

## PROPOSAL FOR TRAINING OF COUNTY RECORDERS AS REQUIRED BY IC 36-2-11-2.5

### OBJECTIVE

Implement a training curriculum developed by the Association of Indiana Counties and approved by Indiana State Board of Accounts as required by 36-2-11-2.5 for elected county recorders. Provide at least forty (40) hours of training courses for professional development. Success of this program dependent not only on the content of curriculum, but also the completion and certification of newly elected county recorders within three (3) years after beginning the county recorder's term.

### SCOPE OF TRAINING

#### 1. Program Development

- a. Recommend curriculum to State Board of Accounts for approval.
- b. Establish specifications for courses and credit hours earned.
- c. Record and maintain attendance and credit hours of newly elected recorder's.
- d. Establish certification process to be used upon completion of program.
- e. Create an annual review of curriculum, which will require approval of any new courses at least sixty (60) days in advance of the offering of course(s).

#### 2. Training

- a. Work with State Board of Accounts and county recorders during the initial implementation of the program to help them gain a general understanding of curriculum developed by the Association of Indiana Counties.
- b. Train in the areas of budget and finance, legal and ethical issues, human resources, transfer process, Uniform Commercial Code, fee collection, record preservation, and implementation of new procedures as a result of legislation.
- c. Upon completion of training, recognize graduates of the program at the annual state-called conference with a certificate of completion.

#### 3. Certification

- a. The Indiana Recorders Association, in cooperation with the Association of Indiana Counties and State Board of Accounts, shall present certification to all recorders who have complied with IC 36-2-11-2.5 which states:

##### IC 36-2-11-2.5

##### Training

Sec. 2.5 (a) As used in this section, "training courses" refers to training courses related to the office of county recorder that are developed by the Association of Indiana Counties and approved by the state board of accounts.

(b) An individual elected to the office of county recorder after November 4, 2008, shall complete at least:

- (1) Fifteen (15) hours of training courses within one (1) year; and
  - (2) Forty (40) hours of training courses within three (3) years;  
after beginning the county recorder's term.
- b. An individual re-elected to the office of county recorder must complete the training requirements established in IC36-2-11-2.5 again after beginning the county recorder's second term.
  - c. Second term (re-elected) recorders shall have the choice of taking a minimum of three (3) AIC Institute courses of their choice and will receive credit hours.
  - d. Recorders who fail to fulfill the training requirements will be recognized as being noncompliant with IC 36-2-11-2.5(b).

#### **STATE BOARD OF ACCOUNTS RESPONSIBILITIES**

As required by statute, State Board of Accounts must approve training courses related to the office of the county recorder that are developed by the Association of Indiana Counties. Provide feedback to the Association of Indiana Counties regarding proposed curriculum. Participate in recognition of graduates of the training program at the state-called annual conference.

#### **BENEFITS**

Upon the compliance of training, newly elected county recorders will have a uniform foundation of knowledge with which to lead their offices consistently and efficiently throughout the state.

#### **COSTS AND PROFESSIONAL FEES**

County general fund appropriations, a recorder's record perpetuation fund, and/or the county elected officials training fund may be used to fund the county recorder training program as outlined in both IC 36-2-11-2.5 and this proposal.

## COURSE DESCRIPTION

The following are general course descriptions available within the three (3) year period after the beginning of the county recorder's term. Required courses are courses that must be taken for completion of the curriculum, while optional courses are courses that you may choose from to fulfill the remaining hours of your training requirements. It does not matter what courses are taken during your first, second, and third year, as long as you: 1) complete at least fifteen (15) hours during your first year; 2) complete a total of at least forty (40) hours within your first three years; and 3) complete the required courses within the three (3) year period. Second term (re-elected) recorders shall have the choice of taking a minimum of three (3) AIC Institute courses of their choice and will receive credit hours.

<u>FIRST TERM REQUIRED COURSES</u>	<u>HOURS</u>
AIC Institute for Excellence Core Courses (5 hours/course)	15
<b>NOTE: EACH OF THESE COURSES IS REQUIRED FOR FIRST YEAR RECORDERS FOR COMPLETION OF CURRICULUM.</b>	
Budget & Finance Level 1	
Legal & Ethical Issues	
Human Resources	
<u>OPTIONAL COURSES</u>	
<b>SECOND TERM (RE-ELECTED) RECORDERS SHALL HAVE THE CHOICE OF TAKING UP A MINIMUM OF THREE (3) AIC INSTITUTE COURSES OF THEIR CHOICE.</b>	15
State Board of Accounts Newly Elected Recorder Training (Offered Election Years Only)	6
AIC Newly Elected Officials Training (Offered Election Years Only. Must have completed the Recorders' portion of training within the past five (5) years)	6
State Board of Accounts Annual Recorders Conference- Morning Session (3 morning sessions, 5 hours/sessions – total of 9 hours/year)	27
<b>NOTE: STATE BOARD OF ACCOUNTS REQUESTS YOUR ATTENDANCE AT THIS CONFERENCE EACH YEAR.</b>	
State Board of Accounts Annual Recorders Conference-Afternoon Session (2 afternoon sessions, 5 hours/session – total 10 hours/year)	30
<b>NOTE: STATE BOARD OF ACCOUNTS REQUESTS YOUR ATTENDANCE AT THIS CONFERENCE EACH YEAR.</b>	
- Transfer Process & Uniform Commercial Code	
- Record Preservation & Public Access	
AIC Annual Conference Affiliate Meeting (3 hours/year)	9
Recorder District Meetings (3 hours/year)	9
NACRC Annual Conference (9 hours/year)	27
Vendor User Training Pre-Approved by SBoA (3 hours/course)	9
<b><u>TOTAL HOURS AVAILABLE</u></b>	<b><u>138 1<sup>st</sup> term /</u></b> <b><u>138 2<sup>nd</sup> term</u></b>

**RESPONSE**

This letter correctly sets forth the understanding between Indiana State Board of Accounts and the Indiana Recorders Association in regard to the proposed training curriculum for county recorders and indicates approval of said curriculum.

Date of submission to the State Board of Accounts: April 9, 2014

Accepted by State Board of Accounts:

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Name  
STATE EXAMINER  
Title  
4-11-2014  
Date

Accepted by Indiana Recorders Association

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Rina E. Stuck  
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