

PUBLIC WORKSHOP AGENDA

Florida Department of Revenue

Property Tax Oversight

January 23, 2019, 10:00 a.m., EST
Building 2, Room 1220, Capital Circle Office Complex
2450 Shumard Oak Blvd., Tallahassee, FL

This meeting is open to the public.

Agenda Topics—Wednesday, January 23, 2019

CALL TO ORDER, OPENING REMARKS, MEETING
PROCEDURES

Moderator 5 minutes

NEW BUSINESS:

Discussion of the following proposed amended rules:

All Not
Interested limited
Parties

- Rule 12-9.001, F.A.C., Definitions
- Rule 12-9.002, F.A.C., Certified Florida Property Appraiser/Certified Florida Evaluator and Certified Florida Collector/Certified Florida Collector Assistant Program
- Rule 12-9.0022, F.A.C., Course Approval Procedures
- Rule 12-9.0026, F.A.C., Registration
- Rule 12-9.003, F.A.C., Qualifications
- Rule 12-9.004, F.A.C., Application for Certification
- Rule 12-9.0055, F.A.C., Fees
- Rule 12-9.006, F.A.C., Certification
- Rule 12-9.007, F.A.C., Recertification
- Rule 12-9.0077, F.A.C., Reinstatement
- Rule 12-9.008, F.A.C., Hearing on Certification Application and Expiration

- Rule 12D-16.002, F.A.C., Index to Forms
 - DR-410, Application for Florida Professional Certification
 - DR-410ACL, Approved Course List
 - DR-410CE, Application for Approval of Course or Continuing Education Credit Hours
 - DR-410E, Course Enrollment Form

- DR-516, Application for Certified Florida Appraiser (repealed)
- DR-516E, Application for Certified Florida Evaluator (repealed)
- DR-591, Application for Certified Cadastralis of Florida (repealed)

CLOSING COMMENTS

Moderator 5 minutes

Handouts: The meeting agenda and draft rule text are on the Department's website at <http://floridarevenue.com/rules>.

Please submit comments and questions regarding this meeting to DORPTO@floridarevenue.com.

Instructions for Attending

You can join this meeting by:

- Attending in person or
- Using your computer for a Webinar broadcast (a “virtual meeting”).
 - To attend the virtual meeting, you must register on the Internet before the meeting. Register with the following link before the meeting:
<https://attendee.gotowebinar.com/register/8157047363991046402>.
 - Enter your name and contact information and click Register at the bottom of the screen.
 - Once you register, a link with instructions to attend the meeting will be sent to the email address you provided. Your registration ID link is unique to your email address.
 - **IMPORTANT:** Save this email electronically. The link is complex. If you save the email, you can open it and click on the link on the day of the meeting.
 - To register additional attendees, complete a separate registration at the link above.
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 1. Telephone with AUDIO PIN allows you to speak at the meeting. (All calls are muted. If you want to ask a question or make a comment, email your request to DORPTO@floridarevenue.com and wait your turn to speak.)
 2. Telephone with NO AUDIO PIN – Listen Only. Email your questions or comments to DORPTO@floridarevenue.com. In the subject line, use “January 23, 2019 PTO Workshop.” All emails will be read aloud and entered into the transcript.
 3. A computer with microphone and speakers allows you to speak at the meeting. Raise your hand using the Webinar Control and wait your turn.

For Technical Support:

If you have problems accessing the registration, contact Anthony Jackson by email at Anthony.Jackson@floridarevenue.com or by phone at 850-617-8878.

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STATE OF FLORIDA
DEPARTMENT OF REVENUE
PROPERTY TAX OVERSIGHT PROGRAM
CHAPTER 12-9, FLORIDA ADMINISTRATIVE CODE
CERTIFIED FLORIDA PROPERTY APPRAISER AND CERTIFIED FLORIDA TAX
COLLECTOR PROGRAM
CREATING RULES 12-9.0022, 12-9.0026, AND 12-9.0077
AMENDING RULES 12-9.001, 12-9.002, 12-9.003, 12-9.004, 12-9.0055, 12-9.006,
AND 12-9.007
REPEALING RULE 12-9.008

Note: Rule 12-9.001 will be renumbered as 12D-19.011.

12-9.001 Definitions.

The following definitions shall apply to this chapter:

(1) Official or officials: Individuals who are elected or appointed to the offices of county tax collector or county property appraiser in the State of Florida.

