



Academy Class Tracking Form

To determine your eligibility to graduate and receive your Academy certificate, use this form to document classes you have completed.

Municipal Track

Core Classes	Date Completed
Basics of Risk Management	_____
Conducting Effective Meetings	_____
Consensus and Team Building	_____
Employment Issues	_____
Ethics	_____
Municipal Budgeting	_____
Open Meetings	_____
Public Information Act	_____
Structure of Municipal Government	_____

Elective Classes (five selected by registrant)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Required Classes **14** _____

County Track

Core Classes	Date Completed
Basics of Risk Management	_____
Conducting Effective Meetings	_____
Consensus and Team Building	_____
County Financial Management	_____
Employment Issues	_____
Ethics	_____
Open Meetings	_____
Public Information Act	_____

Elective Classes (six selected by registrant)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Required Classes **14** _____

*A certificate program
for local government
officials in Maryland*

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