The central mission of the University of Delaware is to cultivate both learning and the free exchange of ideas. In accordance with the University’s mission, the Institute for Public Administration (IPA) links the research and resources of the University with the management and information needs of the local, state, and regional governments in the Delaware Valley. To meet the needs of local governments, IPA offers several training programs for public officials and municipal staff. Such training programs are invaluable and meet several needs for most local governments as the training builds governance and planning capacity.

IPA currently offers three training programs that help meet the needs of local governments.

• Municipal Clerks Certificate Program
• Academy for Excellence in Local Government Leadership
• Delaware Planning Education Program

The University of Delaware is a non-discriminatory, equal opportunity, and affirmative action institution. See www.udel.edu/aboutus/legalnotices.html for detailed policy information.

Look to www.ipa.udel.edu as your primary on-line public administration resource.


**Municipal Clerks Certificate Program**

The office of Municipal Clerk is at the very hub of local governance. Municipal clerks are the historians of their communities, responsible for the recorded history of each local political entity and its people. They serve the mayor, council, and city manager and on a daily basis provide the citizens with a direct link to their government. The development and enhancement of municipal clerks’ professional skills is therefore critically important to the effective and efficient functioning of local governmental processes.

The Institute for Public Administration conducts an annual series of municipal clerks training sessions, which enrolls municipal and county staff from throughout the State of Delaware and the tidewater region of Maryland. This training is recognized by the International Institute of Municipal Clerks, and participation over a three-year cycle satisfies the educational requirements for the Certified Municipal Clerk designation.

Training topics include:
- Dispute Resolution
- Effective Leadership
- Financial Management
- Freedom of Information Act
- Interpersonal Communications
- Municipal Government
- Personnel Management
- Planning Coordination
- Purchasing
- Records Management
- Risk Management

**Academy for Excellence in Local Government Leadership**

This voluntary certificate program is an educational response to the professional needs of Delaware’s local officials. The objectives of this certificate program include the following:

- increase the understanding of local government and how it functions
- promote high ethical standards in public service
- provide a basis for more informed policy-making
- enhance the capacity of local officials to govern effectively
- recognize local officials for their voluntary educational efforts through the awarding of appropriate certification

Upon completion of a total of 24 hours of specifically directed education and training sessions within a two-year period, local officials may submit applications for certification, accompanied by appropriate evidence of attendance, to the Institute for Public Administration. Certificates in Local Government Leadership will be awarded at the regular meetings of the Delaware League of Local Governments.

These programs are on-line at [www.ipa.udel.edu/localgovt](http://www.ipa.udel.edu/localgovt).

**Delaware Planning Education Program**

Delaware’s municipalities are increasingly being asked to focus much of their attention on the state’s expected new growth and development. Municipalities must make difficult decisions that can have long-lasting impacts on the community’s character, economy, and quality. The Delaware Planning Education Program is a voluntary certificate program comprising an organized series of educational courses designed to meet the responsibilities of municipalities as partners in planning Delaware’s future. The program is offered in partnership with the Office of State Planning Coordination and the Delaware Chapter of the American Planning Association.

The program format includes regularly scheduled training with a group of core courses offered every year and a menu of “electives” offered periodically. Some training topics include:

- what is a comprehensive plan and why it is important; the legal context for planning in Delaware; the roles and responsibilities of those involved in the process; and the components of a comprehensive plan
- the variety of tools available to local governments to deal with land use and growth issues
- understanding the community’s historic pattern of development and the importance of design in the mix of local controls

These programs are on-line at [www.ipa.udel.edu/localgovt](http://www.ipa.udel.edu/localgovt).