(2) Applicant: Individuals who apply for certification as a ~~the designation of~~ Certified Florida Appraiser, Certified Florida Evaluator, Certified Florida Collector, ~~or~~ Certified Florida Collector Assistant, or Certified Cadastralist of Florida.

(3) Department: The Department of Revenue.

~~(4) Chairman: The individual who conducts the admissions and certifications committee meetings, and is a member of said committees.~~

~~(4)(5)~~ Professional designee: An elected or appointed official, an employee of such official or

an employee of the Department who has met the requirements for certification as set forth in these rules.

~~(5)(6)~~ Executive Director: The Executive Director of the Department of Revenue of Florida.

~~(7) State Associations: The Property Appraisers' Association of Florida, Inc., Florida Association of Property Appraisers, Inc., and Florida Tax Collectors, Inc.~~

~~(6)(8)~~ Calendar Year: From January 1 to December 31.

~~(9) Committees: The Admissions and Certifications Committees for Certified Florida Appraisers/Certified Florida Evaluators and Certified Florida Collectors/Certified Florida Collector Assistants.~~

~~(10) Committee Members: Officials who serve on either Admissions and Certifications Committee. Committee members who are property appraisers or tax collectors shall hold the designation of Certified Florida Appraiser or Certified Florida Collector.~~

~~(7)(11) Approved Course or Workshop: Any courses, seminars, or workshops approved by the Department Executive Director, or the Executive Director's designee, for credit application towards certification, or recertification, or reinstatement. Courses listed on Form DR-410ACL or approved under the criteria and procedures described in Rule 12-9.0022, F.A.C., are approved courses. Courses, seminars, and workshops will be approved based upon content which will impart expertise in the area of tax administration, assessment, and collection in Florida.~~

~~(8)(12) Governmental Employment: Employment with a Florida county property appraiser, Florida county tax collector, or the Florida Department of Revenue.~~

~~(9) Department Sponsored: In reference to approved courses, those courses for which the Department sets the agenda, arranges presenters or space or collects tuition.~~

Rulemaking Authority 195.027(1), ~~195.002(2)~~, 213.06(1) FS. Law Implemented 145.10, 145.11,

195.002, 213.05 FS. History—New 4-2-81, Formerly 12-9.01, Amended 4-11-89, 12-30-97, xx-xx-xx.

Note: Rule 12-9.002 will be renumbered as 12D-19.012.

12-9.002 Certified Florida ~~Property~~ Appraiser/Certified Florida Evaluator, ~~and~~ Certified Florida Collector/Certified Florida Collector Assistant, and Certified Cadastralist of Florida Program.

(1) A Certified Florida Appraiser/Certified Florida Evaluator, ~~and~~ Certified Florida Collector/Certified Florida Collector Assistant, and Certified Cadastralist of Florida program shall be established and maintained by the Department from its central office at Tallahassee, Florida. The administration of this program shall be the responsibility of the Department.

(2) The five certifications are:

(a) Certified Florida Collector (CFC)

(b) Certified Florida Collector Assistant (CFCA)

(c) Certified Florida Appraiser (CFA)

(d) Certified Florida Evaluator (CFE)

(e) Certified Cadastralist of Florida (CCF)

(3)(a) The CFA certification is reserved solely for elected or appointed property appraisers.

(b) The CFC certification is reserved solely for elected or appointed tax collectors.

(c) The CFCA certification is available to employees of Florida county tax collectors and the Department of Revenue.

(d) The CFE and CCF certifications are available to employees of Florida county property appraisers and the Department of Revenue.

~~The Executive Director, or the Executive Director's designee, shall appoint two Admissions and Certifications Committees. One committee will administer the certification of persons as "Certified Florida Appraisers" and "Certified Florida Evaluators". Another committee will administer the certification of persons as "Certified Florida Collectors" and "Certified Florida Collector Assistants." The Executive Director, or the Executive Director's designee, shall serve as permanent chairman. The Executive Director, or the Executive Director's designee, shall appoint nine members to each committee, one of whom shall be the president of the members' state association. Members of the committees will be appointed for 3 year terms, except for the presidents of The Florida Tax Collectors, Inc., Florida Association of Property Appraisers, Inc., and The Property Appraisers' Association of Florida, Inc., who shall serve a 1 year term concurrent with their term as president. All members shall serve at the pleasure of the Executive Director, or the Executive Director's designee.~~

~~(3) The Department will publish an informational booklet or guide about the program presenting these rules, applicable forms, and approved courses.~~

~~Five members shall constitute a quorum. No official action shall be taken without a quorum. The committees shall meet at the call of the chairman. The chairman shall appoint a permanent secretary to maintain records of actions of the committees and to keep other official records pertaining to the certification program.~~

~~(4) The duties of the committees shall be:~~

~~(a) To screen all applicants for certification; and,~~

~~(b) To recommend to the Department applicants who qualify for the professional designations.~~

Rulemaking Authority 195.027(1), 195.002(2), 213.06(1) FS. Law Implemented 145.10, 145.11,

195.002, 213.05 FS. History–New 4-2-81, Formerly 12-9.02, Amended 4-11-89, 12-19-89, 12-30-97, 4-5-16, xx-xx-xx.

