



COUNTY OFFICIALS INSTITUTE

2026–2028 COURSE CATALOG

Certification coursework, continuing education, and training for Idaho's county elected officials and staff.





ABOUT COUNTY OFFICIALS INSTITUTE

What is the County Officials Institute (COI)?

The County Officials Institute is IAC's training program for county elected officials and staff, built around one goal: helping you govern with confidence. Every course is designed to leave you better equipped to make sound decisions and lead effectively in the role you were elected – or hired – to fill.

Why participate in COI?

This program delivers a range of outcomes, foremost among them officials and staff who understand their responsibilities well enough to act on them with confidence. Participants leave each session with practical knowledge they can apply immediately – in budget decisions, policy questions, personnel matters, and the daily judgment calls of public service. Over time, that knowledge builds into a professional foundation: a clearer grasp of the role, of county government, and the standing that comes from taking the job seriously.

How is progress recognized?

Each track includes formal recognition at IAC events – certificates, lapel pins, ribbons, and challenge coins – along with practical knowledge, professional credibility, and a network of officials across the state who understand the role the way you do.

How much does it cost to participate in COI?

There is no fee to participate in COI. Virtual webinars are always free and available on-demand, so you can complete coursework on your own schedule. In-person events – Fall COI, Spring COI, the IAC Midwinter Legislative Conference, the IACC Annual Conference, and the IAC Annual Conference – carry their own registration fees, separate from COI itself.

How do I get started?

There's no application and nothing to sign up for in advance. Attend any IAC or IACC event that offers COI credits, or watch a virtual webinar, and you're automatically enrolled – no extra steps on your end. Just be sure to record your attendance at each event using the sign-in sheet or QR code; from there, IAC tracks your progress toward every track you're pursuing.

Questions?

If you have any questions about COI, would like to add a credit to your transcript or check your transcript, please contact Savannah Renslow at srenslow@idcounties.org or 208.514.0413.



Table of Contents

Educational Tracks.....3

Plan Your Path.....4

COI Course Curriculum.....5

County Commissioner School.....8

Leadership Certificate.....9

Track Your Progress.....10



County Officials Institute (COI)

COI is the starting point for county government service – open to every elected official and staff member, regardless of role or tenure. It's where the working knowledge of county government gets built: government accountability and transparency, county budgeting, and the roles and responsibilities of county officials. Whether you're new to the courthouse or twenty years in, COI gives you a shared foundation with officials across all of Idaho's counties.



County Officials Institute - Advanced

Advanced COI is for graduates who've completed the foundation and are ready to keep building on it – officials who treat their education as ongoing rather than finished at graduation. Drawing from the same core and elective coursework, it takes a deeper dive into managing budgets, people, and risk, while strengthening relationships with intergovernmental partners.



County Commissioner School

County Commissioner School is a fast-start track for newly elected and newly appointed county commissioners. The program is offered in odd years, beginning each January; commissioners appointed mid-term join the next scheduled session.

Over several months, the structured curriculum pairs hands-on instruction from subject matter experts with site visits into real-world county operations, so commissioners see how statutory duties are carried out in practice. Each session also builds the peer relationships that support commissioners well beyond their first year in office.



Leadership Certification

The Leadership Certificate is the next step for COI graduates ready to lead – not just manage a role, but guide people, departments, and decisions. Full curriculum details are still being finalized, but the track is built around what leadership actually requires: sound judgment, clear communication, and the confidence to make the hard call. Specifics on coursework and credits are coming soon.

Track	Eligibility	Coursework	Timeline
County Officials Institute (COI)	Any county elected official or staff member	20 core + 12 electives (commissioners: +10 core)	Four years
COI - Advanced	COI graduates	35+ additional COI credits (may repeat core/electives)	Four years
County Commissioner School	Newly elected/appointed commissioners	Attend all in-person and virtual training	First nine months of odd years
Leadership Certification	COI graduates	10 core + 14 electives	Two years

PLAN YOUR PATH

Courses are scheduled out so you can plan your upcoming events. Visit IAC's website to view event dates and on-demand webinars to earn additional credits.

