

*Serving the Special Needs of Your Community*



FLORIDA ASSOCIATION of SPECIAL DISTRICTS, INC.

## Certified District Official



Program Description



## **Program Description**

The Certified District Officials (CDO) Program is offered through the Florida Association of Special Districts. While the FASD Board has the responsibility for the CDO Program, the Education Committee oversees the program. The program was created in 2008 in response to the Board's concern that there should be an educational component for special district Elected Officials similar to the Certified District Manager program that had been created a few years earlier. This program provides a curriculum that gives special district Elected Officials the knowledge to properly, legally and efficiently lead a special district in providing the service it is charged with.

## **Initial Certification**

The CDO program is open to all Elected Officials from special districts in Florida, regardless of the service, how it is funded or whether it is dependent or independent. The CDO designation requires the completion of 25 hours of training in the educational components, or subjects, as noted below within a two-year period. These educational components are offered at various FASD Meetings and at the Annual Conference. One four-hour or two two-hour components will be held at each member meeting and at least eight hours of components will be held at the Annual Conference.

| Component/Subject Areas                                | Hours Required |
|--|----------------|
| <b>Board Relations with District Manager and Staff</b> | 4              |
| <b>Contract Management</b>                             | 2              |
| <b>Public Relations</b>                                | 2              |
| <b>Strategic Planning</b>                              | 4              |
| <b>Intergovernmental Affairs/Agreements</b>            | 2              |
| <b>Financial Management and Audits</b>                 | 2              |
| <b>The Legislative Process</b>                         | 2              |
| <b>Election, Ethics, and Sunshine Law</b>              | 4              |
| <b>How to Conduct a Board Meeting, Governance</b>      | 2              |
| <b>Special Districts Program</b>                       | <u>1</u>       |
| <b>Total</b>   | 25             |

An interested Elected Official should register for the program at [www.fasd.com](http://www.fasd.com). Any current Elected Official from a Florida Special District is eligible. The Registration fee is \$250.00 for FASD members and \$350.00 for nonmembers and must be paid at the time of application. Each component costs \$50.00 for FASD members and \$75.00 for nonmembers, which must be paid in advance of the session. Sessions will be held the day before each membership meeting and there is no charge for the member meeting the next day if the Elected Official would like to attend. Once the components have been successfully completed the applicant's record will be



submitted to the Education Committee Chair. The Chair will send the record to one or more Committee Members to review and ensure that the educational requirements have been met. Once this takes place the Education Committee will confirm the candidate's certification and inform the Board. The Candidate will receive a certificate from FASD as a Certified District Official (CDO) at the next convening Annual Conference. Elected Officials taking their final sessions at the Annual Conference will receive certification at that conference if they successfully complete those sessions and all other criteria are met. The CDO will be entitled to all the rights and privileges according to that title, including the right to place CDO after their name as an indication of their credentials and accomplishment.

### **Re-Certification**

The CDO designation will require tri-annual renewal. In order to maintain their certification, all CDOs will be required to attend FASD sponsored, certified training programs; completing 15 hours (CEUs) of verifiable training within any of the component subject areas, each three (3) year certification period. The FASD Executive Director will maintain a list of CDO's and contact them each 6 months prior to the end of the three (3) year period. Evidence of successful completion of the re-certification requirements will be submitted to the Education Chair.

A CDO who has not achieved the required CEU's, must notify the Education Committee in writing informing them of their circumstances regarding why they were not able to acquire their CEU's in the allotted time. The following policy will apply in these cases.

1. Notification must be done prior to the end of their three (3) year certification period.
2. The Education Committee will then review the individual's circumstances.
3. The CDO will then be placed on suspension not to exceed the time from one (1) annual conference to the next.
4. In addition to the needed CEU's the CDO will be required to obtain additional CEU's within the given allotted time, as directed by the Education Committee and pay a \$50 administrative fee for reinstatement.
5. While on suspension the CEU hours must be FASD CEU's
6. He/she will not be able to acquire any CEU hours towards their next re-cert until their suspension is lifted.
7. They must inform the Executive Director and or the Education Committee Chair, if for any reason, they cannot attend a FASD scheduled meeting, prior to that meeting, in order for the Committee to review the circumstances and or reasons for non-attendance.



## **Continuing Education Units**

Continuing Education opportunities will be available at each annual conference and at some regular meetings. The applicable courses and the number of hours associated with each will be advertised with the conference or meeting announcement after approval from the Education Committee. Non FASD courses can be submitted to the CDM Steering Committee Chair for acceptance. A CDO, seeking additional CEU's from other sources, must submit in writing a course description to the CDM Steering Committee prior to attendance for approval; and a copy of a certificate or acknowledgment from the conference director and or instructor, showing their attendance, must be submitted after their attendance to the Committee

## **Registration Guidelines**

Below are the directions for the CDO application:

- A. Individuals seeking the CDO designation must complete the application or go online to complete the form at [www.fasd.com](http://www.fasd.com) and submit the registration fee.
- B. After receiving the registration form and fee, FASD will verify eligibility of the applicant and notify the Elected Official of acceptance and provide initial program information.
- C. A sign-in sheet will be provided at each program component for the participant to sign. This information will then be entered into a database for tracking program progress as each component is successfully completed. Once all components are successfully completed, the applicant's record will be submitted to the Education Committee for approval and upon approval, a certificate of completion will be presented at the next scheduled Annual Conference. Program applicants will not be eligible for Continuing Education Hours (CUE's) until they have received their certificate.
- D. Recertification:  
Recertification occurs every three years from the date the certificate is issued. Certificate holders must complete 15 CEU's in each three year period in order to be eligible for recertification.
- E. Fees for the CDO program are as follows:  
Registration Fee:

FASD Members - \$250.00  
Non-FASD Member - \$350.00

Recertification (Each three (3) years)

|                   |          |
|-------------------|----------|
| FASD Member –     | \$ 50.00 |
| Non-FASD Member - | \$150.00 |



## **Education Committee**

### **Chair**

Mary Hickey, Chair  
Sanibel Fire and Rescue District

### **Committee Members**

Becky Bronsdon  
Joe Decerbo  
Rita Greenberg  
Joyce Hertel  
Susan Lindenmuth  
Fred Crawford - Advisor