Note: Rule 12-9.0022 will be renumbered as 12D-19.013.

12-9.0022 Course Approval Procedures.

(1) Any courses, seminars, or workshops approved by the Department for credit towards certification, recertification, or reinstatement must be approved by the Department before the course is taken through one of the two methods provided in paragraphs (a) and (b). The courses must impart expertise in one of the following areas, as it relates to the professional designation of the requesting individual: professionally accepted appraisal practices, appropriate appraisal methodologies, tax administration, assessment, cadastral mapping, or collection in Florida.

(a) Courses which have been determined to meet the requirements of the applicable program and can be used for certification, recertification, or reinstatement without individual prior approval from the Department are adopted in Form DR-410ACL, Approved Course List, which is incorporated by reference in Rule 12D-16.002, F.A.C. Courses become approved courses when Form DR-410ACL that lists them is adopted and becomes effective.

(b)1. Courses, seminars, and workshops not found Form DR-410ACL will be approved for each program for recertification or reinstatement on a case-by-case basis by the Department’s training staff, and such determination will be contingent upon documentation showing that the proposed course will impart expertise in the relevant field.

a. For CFC and CFCA certifications, continuing education courses must address topics within the following areas as they relate specifically to the functions of tax collectors:

1. Duties and role of tax collectors.

2. Duties and role of the Department of Revenue.

3. Duties and roles of state agencies for which tax collectors serve as an agent.

4. State or federal tax law.

5. Management of technology information systems.

6. Office management and personnel training as it relates to tax collector offices.

7. Public administration.

b. For CFA and CFE certifications, continuing education courses must address topics within the following areas as they relate specifically to the functions of property appraisers:

1. Duties and role of property appraisers.

2. Duties and role of the Department of Revenue.

3. State or federal appraisal law, including professionally accepted appraisal practices and appropriate appraisal methodologies.

4. Management of technology information systems.

5. Office management and personnel training as it relates to property appraiser offices.

6. Public administration.

c. For CCF certification, continuing education courses must relate directly to cadastral mapping topics.

(2)(a) To obtain approval of a course not currently approved by the Department under the approval criteria of subsection (1), a person shall submit a detailed written description of the proposed course including course content, an agenda if available, number of hours of instruction and instructor's qualifications, to the Department at least 30 days prior to the beginning of the course, using Form DR-410CE, Application for Approval of Course or Continuing Education Credit Hours, incorporated by reference in Rule 12D-16.002, F.A.C.

(b) The agenda or course description submitted must show quantifiable subject matter. Starting and ending times must be listed for each topic to be assigned hours, and break and meal times must be included. Continuing education hours are awarded on an hour per 50 minutes of classroom time basis, unless otherwise specified by the course provider.

(c) The Department will notify the requestor by sending Form DR-410CE with appropriate notations.

(3) The Department will sponsor workshops designed to assist professional designees to perform duties on the local county level more effectively. Topics will be determined directly from feedback and will be announced via email and posted on the Department's Certification and Training website at <http://floridarevenue.com/dor/property/training/> no less than sixty days prior to the course start date. These continuing education workshops will include 4 hours of ethics training as required by Section 112.3142, F.S.

Rulemaking Authority 195.027(1), 213.06(1) FS. Law Implemented 145.10, 145.11, 195.002, 213.05 FS. History—New xx-xx-xx.

Note: Rule 12-9.0026 will be renumbered as 12D-19.014.

12-9.0026 Registration for Department Sponsored Courses.

(1)(a) Courses will be announced at least 60 days prior to the course start date via email. After the Department announces a course, registration is open as space is available. Registrants must send the enrollment form and tuition to the Department. The Department prescribes Form DR-410E, Course Enrollment Form (incorporated by reference in Rule 12D-16.002, F.A.C.). This form is available on the Department's Certification and Training website at <http://floridarevenue.com/dor/property/training/>.

