**South Dakota Association of County Officials**

**Continuing Education Certifying Form**

**2023 – 2024**

Certification (Please Circle One):New Maintaining

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SDACO Sponsored Workshops (minimum 10 credits required)**

**(1 presentation hour = 1 Continuing Education Credit)**

Convention 2023: (6 available) \_\_\_\_\_\_\_\_\_\_\_\_ On-line: (3.6 available) \_\_\_\_\_\_\_\_\_\_

Spring Workshop 2024: (11 available) \_\_\_\_\_\_\_\_\_\_\_\_ On-line: (6.6 available) \_\_\_\_\_\_\_\_

**Total SDACO Sponsored Workshop Credits (minimum 10 credits required) \_\_\_\_\_\_**

**Elective Credits (Up to 10 credits of total)**

**County District Meetings (each meeting counts as 1 credit)**

Date/Location 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Location 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Location 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Location 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Location 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Location 6: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workshop Presentations:

**2023 Convention Elective Options**

Getting to know USDA and Rural Development - (1 available) \_\_\_\_\_\_\_\_\_\_

Courthouse Security Grant Program – (1 available) \_\_\_\_\_\_\_\_\_\_

Board Bylaws & Best Management Practices – (1 available) \_\_\_\_\_\_\_\_\_\_

Roundtables – (1 available) \_\_\_\_\_\_\_\_\_\_

**2024 Spring Workshop Elective Options**

Round Table – (1- 2 available) \_\_\_\_\_\_\_\_\_\_

**Other Elective Credits (1 presentation hour = 1 elective credit)**

(Please list event and credits for pre-approved credits and attach the Non-pre-approved form for others)

Pre-approved elective courses include sessions at workshops administered by the SD Secretary of State, SD Department of Legislative Audit, SD Department of Revenue and Regulation, SD Department of Health, SD Association of County Commissioners, SD Association of County Welfare Officials, Software User Meetings, SD Professional Land Surveyors’ Association, International Right of Way Association, the National Association of Counties (NACo), the National Association of County Collectors, Treasurers and Finance Officers (NACCTFO), the Property Records Industry Association (PRIA) and International Association of Government Officials (iGo).

*Examples include the Secretary of State Election Workshop, Department of Legislative Audit Annual Report Workshop, Software User Meetings, and Passport Training Sessions.*

Provided SD State Legislative committee testimony date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2 Credits

SDACO Committee Participation (regardless the of number of committees) 1 Credit

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Total Elective Credits from pre-approved groups (included above) \_\_\_\_\_\_\_\_\_

Elective Credits from Non-pre-approved (Items on Non-pre-approved form) \_\_\_\_\_\_\_\_\_

**Total Elective Credits (Up to 10 credits of total) \_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign & Date

To maintain certification, officials are required to obtain a minimum of 10 SDACO Workshop continuing education credit hours and up to 10 elective credit hours from August 1, 2023 to July 31st, 2024 for a total of 20 credit hours. Those seeking initial certification must have completed the requirements listed above and have also attended the New Officials Workshop.

The Continuing Education Committee may, for extraordinary circumstances, approve waivers for continuing education requirements. Officials applying for a waiver must submit the waiver form to the Continuing Education Committee.

Please refer to the SDACO Continuing Education Policy or

contact the SDACO office if you have any questions.

**\*Certifying Forms are due to the SDACO office by August 15th, 2024\***

**Forms can be sent to kade@sdcountycommissioners.org**