

Certified Public Official Program

The Nevada Association of School Boards participates in collaboration with the Nevada Association of Counties, the Nevada League of Cities and Municipalities, and Extended Studies at the University of Nevada, Reno, in the Certified Public Official Program for Nevada's public officials.

The Program is designed to assist Nevada's incumbent, newly elected, and/or appointed officials in meeting the managerial, legal, financial, ethical, and political challenges of public office. In addition, the Program provides a thorough overview of the skills and knowledge required of the public official. Completion of the Program leads to the Certified Public Official designation.

Faculty for the Program are public officials, university instructors, and other acknowledged experts in such fields as public and business administration, finance, human resources, community development, and law—all chosen for their depth of knowledge, teaching skill, and real-life experience.

The Program includes seven mandatory orientation modules:

Module 1—Realities of Public Life: Roles and Relationships of Public Office (one hour)

Module 2—Budgets: Revenue Sources, Projections, and Forecasts (2 ½ hours)

Module 3—Ethics in Nevada (1 ½ hours)

Module 4—Nevada's Open Meeting Law (1 ½ hours)

Module 5—Citizen Participation and Public Information (2 hours)

Module 6—Interviewing and media Relations (1 hour)

Module 7—Employment Law: Keeping Your Agency Out of Court (4 hours)

In addition to the above, other units must be accumulated in these areas. Four units in miscellaneous areas are required.

As a rule, two contact hours equal one unit. Participants may attend courses offered by the Nevada Association of School Boards, the Nevada Association of Counties, the Nevada League of Cities and Municipalities, or nationally affiliated associations, as well as courses offered by the University of Nevada, Las Vegas Division of Educational Outreach, or Extended Studies at the University of Nevada, Reno.

Program participants must accrue four units of annual association meetings or conferences. Regular, mandatory attendance at boards and committees the public official represents does not apply toward this requirement.

The Nevada Association of School Boards works directly with Extended Studies at the University of Nevada, Reno, to ensure that attendance at NASB conferences and workshops receives credit toward the Certified Public Official Program.