



**Carl Vinson
Institute of Government
UNIVERSITY OF GEORGIA**

2026 Georgia Certified Clerk Certificate Classes

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

FEBRUARY

GCEI Conference

February 1-3, 2026

Jekyll Island

Sunday, February 1 – Tuesday, February 3

Mandated Training for New Clerks

Monday, February 2

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)
Tax Revenue 201	(6 hours, Elective)
Conflict Management	(6 hours, Masters)

Tuesday, February 3

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)
Government 202	(6 hours, Elective)
Performance Evaluations	(6 hours, Masters)

MARCH

Tuesday, March 24th

Virtual Professional Skills Development 101 Business Writing (6 hours, Required)

GCEI Regional Training

March 30-31, 2026

UGA Gwinnett Campus

Monday, March 30th

Human Resources 201 (6 hours, Elective)

Tuesday, March 31st

Government 101 (6 hours, Required)



APRIL

**ACCG Convention
April 23-25, 2026
Savannah, GA**

Thursday, April 23rd

Meeting Management 102 (3 hours, Required)
Meeting Management 103 (3 hours, Required)

Saturday, April 25th

Payroll Administration (6 hours, Elective)
Continuous Improvement (6 hours, Masters)

MAY

Thursday, May 21st
Virtual Community and Media Relations 101 (3 hours, Required)
Virtual Community and Media Relations 102 (3 hours, Required)

JUNE

**GMCA Convention
June 25-28, 2026
Savannah, GA**

Friday, June 26th

Records Management 102 (3 hours, Required)

Saturday, June 27th

Records Management 101 (6 hours, Required)
Continuous Improvement (6 hours, Masters)

JULY

**Virtual Millage Rate Process
6 hours, Required
Date TBD**



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SEPTEMBER

GCEI Conference
September 13-15, 2026
Athens

Sunday, September 13 – Tuesday, September 15
Mandated Training for New Clerks

Monday, September 14

Government 101	(6 hours, Required)
Records Management 101	(6 hours, Required)
Meeting Management 101	(6 hours, Required)
Continuous Improvement	(6 hours, Masters)

Tuesday, September 15

Professional Skills Development 101 – Business Writing	(6 hours, Required)
Millage Rate Process	(6 hours, Required)
Government 201	(6 hours, Elective)
Ethics and the Public Servant	(6 hours, Masters)

OCTOBER

GCEI Regional Training
Dates TBD
UGA Tifton Conference Center

Professional Skills Development 101 - Ethics (6 hours, Required)
Professional Skills Development 203 – Time/Stress Management (6 hours, Elective)

NOVEMBER

Virtual Professional Skills Development 201 (Customer Service and Conflict Resolution)
6 hours, Elective
Date TBD