

From: [LocGovTopics](#) on behalf of [Wade Vose](#)
To: locgovtopics@listserve.com
Subject: [Locgovtopics] Suggestions for Study Materials/Study Plan for CCLG Certification Exam
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I am planning to take the CCLG certification exam this May, and so I am attempting to compile a comprehensive list of suggested study materials for the exam, as well as any suggested tips or study plans, based on past experience. At some point I plan on compiling suggestions into a blog post or article for the benefit of other colleagues who may sit for the test in the future.

Any input or suggestions would be greatly appreciated!

Here is my list of study materials so far:

- City County and Local Govt. Cert. Review Course 2016 (Primarily printed materials)
- Florida Municipal Law Reporter for the past 4 years (I've heard the test tends to hit issues raised by recent Florida local government law cases.) http://members.flcities.com/FMAA/Publications/FMAA/Publications_Repository.aspx
- Florida Municipal Officials Manual (To fill in any fluency gaps with any part of city administration/operations one may have) <http://www.floridaleagueofcities.com/docs/default-source/Pubs/floridamunicipalofficialsmanual.pdf?sfvrsn=0>
- Florida County Government Guide (Same as above, for counties) (Only available for purchase, or to county employees) <http://factor.fl-counties.com/fl-county-government-guide>
- 2016 Local Government Financial Information Handbook (For information on each form of revenue available to a local government) <http://edr.state.fl.us/Content/local-government/reports/lgfih16.pdf>
- Local Government Formation Manual 2017-2018 <http://www.myfloridahouse.gov/Sections/Documents/loadaddoc.aspx?PublicationType=Committees&CommitteeId=2911&Session=2017&DocumentType=General%20Publications&FileName=2017-2018%20Local%20Government%20Formation%20Manual%20Final%20Pub.pdf>
- Florida Home Rule Green Book <http://floridahomerulegreenbook.com>
- Local Government Lawyers' Desk Book (Print version, updated through 2000) (I know it's not current, but I've found it to be a treasure trove of old but good cases I had never otherwise run across, many of which appear to have not made it over into the new Desk Book being developed by the Section on its website) (Available at the University of Florida Law Library)
- Florida Environmental and Land Use Law Treatise (Previously a large and expensive multivolume book set, now available for the \$20 membership fee to the ELULS Section - well worth it.) (For exam prep, focusing on land use chapters) <http://eluls.org/treatise-members/>
- 2016 Government in the Sunshine Manual [http://myfloridalegal.com/webfiles.nsf/WF/RMAS-A83N4S/\\$file/2016SunshineLawManual.pdf](http://myfloridalegal.com/webfiles.nsf/WF/RMAS-A83N4S/$file/2016SunshineLawManual.pdf)
- Fla. Jur. 2d. - Counties and Municipal Corporations
- The Florida Constitution
- The following chapters of the Florida Statutes:
 - Chapter 70. Relief From Burdens On Real Property Rights
 - Chapter 73. Eminent Domain
 - Chapter 112. Public Officers And Employees: General Provisions
 - Chapter 119. Public Records
 - Chapter 125. County Government
 - Chapter 162. County Or Municipal Code Enforcement
 - Chapter 163. Intergovernmental Programs
 - Chapter 164. Governmental Disputes
 - Chapter 165. Formation Of Local Governments
 - Chapter 166. Municipalities
 - Chapter 170. Supplemental And Alternative Method Of Making Local Municipal Improvements
 - Chapter 171. Local Government Boundaries
 - Chapter 192. Taxation: General Provisions
 - Chapter 193. Assessments
 - Chapter 194. Administrative And Judicial Review Of Property Taxes
 - Chapter 195. Property Assessment Administration And Finance
 - Chapter 196. Exemption
 - Chapter 197. Tax Collections, Sales, And Liens
 - Chapter 200. Determination Of Millage
 - Chapter 205. Local Business Taxes
 - Chapter 286. Public Business: Miscellaneous Provisions
 - Chapter 838. Bribery; Misuse Of Public Office
 - Chapter 839. Offenses By Public Officers And Employees

I am sure I am either missing a lot, or I am shooting too broadly and have too much, so any input or suggestions would be greatly appreciated!

Sincerely,

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