COI Core Curriculum 21 Credits Required	2026	2027 - 2028			2027
	FCOI	MW	SCOI	Annual	FCOI
Federalism, State, and Local Government	X				
Organization and Structure County Government	X				
Idaho Legislative Process		X			
Roles and Responsibilities of County Officials	X				
The Prosecuting Attorney: Legal Advisor to County Officials	X			X	
County Government Budget Process			X		
Understanding County Revenue Sources			X		
Property Tax Administration			X		
Financial Accountability and Transparency			X		
Ethics in Government	X				X
Idaho Open Meeting Law	X				X
Idaho Public Records Act	X				X
County Records Retention		X			
Local Government Bidding and Procurement	X				
Local Government Personnel Management	X				
Local Government Liability Protection and Risk Management	X				
Community Engagement and Public Relations Training		X			
Information Technology & Cybersecurity		X	X		
Conflict Resolution				X	
Getting to Know IAC	X				

Commissioner Core Curriculum 10 Additional Credits Required	BOCC School	IACC 2027	Annual 2027	FCOI 2027
County Law Making: Ordinances and Resolutions	X	X		
Comprehensive Planning: Process and Practice	X	X		
County Zoning	X	X		
Planning and Zoning Decision Making and Hearing Procedures	X		X	
Area of Impact Planning	X		X	
Community and Regional Planning (Rural)	X		X	
Legislative vs. Quasi Judicial Decision Making	X		X	
Ethics and Conflicts of Interest	X			X
Governing vs. Managing	X	X		
Board of Equalization Procedures	X			X

■ Federalism, State, & Local Government

This session will provide an overview of the constitutional basis for counties in Idaho; including structure, offices, and finances; the relationship between counties and the state; and the interaction of county offices and departments.

■ Property Tax Administration

Counties are responsible for all aspects of property tax administration in Idaho. This session will explore the various responsibilities county officials have in assessing, budgeting, certifying, and collecting property taxes.

■ Idaho Legislative Process

Idaho's legislative process is important to all county elected officials. This session will explain the technical process of how a bill becomes a law and provide tips and insights from individuals who have experienced the process.

■ Ethics in Government

This session will focus on the three primary statutes governing ethics in government: the Bribery and Corrupt Influence Act, the Prohibition Against Contracts with Officers Act, and the Ethics in Government Act. Attendees will participate in hypothetical scenarios to learn how and when they might encounter ethical "gray areas."

■ Idaho Open Meeting Law

In 1974, the Idaho State Legislature enacted the Idaho Open Meeting Law. It was designed to ensure transparency throughout governmental entities in Idaho. This session will review the law and provide answers to frequently asked questions on this topic.

■ County Government Budget Process

In this session, attendees will learn the nuts and bolts of the county budget, including a basic understanding of the budgeting process, revenue sources available to counties, an overview of property taxes, and expenses.

■ Understanding County Revenue Sources

County revenues come from a variety of sources: property tax collections, federal and state revenue sharing, charges for services, etc. This session will provide an overview of county revenue sources, including restrictions on how and when revenues can be budgeted.

■ Organization & Structure of County Government

This session explores the history of Idaho's counties, including the constitutional and statutory basis for counties. Participants will gain an understanding of the authority that has been granted to counties.

■ Financial Accountability & Transparency

In this session, attendees will learn about legal requirements for financial reporting, auditing county funds, financial checks and balances, and financial transparency.

■ The Prosecuting Attorney – Legal Advisor to County Officials

During this session, participants will learn about the county prosecuting attorney's responsibilities as legal advisor to the county and county officials.

■ Roles & Responsibilities of County Officials

This course will explore the roles and responsibilities of each elected position in the county and the importance of the relationship between the offices.

■ Idaho Public Records Act

The Idaho Public Records Law is intended to provide transparency to the public by allowing access to the records of public entities. This session will provide direction to attendees on what records are classified as public, exceptions to the law, and the responsibilities counties have to provide public records.