(b)1. Completed registration forms with payment attached should be sent to:

Property Tax Oversight Program

Attn: Certification & Training Team

Post Office Box 3294

Tallahassee, Florida 32315-3294

2. Alternatively, participants may register on the Department's website, using the Online Registration and Payment Portal at <https://taxapps.floridarevenue.com/ptoregpublic/>.

(c) Persons desiring to register are encouraged to send the registration material as early as possible. Registrations should be received three weeks before the course starts to assure timely processing. Classes are filled on a first come, first serve basis, once the registration request and payment are received. Purchase orders and facsimile requests will be processed at the time payment is received. To assure timely processing, registrations sent less than two weeks before the start date should be emailed to the Property Tax Oversight Program Training Team at PTOTraining@floridarevenue.com, to determine if space is available. Course registrations cannot be accepted the week before the course starts. Student and course substitutions requested in writing will be accepted up to one week before the class.

(d) Registration is open to all interested parties on a space available basis. The registration process for external individuals is the same as those working for the property appraiser, tax collector, or Florida Department of Revenue.

(2) Registrants must request cancellation of their attendance at any Department-sponsored course by sending an email to PTOTraining@floridarevenue.com :

(3) Portions of application, certification, and registration fees shall be refunded upon a determination by the Department that the State is not entitled to the fees or that only a portion of

the resources have been expended in the processing of the application, certification, or registration.

To apply for a refund, the registrant must submit a completed Form DFS-AA-4, State of Florida, Department of Financial Services, Application for Refund (incorporated by reference in Rule 69I-44.020, F.A.C.). and proof of payment to the Department at the address listed in subsection (1). Form DFS-AA-4 is available at <http://floridarevenue.com/dor/property/training/>. The Department will not issue course credit instead of a refund.

(4) The Department will cancel any course for which the Department deems the number of students enrolled to be insufficient to adequately cover the costs of course administration or for which the Department cannot secure an instructor. Students affected by course cancellations will receive email notification at least ten business days before the scheduled course start date and may apply for a refund or opt to transfer course registration to another course in that program.
Rulemaking Authority 195.027(1), 213.06(1) FS. Law Implemented 145.10, 145.11, 195.002, 213.05 FS. History—New xx-xx-xx.

Note: Rule 12-9.003 will be renumbered as 12D-19.015.

12-9.003 Qualifications.

(1) In order to qualify for any of the certifications ~~professional designations~~, an applicant must have at least 2 years experience in a Florida property appraiser's office, a Florida tax collector's office, or with the Department. Provided, however, to qualify for the special qualification salary, ~~elected~~ officials must meet all certification requirements set forth in these rules within 4 years after taking office. A person who is a Certified Florida Evaluator or a Certified Florida Collector Assistant upon being appointed or elected to office will be recognized

as a Certified Florida Appraiser or Certified Florida Collector upon taking office. Any outstanding unmet recertification or reinstatement requirements for the CFE or CFCA shall apply to such person.

(2) Applicants for a certification as a Certified Florida Appraiser, Certified Florida Evaluator, Certified Florida Collector, or Certified Florida Collector Assistant must attend a minimum of 120 hours of approved courses and pass properly monitored ~~written~~ examinations. Applicants for a certification as a Certified Cadastralist of Florida must attend a minimum of 150 hours of approved courses and pass properly monitored examinations. The 120 hours need not be continuous, but may be divided into 15 to 30 hour courses. Courses approved for certification are listed in Form DR-410ACL, Approved Course List, which is incorporated by reference in Rule 12D-16.002, F.A.C.

(3) The tax collector's qualifying courses curriculum must be listed in Form DR-410ACL, Approved Course List, include approved course work as follows:

- (a) Duties and Responsibilities of Florida Tax Collectors totaling 30 hours; and,
- (b) Approved elective courses totaling 90 hours with properly monitored examinations.

(4) The property appraiser's qualifying courses, ~~as approved under subsection 12-9.001(11), F.A.C.,~~ must be listed in Form DR-410ACL, Approved Course List, include four courses as follows:

(a) A 30-hour course which includes instruction and examination on basic appraisal principles, types of value, and economic principles pertaining to the valuation of real property Fundamentals of Real Property Appraisal (International Association of Assessing Officers Course 101, or an approved course substitute);

- (b) A 30-hour course which includes instruction and examination that provides a working

knowledge of procedures and methods regarding approaches to value and economic principles
Income Approach to Valuation (International Association of Assessing Officers Course 102), or
an approved course substitute; and,

(c) An additional 60 hours of Two other approved elective courses, to make up the remaining
hours under subsection (2).

