

COUNTY TREASURER EDUCATION REQUIREMENTS

FREQUENTLY ASKED QUESTIONS (FAQ)

Ohio law requires various public financial officials to receive continuing training in the investment and management of public finances. This law was passed in the wake of a financial scandal involving investment losses by local governments that occurred in 1994. To prevent a repeat of those problems, the new training requirements were imposed.

County treasurers have different continuing education requirements than [other subdivision treasurers](#). For guidance about these requirements and how they apply to you and others, please review the following “Frequently Asked Questions” (FAQ).

Q. What are the continuing education requirements for a new county treasurer?

- A. [Newly elected county treasurers](#) must take initial training between December 1 and the time they take office, which ordinarily would be the first Monday of September following the person’s election to county treasurer. The new treasurer must take 13 hours of education approved by the auditor of state on governmental accounting, portfolio reporting and compliance, and 13 hours approved by the treasurer of state on investments and cash management.

A new county treasurer that has been appointed to fill a vacancy in office must complete initial education requirements within four (4) months of receiving the appointment.

If educational hours are not available during that period, appointed county treasurers may shadow another county’s county treasurer for up to eight hours of training. Please contact the office of the Auditor of State for details.

Q. After a year in office, what are the continuing education requirements for county treasurers?

- A. County treasurers must take [24 hours of continuing education](#) every two calendar years after the first year in office. The 24 hours of continuing education must be composed of 12 hours of governmental accounting, portfolio reporting and compliance, office management, cybersecurity, and any other subject area that the Auditor of State determines is reasonably related to the duties of the office of county treasurer and 12 hours of investments, cash management, collection of taxes, ethics and any other subject area that the treasurer of state determines relevant to duties of county treasurer from the treasurer of state.

Q. Where can county treasurers receive the required training?

A. The auditor of state training is available through the [County Treasurers Association of Ohio](#). The treasurer of state training is available through the Center for Public Investment Management ([CPIM](#)).

Q. What happens if I do not complete the continuing education requirements?

A. A county treasurer that does not meet the continuing education requirements is only permitted to invest in the following:

- [STAR Ohio](#); or
- [STAR Plus](#); or
- No-load money market mutual funds pursuant to Revised Code [§ 135.35\(A\)\(5\)](#); or
- Time certificates of deposit pursuant to Revised Code [§ 135.35\(A\)\(6\)](#); or
- Savings or deposits accounts pursuant to Revised Code [§ 135.35\(A\)\(6\)](#).

If a county treasurer [fails to complete](#) the continuing education requirements **and** invests in any other types of investments other than the five categories listed above, the county prosecutor is required to petition the court of common pleas to revoke the treasurer's authority to invest county funds and manage the county's investment portfolio.

Q. I hire outside investment managers, do I need training?

A. Yes, you are still required to meet the continuing education requirements. Also, outside investment managers must sign the county investment policy. See Revised Code [§135.35\(K\)\(1\)](#).