REQUIRED CORE CURRICULUM

■ County Records Retention

Idaho law requires counties to retain public records for specific time periods. This session will cover the minimum requirements of the county records retention law and best practices in managing county records.

■ Local Government Bidding & Procurement

This course will provide a basic overview of the procurement laws in Idaho, recommended procedures and protocols, and resources for counties related to bidding and procurement.

■ Local Government Personnel Management

During this course, participants will receive an overview of state and federal laws that affect personnel management in Idaho. We will discuss how these laws can interact with hiring, performance management, and terminations.

■ Local Government Liability Protection & Risk Management

Public entities and elected officials are subject to a wide variety of liability exposures. In this session, you will hear from Idaho Counties Risk Management Program (ICRMP) on insurance coverages and risk management resources they provide to help reduce your risks.

■ Conflict Resolution

County officials work in the public eye. Whether it happens at the DMV, in court, or in a contentious land use hearing, county officials must be aware of the potential for conflict and how to resolve potential disputes. This session focuses on how to recognize, deescalate, and resolve conflicts as they arise.

■ Getting to Know IAC

In this interactive workshop, learn more about the programs and services IAC has to offer, meet the IAC staff, and discuss the future of IAC.

COMMISSIONER REQUIRED CURRICULUM

■ County Law Making: Ordinances & Resolutions

Participants in this session will learn the difference between an ordinance and a resolution and the distinctions between county laws (ordinances) and county policies (resolutions). The course will also highlight the basics of drafting ordinances and resolutions and situations in which they should be used.

■ Area of Impact Planning

Intergovernmental coordination is a key component of successful comprehensive planning. This session will focus on the legal requirements of a county's area of impact ordinance, the roles and responsibilities of county and city officials in area of impact planning, and the need to plan for reasonable growth and development.

■ Planning and Zoning Decision Making & Hearing Procedures

This session will focus on statutory planning and zoning hearing procedures, decision-making, legal issues affecting land use planning and zoning, and the appeals process.

■ Community & Regional Planning (Rural)

Planning and zoning tends to come with an urban growth bias, but rural counties have different needs entirely. This session gives county officials a solid grounding in rural planning and zoning, showing how it differs from urban and regional approaches and walking through key topics like agricultural preservation, natural resource planning, transportation, and rural subdivisions.

COMMISSIONER REQUIRED CURRICULUM

■ Governing vs. Managing

County commissioners, elected officials, and department heads each have their own governance responsibilities, and this workshop covers best practices for running county government, including jurisdictional challenges, micromanagement traps, chain of command, and how policy connects to day-to-day operations.

■ Board of Equalization Procedures

This session will focus on the role of the board of county commissioners, county assessor, and county prosecuting attorney in the board of equalization process, including basic appraisal practices, property tax exemption, equalization of values, and the appeals process. Instruction will be provided by the Idaho State Tax Commission.

■ Comprehensive Planning: Process & Practice

This course will focus on the core requirements of the county comprehensive plan, including county demographics, county land uses, county official planning roles and responsibilities, the planning and zoning commission, and the county planning process.

■ County Zoning

This session will focus on county zoning authorities, including basics of zoning, zoning ordinances, subdivision ordinances, conditional use, variances, and moratoriums based on LLUPA.

■ Legislative vs. Quasi Judicial Decision Making

County commissioners wear two hats, acting as both an administrative and legislative body, and most of their decisions are administrative even though some cross into legislative or quasi-judicial territory. This session walks commissioners through the county decision-making process, helping them tell these decision types apart and understand the rules and procedures that shape how each one gets made.

■ Ethics & Conflicts of Interest

This session builds off of FCOI training focused on the practical aspects of conflicts of interest, ethics, and public records with real world examples of what to (and not to) do in various situations.

POTENTIAL ELECTIVES

■ You've Been in Office One Month - Now What?