(5) The qualifying courses for a Certified Cadastralist of Florida certification must be listed
in Form DR-410ACL, Approved Course List, as follows:

(a) A 30-hour course which includes instruction and examination on mathematic principles
for cadastral mappers;

(b) A 30-hour course which includes instruction and examination on the Public Land Survey
System for cadastral mappers;

(c) A 30-hour course which includes instruction and examination on real property
descriptions;

(d) A 30-hour course which includes instruction and examination on basic map compilation;
and

(e) One 30-hour elective course which includes instruction and examination on principles,
techniques, or applications of cadastral mapping.

(6)(5) To receive credit for the above education requirements, applicants must be present in
the classroom during all instructional hours and pass the required examination. However, an An
applicant who wishes to qualify for an initial certification may challenge an examination and
receive credit for the this course and course hours without taking the course provided that the
applicant makes a passing grade as determined by the course provider. The applicant must
provide documentation of passing the examination in the form of a certificate of completion or

~~other documentation from the course provider. by making application to the secretary and obtaining approval by the chairman to sit for the examination. The chairman may appoint proctors.~~

Rulemaking Authority 195.027(1), ~~195.002(2)~~, 213.06(1) FS. Law Implemented 145.10, 145.11, 195.002, 213.05 FS. History—New 4-2-81, Formerly 12-9.03, Amended 4-11-89, 12-19-89, 12-30-97, 1-2-01, xx-xx-xx.

Note: Rule 12-9.004 will be renumbered as 12D-19.016

12-9.004 Application for Certification.

(1) An applicant for certification shall provide the Department the following:

(a) A completed application form for certification (provided by the Department). The Department prescribes Form DR-410, Application for Florida Professional Certification, ~~Application for Certified Florida Collector or Certified Florida Collector Assistant Form DR-516~~ ~~Application for Certified Florida Appraiser or Certified Florida Evaluator~~, which is ~~forms are~~ hereby incorporated by reference in Rule 12D-16.002, F.A.C., as the form ~~forms~~ to be used for the purposes of this rule chapter. Form DR-410 is available at <http://floridarevenue.com/dor/property/training/>. ~~Copies of these forms may be obtained without cost by written request directed to the Department of Revenue, Post Office Box 3000, Tallahassee, Florida 32315-3000.~~

(b) The originals or copies of certificates or other documents, course transcripts and current related professional licenses showing satisfactory completion of the required, ~~committee approved~~ courses as set forth in these rules; and,

(c) Certification fee in an amount set as referenced in Rule 12-9.0055, F.A.C.

(2) The Department will not approve a certification unless these provisions are met.

~~(2) Upon the committee's review of an application for certification, a majority vote of the members present is required to approve an application. The chairman shall cast the deciding vote in the case of a tie.~~

~~(3) The chairman's duties shall be:~~

~~(a) To set an agenda for each committee meeting;~~

~~(b) To call meetings based on need and notify members and give any public notice date, time and location;~~

~~(c) To call all meetings to order and maintain proper parliamentary procedures;~~

~~(d) To distribute minutes of prior meetings;~~

~~(e) To prepare applicant files with summaries; and,~~

~~(f) To perform any other duties for the administration and operation of the educational programs.~~

Rulemaking Authority 195.027(1), ~~195.002(2)~~, 213.06(1) FS. Law Implemented 145.10, 145.11, 195.002, 195.087(4), 213.05 FS. History—New 4-2-81, Formerly 12-9.04, Amended 4-11-89, 12-30-97, xx-xx-xx.

Note: Rule 12-9.0055 will be renumbered as 12D-19.017.

12-9.0055 Fees.

(1) An applicant for certification will not be eligible for consideration by the Department a committee until the certification fee is paid. Recertification fees are due January 1 of each year and are delinquent April 1. Certification and recertification fees shall be set as follows:

(a) All applicants shall pay an initial certification fee of \$25.00.

(b) All Certified Florida Appraisers, Certified Florida Collectors, Certified Florida Collector Assistants, ~~and Certified Florida Evaluators,~~ and Certified Cadastralists of Florida shall pay an annual recertification fee of \$5.00.

(c) All persons seeking reinstatement of a certification shall pay a reinstatement fee of \$5.00.

