



2025 Georgia Certified Clerk Certificate Classes

This is a tentative schedule. All classes are subject to change.

FEBRUARY

GCEI Conference
February 2-4, 2025
Jekyll Island

Sunday, February 2 – Tuesday, February 4
Mandated Training for New Clerks

Monday, February 3

Records Management 102	(3 hours, Required)
Records Management 103	(3 hours, Required)
Meeting Management 102	(3 hours, Required)
Meeting Management 103	(3 hours, Required)
Professional Skills Development 102 (Ethics)	(6 hours, Required)
Human Resources 201	(6 hours, Elective)
Effective Public Presentations I	(6 hours, Masters)

Tuesday, February 4

Government 102	(6 hours, Required)
Finance 101	(6 hours, Required)
Community and Media Relations 101	(3 hours, Required)
Community and Media Relations 102	(3 hours, Required)
Professional Skills Development 201 (Conflict Resolution)	(6 hours, Elective)
Effective Public Presentations II	(6 hours, Masters)

MARCH

Virtual Meeting Management 101

6 hours, Required
Wednesday, March 19th

GCEI Regional Training

March 27 – 28, 2025

UGA Gwinnett Campus

Records Management 101 (6 hours, Required)
Payroll Administration (6 hours, Elective)



APRIL

**ACCG Conference
Savannah, GA**

Thursday, April 24th

Council/Commission and Staff Relations

(6 hours, Elective)

Saturday April 26th

Government 102

(6 hours, Required)

Virtual Millage Rate Process*

6 hours, Required

Tuesday, April 29th

**This training is being offered by the Financial Training Department.*

MAY

Virtual Government 101

6 hours, Required

Thursday, May 15th

JUNE

GMCA Conference

June 20-24, 2025

Savannah, GA

Friday, June 20th

Human Resources 202

(3 hours, Elective)

Saturday, June 21st

Professional Skills Development 101 (Business Writing)

(6 hours, Required)

Ethics and the Public Servant

(6 hours, Masters)

JULY

Virtual Professional Skills Development 102 (Ethics)

6 hours, Required

Thursday, July 17th



SEPTEMBER

GCEI Conference
September 7-9, 2025
Athens

Sunday, September 7 – Tuesday, September 9
Mandated Training for New Clerks

Monday, September 8

Government 101	(6 hours, Required)
Records Management 101	(6 hours, Required)
Meeting Management 101	(6 hours, Required)
Professional Skills Development 206- (Management and Leadership Style)	(6 hours, Elective)
The Role of the Manager	(6 hours, Masters)

Tuesday, September 9

Professional Skills Development 101 – Business Writing	(6 hours, Required)
Millage Rate Process	(6 hours, Required)
Public Operations 201	(6 hours, Elective)
Government 201	(6 hours, Elective)
Communication and Coaching Skills	(6 hours, Masters)

OCTOBER

GCEI Regional Training
October Dates TBD
UGA Tifton Conference Center

October

Finance 101	(6 hours, Required)
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October

Professional Skills Development 202 – (Diversity and Motivation)	(6 hours, Elective)
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NOVEMBER

Virtual Purchasing
6 hours, Elective
November Date TBD