This question and answer session will provide a chance to catch up with your fellow newly elected officials, as well as some seasoned veterans, and learn from each other.

■ Communications & Public Speaking

As an elected official, you will often find yourself in the spotlight. Learn how to improve your public speaking and communication skills with just a few simple tricks.

■ Retirement for Counties

Are you prepared for retirement? Do you know what you should be doing and how to go about it? This interactive session will get participants on the right track to retirement so they can enjoy the next chapter in life.

■ Crisis Communications

Is your county ready to face a crisis? Floods, fires, pandemics... What will your county be up against next? This session will provide tips and tricks to be prepared for communicating in a crisis.

■ Legislative Review

This session, offered after the Legislature adjourns, examines the outcomes of the session. IAC's legislative priorities will be reviewed in detail. Participants will also learn about new laws, as well as those proposals that didn't make it to the Governor's desk.

■ Emergency Management in the County

Emergency managers organize and manage resources for dealing with emergencies in the county. This course will give real-life examples of emergencies and how an emergency can affect all of the county offices.



Eligibility: Newly elected/appointed county commissioners

Timeline: First nine months in office, hosted odd years

County Commissioner School gives newly elected commissioners a practical foundation for the role – the authority they hold, the decisions they'll face, & the knowledge to lead lawfully & effectively. This program covers a different area of county governance each month, backed by study materials, & connects students with fellow commissioners who become a resource for years to come.

Date & Event	Training Sessions
January 26 - 27 Boise IAC Midwinter Legislative Conference	Roles & Responsibilities <i>County Government; Myths of BOCC Responsibilities; The County Prosecutor; BOCC Meeting Best Practices; Ethics; Public Engagement; Conflict Management</i>
February 5 & 26 Two-hour live webinar	Justice & Public Safety February 5 <i>Patrol; Emergency Response; Criminal Prosecution; Public Safety Infrastructure</i> February 26 <i>Idaho Court System; Juvenile Corrections Act; Pretrial Supervisions & Misdemeanor Probation</i>
March, TBA One-day trainings Regionally: North Idaho, Treasure Valley, Magic Valley, East Idaho	Budgeting <i>Constitutional & Statutory Authorities; Levy & Property Taxes; Intergovernmental Revenues; Fees & Fines; Funds & Balances; Transparency & Safeguarding Funds</i>
April 2 & 16 Two-hour live webinar	Elections, Health & Emergencies April 2 <i>Roles to Administer & Supervise Elections; Role of BOCC in Elections; Idaho's Campaign Finance Law</i> April 16 <i>BOCC Relationship with Public Health Districts; Role of BOCC & Emergency Managers</i>
May, TBA One-day trainings Regionally: North Idaho, Treasure Valley, Magic Valley, East Idaho	Land Use Planning <i>Overview of County Land Use Planning; Open Meeting Law & Land Use Planning; Ethics & Land Use Planning; Zoning & Ordinances; Land Use Notice & Hearing Procedures; Decision Making</i>
June 10 - 11 Twin Falls Idaho Association of Commissioners & Clerks Conference	Property Tax Administration <i>Assessment of Real, Personal, & Operating Property; Exemptions; Property Tax Relief; County & State Boards of Equalization; Appeals; Delinquencies; Budget, Levy, Collection, & Apportionment of Property Tax</i>
September 23 - 24 IAC Annual Conference	Natural Resources <i>Energy & Natural Resource Management; Federal/State. County Partnerships; Managing Growth; Agriculture Extension Services; Noxious Weed & Pest Abatement</i>



Eligibility: COI Graduate

Timeline: 4 years

The Leadership Certification is the Institute’s newest credential – designed for COI graduates ready to raise the bar and grow into the leader their county needs. Where COI builds foundational knowledge, this program goes further, sharpening the judgment, communication, and decision-making skills that leadership demands, with room to focus on the areas where you want to grow most. For those ready to lead their teams, counties, and communities with even greater confidence.

Course details will be announced as the program launches in 2027.