(2) The Department will determine the cost of tuition annually to ensure the Certification Program Trust Fund has sufficient funds to pay for program expenses. The Department will provide tuition information by March 1 for the next county fiscal year on the Property Tax Oversight Certification and Training webpage at <http://floridarevenue.com/dor/property/training/>.

(3) All fees shall be submitted to the Department either online or by mail.

(a) Online payment may be made through the Online Registration and Payment Portal, found at <https://taxapps.floridarevenue.com/ptoregpublic/>.

(b) Mailed payments should include a check made payable to the Florida Department of Revenue, and may be sent to the following address:

Property Tax Oversight Program

Attn: Certification & Training Team

Post Office Box 3294

Tallahassee, Florida 32315-3294

(4)(2) The Department ~~department shall select a treasurer for each committee who shall be a department employee and who~~ shall be responsible for the collection and deposit of monies and for the custody of the tangible assets accruing from the program. Such monies shall be deposited into and disbursed from the Certification Program Trust Fund in the State Treasury which shall contain such separate school accounts and program accounts as are required by Section

195.002(2), F.S. The Department ~~department~~ may incur expenses enumerated in Section 195.002(2), F.S., and shall authorize disbursements from the trust fund in the manner provided by law.

Rulemaking Authority 195.027(1), ~~195.002(2)~~, 213.06(1) FS. Law Implemented 145.10, 145.11, 195.002, 195.087(4), 213.05 FS. History—New 4-11-89, Amended 12-19-89, 10-30-91, 12-30-97, xx-xx-xx.

Note: Rule 12-9.006 will be renumbered as 12D-19.018.

12-9.006 Certification.

(1) No certification shall be issued by the Department ~~approved~~ until the provisions of Rule 12-9.004, F.A.C., are satisfied. ~~appropriate committee has recommended certification. The minutes of the meeting of the appropriate committee wherein a majority of the members present approved an application for certification or signatures of a majority of the members of a committee shall serve as evidence of approval.~~

(2) In order to prorate the special qualification salary for property appraisers and tax collectors, the certification date shall begin the first day of the month following the date the last educational or other requirement for certification was met. Employees are qualified for certification ~~may be certified~~ as of the first day of the month following the date the last educational or other requirement for certification was met. Employees of property appraisers and tax collectors are eligible for a special salary only at the lawful discretion of the official of that county ~~several officials or counties~~.

(3) After a complete application is approved by the Department, the Department ~~the Executive Director, or the Executive Director's designee, is notified by a committee of the~~

~~approval of a certification of an applicant, the secretary shall mail such person a certificate of accomplishment and a membership card in a format prescribed by the Department, Executive Director, or the Executive Director's designee. In addition, each professional designee will be issued a pin composed of the Great Seal of the State of Florida, with certification wording and the initials of the designation on the periphery of the state seal.~~

Rulemaking Authority 195.027(1), 195.002(2), 213.06(1) FS. Law Implemented 145.10, 145.11, 195.002, 213.05 FS. History—New 4-2-81, Formerly 12-9.06, Amended 4-11-89, 12-30-97, xx-xx-xx.

Note: Rule 12-9.007 will be renumbered as 12D-19.019.

12-9.007 Recertification.

(1) To be recertified, Certified Florida Appraisers, Certified Florida Evaluators, Certified Cadastralists of Florida, and Certified Florida Collectors, and Certified Florida Collector Assistants must satisfactorily complete a minimum of 24 hours of ~~instruction~~ approved courses that meet the criteria of Rule 12-9.0022(1), F.A.C., as described in subsection 12-9.007(11), F.A.C., each calendar year and pay a recertification fee, as specified in Rule 12-9.0055(1)(b), F.A.C. Professional designees applying for recertification shall report approved courses taken to the Department using Form DR-410, Application for Florida Professional Certification (incorporated by reference in Rule 12D-16.002, F.A.C.). Certification automatically becomes inactive and expires if recertification is not maintained timely. Other professional designees employed as a by counties may be required to maintain recertification at the discretion of the several officials or counties.

(2) Professional designees are exempted from the ~~24-hour~~ recertification course hours

requirement and recertification fee for the calendar year ~~for in~~ which the certification is obtained.

(3)(a) To obtain approval of a recertification course not currently approved ~~sponsored~~ by the Department under the criteria of Rule 12-9.0022(1), F.A.C., a professional designee shall submit a detailed written description of the proposed course including course content, an agenda if available, number of hours of instruction and instructor's qualifications, to the Department chairman at least 30 days prior to the beginning of the course, ~~seminar or workshop~~ as provided in Rule 12-9.0022, F.A.C.

