely information to you as a professional, CPE can also provide a multitude of personal benefits. Continued education may lead to:

- **Networking** – a crucial element in forming business relationships and developing contacts;
- **Staying healthy** – There is a strong link between education and health. Continuing to learn helps keep your brain active and healthy; and
- **Innovation** – Learning about new concepts, getting a broader understanding of topics, embracing technology and “thinking outside of the box”, can help you become a more creative and innovative leader.

CPE is not only a requirement in maintaining the CCFO certification, but also an essential tool in professional and personal growth. It is important to note that there are certain requirements that CPE providers and sponsors must meet for CPE to satisfy the annual requirements. I would suggest refreshing your knowledge of these requirements by reading through the CCFO policies and procedures on the Comptroller's website ([found here](#)).

As you contemplate what CPE courses are best for you, I'll leave you with another favorite Dr. Seuss quote: “The more that you read, the more things you will know. The more that you learn, the more places you'll go.”

Katie Armstrong



CPE

Continuing Professional Education

The deadline for all CPE hours is
December 31st.

CERTIFIED COUNTY FINANCE OFFICER SPOTLIGHT: Tracey Galerno

*Chief Deputy Trustee
Wilson County*



What interested you in the CCFO program?

I was initially interested in the CCFO program as an opportunity to fill in some gaps between my accounting education and experiences in governmental accounting.

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

The CCFO Program has impacted my everyday work experience by broadening my knowledge of a wide range of topics relevant to the effective administration of government entities. I am using many practices I learned from the program in my daily decisions.

What would you say to anyone thinking about participating in the CCFO Program? To those considering participating in the CCFO program, you will not regret the time spent. It will help you in your career and in the management of your office. It is an excellent program and has broadened my understanding of the government environment, county budget, internal control, and the management of grants.



Why do CCFO students have to use two separate accounts?

- The CCFO program is administered by the Comptroller of the Treasury, and CCFO classes are taught by County Technical Assistance Service (CTAS). So, students need an account for both organizations.
- CCFO/Comptroller account (apps.cot.tn.gov/CCFO/) – This account is used to apply for the CCFO program, request class/travel expense reimbursements, apply for certification, request stipend, and submit continuing education.
- K@TE/CTAS account (tennessee.csod.com/client/tennessee/default.aspx) – This account is used to register and pay for classes, obtain class completion certificates, and obtain class schedule/information.

How long does a student have to submit class/travel expense reimbursement requests?

- Reimbursement requests for class and travel expenses should be submitted through the student's CCFO account within 60 days of completion of each course.

How long does a participant have to complete the CCFO program?

- A CCFO candidate must pass all 11 exams within three years from the date of completion of the first course.

What documentation is required for CPE?

- A completion certificate, transcript, or other equivalent documentation that displays the name of the participant, the name of the class, dates attended, sponsor name (and number if they are on the NASBA registry of CPE sponsors), sponsor signature, and hours of CPE earned.

What types of CPE courses are allowed?

- All CPE courses must be live training events with financial related subjects. Exceptions may be granted for on-line CPE courses at the discretion of the Comptroller's Office. Individuals interested in participating in online CPE courses must receive prior approval from the Comptroller's Office. Self-study CPE courses will not be approved as eligible hours for the CCFO program (most linked-in learning courses are considered self-study).

The Comptroller's Office is offering

FREE CPE

16 Hours | CMFO & CCFO Training Only

3 LOCATIONS:

Knoxville, TN - October 7-8, 2021

Jackson, TN - October 25-26, 2021
(WAITING LIST ONLY)

Nashville, TN - December 1-2, 2021
(In-Person, limited spots left)

These events will be
held in-person

The Nashville location will
offer a virtual option

[Click here to
Register](#)

TOPICS INCLUDE: GASB UPDATES, AMERICAN RESCUE PLAN FUNDS, CYBER SECURITY, INTERNAL CONTROLS, BUDGETS, DEBT, AUDITS AND SO MUCH MORE!!



REGISTRATION IS OPEN!

TGFOA has set the date for our
2021 Fall Conference:

SEPTEMBER 30 - OCTOBER 1, 2021

EMBASSY SUITES

MURFREESBORO, TN

12 Hours of CPE and Opportunities for Networking
Learn more at www.tngfoa.org

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

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/>