■ Core Leadership Courses - 10 Credit Hours

County elected officials and staff who have graduated the County Officials Institute are encouraged to begin their Leadership Certificate to further their education.

Core Leadership Courses

Conflict Resolution
Leading/Managing Teams
Building Public Trust
Leadership Under Political Pressure
Understanding Human Behavior
Strategic Thinking/Planning
Crisis Simulation/Communication
Building Consensus/Team Decision Making
Becoming an Effective Communicator
Building Professional Culture in County Government

■ Leadership Electives - Choose 14 Credit Hours

In addition to the required core curriculum listed above, all participants must choose 14 additional leadership elective courses.

Potential Leadership Electives

Working with the Media
Building Personal Resiliency
Capital Improvement Planning
Avoiding Burnout
Self Awareness & Personal Assessment
Regional Collaboration & Intergovernmental Affairs
Succession Planning
Leading & Managing Change
Becoming an Effective Communicator

Courses will be offered at IAC events, including the Midwinter Conference, the Annual Conference, County Elected Official Trainings, and webinars.

Print or save the Track Your Progress pages to keep a running record of your credits.

Upcoming Training Events

- 2026 Fall County Officials Institute: November/December (Regional)
- 2027 Midwinter Legislative Conference: January 25 - 28 (Boise)
- 2027 Spring County Officials Institute: April/May (Regional)
- 2027 Idaho Association of County & Clerks (IACC) Conference: June 8 - 10 (Twin Falls)
- 2027 IAC Annual Conference: September 20 - 23 (Boise)
- 2027 Fall County Officials Institute: October/November (Regional)

■ Required Core Curriculum - 18 Required Credits

All COI participants are required to complete the following core courses.

Course Title	Event	Date	Credits	Completed
Federalism, State, and Local Government			1.00	
Organization and Structure County Government			1.00	
Idaho Legislative Process			1.00	
Roles and Responsibilities of County Officials			1.00	
The Prosecuting Attorney: Legal Advisor to County Officials			1.00	
County Government Budget Process			1.00	
Understanding County Revenue Sources			1.00	
Property Tax Administration			1.00	
Financial Accountability and Transparency			1.00	
Ethics in Government			1.00	
Idaho Open Meeting Law			1.00	
Idaho Public Records Act			1.00	
County Records Retention			1.00	
Local Government Bidding and Procurement			1.00	
Local Government Personnel Management			1.00	
Local Government Liability Protection and Risk Management			1.00	
Information Technology & Cybersecurity			1.00	
Community Engagement and Public Relations Training			1.00	
Conflict Resolution			1.00	
Getting to Know IAC			1.00	
TOTAL CREDIT HOURS			21.00	

TRACK YOUR PROGRESS

■ Required Commissioner Core Curriculum - 10 Required Credits

In addition to the required core curriculum listed above, commissioners are also required to complete the following core courses.

Course Title	Event	Date	Credits	Completed
County Law Making: Ordinances and Resolutions			1.00	
Comprehensive Planning: Process and Practice			1.00	
County Zoning			1.00	
Planning and Zoning Decision Making and Hearing Procedures			1.00	
Area of Impact Planning			1.50	
Community and Regional Planning (Rural)			1.00	
Legislative vs. Quasi Judicial Decision Making			1.00	
Ethics and Conflicts of Interest			1.00	
Governing vs. Managing			1.00	
Board of Equalization Procedures			1.00	
TOTAL CREDIT HOURS			10.00	

■ Electives - Choose 12 Credit Hours

In addition to the required core curriculum listed above, all participants must choose from 12 credits of elective courses. Page seven includes possible elective courses along with detailed descriptions. Commissioner core courses may count for electives for all other elected officials.

Course Title	Event	Date	Credits	Completed
			1.00	
			1.00	
			1.00	
			1.00	
			1.00	
			1.00	
			1.00	
			1.00	
			1.00	
			1.00	
			1.00	
			1.00	
TOTAL CREDIT HOURS			12.00	