(b) An applicant for recertification education hours may not challenge an examination.

(4) If a professional designee fails to meet recertification requirements set forth in subsection (1) above, within the prescribed time, that professional designee's certification shall expire. Officials whose certifications expire shall be ineligible to receive the special qualifications salary provided in Sections 145.10 and 145.11, F.S. Such ineligibility shall continue until the official is reinstated as provided in these rules.

(5) When a certified official has become ineligible to receive the special qualifications salary by failure to meet recertification requirements, the Department shall notify the official by sending a written notice of the reason for such ineligibility ~~together with notice of the official's right of review under Rule 12-9.008, F.A.C.~~ The Department shall notify the appropriate disbursement office of such ineligibility. That office shall withhold the prorated portion of the annual \$2,000 salary supplement until certification is reinstated as provided in these rules.

(6) Where a certified official has become ineligible to receive the special qualifications salary and continues to draw such compensation, the official shall be liable for full restitution and subject to appropriate legal action.

~~(7) Once a professional designee's certification has expired, that professional fulfills the~~

~~recertification requirements in subsection (1) above, makes written application for reinstatement to the appropriate committee, and receives approval for reinstatement from the committee and Executive Director, or the Executive Director's designee. Application for reinstatement shall be considered by the committee at its next meeting.~~

~~(7)(8)~~ Certification shall be conditional upon a professional designee's governmental employment, and certification shall expire automatically without notice to the holder when a professional designee leaves governmental employment. If the person leaves governmental employment for a length of time that causes the person to miss a recertification requirement, the person must follow the reinstatement procedure in order to be recertified. If a person regains governmental employment and thereafter meets the recertification requirements, the person need not follow the reinstatement procedure. Each property appraiser and tax collector shall notify the Department chairman when a professional designee within the office leaves governmental employment.

~~(8)(9)~~ Upon written application and proof that the property appraiser has 20 years of service, the Executive Director may grant an annual waiver of the recertification requirements for any property appraiser who has reached 60 years of age.

~~(9)(10)~~ The Department shall maintain records of courses, attendance, dates, courses/~~workshops~~, approval dates, hours of courses/~~workshops~~, and all other information for the purpose of maintaining current records on all professional designees' certified officials' continuing education status accomplishments.

Rulemaking Authority 195.027(1), 195.002(2), 213.06(1) FS. Law Implemented 145.10, 145.11, 195.002, 213.05 FS. History—New 4-2-81, Formerly 12-9.07, Amended 4-11-89, 12-30-97, xx-xx-xx.

Note: Rule 12-9.0077 will be renumbered as 12D-19.020.

12-9.0077 Reinstatement.

(1) Once a professional designee's certification has expired, that person may make application for reinstatement to the Department. The process to obtain approval of a reinstatement course not currently approved by the Department under the criteria of Rule 12-9.0022(1), F.A.C., is the same as described in Rules 12-9.007(3)(a) and 12-9.0022(2), F.A.C. for a recertification course. The requirements for reinstatement are:

(a) Property appraisers and their staff must complete a 30-hour course in the Fundamentals of Mass Appraisal or a similar course that meets the criteria of Rule 12-9.0022(1), F.A.C., and pass the written examination.

(b) Tax collectors and their staff must complete 24 hours of continuing education courses that meet the criteria of Rule 12-9.0022(1), F.A.C.

(c) Individuals seeking reinstatement as a Certified Cadastralist of Florida must complete a 30-hour course, of principles and techniques or methods and applications of cadastral mapping, that meets the criteria of Rule 12-9.0022(1), F.A.C., and pass the written examination.

(d) Submit a completed Form DR-410, Application for Florida Professional Certification, (incorporated by reference in Rule 12D-16.002, F.A.C.) to the Department, and

(e) Include a copy of previous certification.

(f) Pay a reinstatement fee set forth in Rule 12-9.0055(1)(c), F.A.C.

(2) Reinstatement is effective the first day of the month after the requirements of subsection (1) have been satisfied.

Rulemaking Authority 195.027(1), 213.06(1) FS. Law Implemented 145.10, 145.11, 195.002, 213.05 FS. History—New xx-xx-xx.

