



UNIVERSITY OF
GEORGIA

Center for Continuing Education & Hotel
Carl Vinson Institute of Government

FINANCIAL MANAGEMENT TRAINING: Debt Administration

How to Contact Us:

Phone: +1-706-542-3537 or
800-811-6640 (toll free in the USA)

Email: questions@georgiacenter.uga.edu

Frequently Asked Questions

- For whom is the *Debt Administration* course designed?
- Are there any prerequisites for enrolling in *Debt Administration*?
- Can my government enroll multiple employees? Do you offer group discounts?
- Why should I complete the course?
- What do I receive when I complete *Debt Administration*?
- How long does it take to complete *Debt Administration*?
- How much time will I need to devote to study?
- Can I move about the course and study the lessons in any order or must I follow the lessons in numerical order?
- Can I enroll/purchase the lessons separately?
- Do I have to purchase the textbooks?
- Where do I go to take the final examination?
- How long do I have to take the final examination and what grade is considered passing?
- Are there previous tests available for review?
- How long does it take to learn the results of the exam?
- Can I transfer my course registration to another student?
- What is the cancellation/refund policy for individual enrollments?

For whom is the *Debt Administration* course designed?

This course is designed primarily for local governmental employees who require knowledge of debt issued by governments. The course can also serve as a continuing education activity for accounting professionals, such as CPAs.

The course also fulfills a core Level I requirement for local government employees who are enrolled in the *Local Government Finance Officer Certification Program*.

Are there any prerequisites for enrolling in *Debt Administration*?

No, there are no prerequisites for enrolling in *Debt Administration*.

Can my government enroll multiple employees? Do you offer group discounts?

Yes! Your government can enroll multiple employees. However, at this time no group discounts are offered.



UNIVERSITY OF
GEORGIA

Center for Continuing
Education & Hotel

Why should I complete the course?

By completing *Debt Administration*, you will gain knowledge and skills that will help you understand the process of issuing debt in a government. This course will familiarize you with the types of debt that governments can issue and the documents that accompany that offering; you will also learn why governments issue debt and the relationship of debt to capital improvement programs. In addition, you will learn about how bonds are rated through the bond rating agencies and how to lower your interest rates without going through the rating process.

Debt Administration meets a Level I core course requirement for local Georgia governmental employees in the *Finance Officer Certification Program*.

What do I receive when I complete *Debt Administration*?

Successful graduates of *Debt Administration* will receive 1.2 continuing education units (CEUs) from the University of Georgia. By completing this online course you will gain knowledge and skills that will help you understand the process of issuing and managing debt in a government. 12 CPE hours (1.2 CEUs) are awarded upon successful completion of the course. To meet CPE documentation requirements, University of Georgia CEU transcripts are available at any time upon written request.

How long does it take to complete each course?

One month (30 days) is allowed from the time that you register for the course. A one-month extension can be granted for a nominal fee (\$50 US).

How much time will I need to devote to study?

Former students have reported spending nearly 1.5 study hours per lesson.

Can I move about the course and study the lessons in any order or must I follow the lessons in numerical order?

You must begin with lesson 1 and progress through each lesson as presented. Your successful completion of the quiz at the conclusion of each lesson will allow you to progress (and access the online assessment tools) to the next lesson. Once you have successfully completed all of the lessons, you will have access to the final online course examination.

Can I enroll/purchase the lessons separately?

In order to earn credit for *Debt Administration* and earn your CEUs or CPE, the course must be taken in its entirety. The lessons are not sold separately.

Do I have to purchase the textbooks?

No. A link to the textbook is provided in the course. You can choose to print out the textbook or complete the reading assignment online. Everything you need is built within the online course platform.

Where do I go to take the final examinations for the course?

The final examination is a part of the online course. Once you have completed all of the lessons and exercises, you will have access to the online exam.

How long do I have to take each final examination and what grade is considered passing?

You have up to 45 minutes to take the final examination in *Debt Administration*. Once you have completed the exam, saved and submitted your answers, you will receive immediate notification of your exam grade. A passing grade of no less than 70% is required. If you do not receive a grade of 70% or higher, you are eligible to take the examination one additional time at no additional cost. The 50 questions in the timed exam are selected from a test bank and each exam is different.

Are there previous tests available for review?

Self-tests and end-of-lesson quizzes are included in the online course.

How long does it take to learn the results of each exam?

The examination results are graded online and you will receive immediate results. The University will officially notify of your course outcome within four weeks of your exam date via e-mail.

Can I transfer my course registration to another student?

During the first 10 days of your course, if you have not completed any course work (e.g., not attempt Lesson 1 quiz), you may opt for a one-time transfer of your enrollment to another student. The new student (i.e., substitute) would have up to one month from the transfer date to complete the course. A course may be transferred only once for a fee of \$50 (US). Written requests should be sent to student@georgiacenter.uga.edu.

What is the cancellation/refund policy for individual enrollments?

The Georgia Center will gladly issue full refunds for cancellations received in writing prior to the release of course access information. You may cancel your enrollment at any time during the course and receive a refund less a \$50 administrative fee, provided that you have not accessed the online course material at all.

Enroll Anytime. Register Now!

For more information about *Debt Administration*, contact us at questions@georgiacenter.uga.edu or by telephone at +1-706-583-0424.