12-9.008 Hearing on Certification Application and Expiration. (Repealed)

~~(1) In the event an application or reinstatement is not approved or if a certification expires or is withdrawn, the affected individual may request a hearing pursuant to Section 120.57, F.S. Such a request shall be in writing filed with the chairman and the General Counsel of the Department of Revenue within 10 working days of receipt of notice.~~

~~(2) A hearing officer shall be appointed pursuant to Section 120.57, F.S.~~

~~(3) Further proceedings shall be governed by Chapter 120, F.S., and Chapter 28-106, F.A.C. Rulemaking Authority 195.002(2), 213.06(1) FS. Law Implemented 120.57, 145.10, 145.11, 195.002 FS. History—New 4-2-81, Formerly 12-9.08, Amended 4-11-89, Repealed xx-xx-xx.~~

STATE OF FLORIDA
DEPARTMENT OF REVENUE
PROPERTY TAX OVERSIGHT PROGRAM
CHAPTER 12D-16, FLORIDA ADMINISTRATIVE CODE
ADMINISTRATION OF FORMS
AMENDING RULE 12D-16.002

12D-16.002 Index to Forms.

(1) The following paragraphs list the forms adopted by the Department of Revenue. A copy of these forms may be obtained from the Department’s website at <http://floridarevenue.com/property/>, or by writing to: Property Tax Oversight Program, Department of Revenue, Post Office Box 3000, Tallahassee, Florida 32315-3000. The Department of Revenue adopts, and incorporates by reference in this rule, the following forms and instructions:

	Form Number	Form Title	Effective Date
(2)	through (9)(b)	No Change.	
(c)	DR-410	Application for Certified Florida <u>Professional Certification</u>	<u>xx/xx</u>
		Collector or Certified Florida Collector Assistant (r. 3/08)	<u>11/12</u>
		https://www.flrules.org/Gateway/reference.asp?No=Ref-____01746	
(d)	<u>DR-410ACL</u>	<u>Approved Course List</u>	<u>xx/xx</u>
		https://www.flrules.org/Gateway/reference.asp?No=Ref-____	

- (e) DR-410CE Application for Approval of Course or Continuing Education Credit Hours xx/xx
<https://www.flrules.org/Gateway/reference.asp?No=Ref->

- (f) DR-410E Course Enrollment Form xx/xx
<https://www.flrules.org/Gateway/reference.asp?No=Ref->

- (10) through (48)(b) No Change.
- (e) ~~DR-516~~ ~~Application for Certified Florida Appraiser (r. 3/08)~~ 11/12
<https://www.flrules.org/Gateway/reference.asp?No=Ref-01804>
- (d) ~~DR-516E~~ ~~Application for Certified Florida Evaluator (r. 3/08)~~ 11/12
<https://www.flrules.org/Gateway/reference.asp?No=Ref-01805>
- (c) (e) DR-517 No change.
- (49) through (58) No Change.
- (59) ~~DR-591~~ ~~Application for Certified Cadastralist of Florida (r. 3/08)~~ 11/12
<https://www.flrules.org/Gateway/reference.asp?No=Ref-01814>
- (59)(60) DR-592 No change.
- (60) DR-593 No change.
- (61)(a)
- (b) DR-593A No change.

Rulemaking Authority 195.027(1), 213.06(1) FS. Law Implemented 92.525, 95.18, 136.03, 192.001(18), 192.0105, 193.052, 193.077, 193.085, 193.092, 193.114, 193.122, 193.155, 193.1554, 193.1555, 193.1556, 193.461, 193.501, 193.503, 193.625, 193.703, 194.011, 194.032, 194.034, 194.035, 194.037, 195.002, 195.022, 195.087, 196.011, 196.015, 196.031, 196.075, 196.095, 196.101, 196.121, 196.141, 196.151, 196.173, 196.183, 196.193, 196.1961, 196.1983, 196.1995, 196.202, 196.24, 196.26, 197.182, 197.222, 197.2423, 197.2425, 197.3632, 197.3635, 197.414, 197.432, 197.472, 197.502, 197.512, 197.552, 200.065, 200.069, 213.05, 218.12, 218.125, 218.135, 218.66, 218.67 FS. History–New 10-12-76, Amended 4-11-80, 9-17-80, 5-17-81, 1-18-82, 4-29-82, Formerly 12D-16.02, Amended 12-26-88, 1-9-92, 12-10-92, 1-11-94, 12-27-94, 12-28-95, 12-25-96, 12-30-97, 12-31-98, 2-3-00, 1-9-01, 12-27-01, 1-20-03, 1-26-04, 12-30-04, 1-16-06, 10-2-07, 3-30-10, 11-1-12, 9-10-15, 4-5-16, 6-14-16, 1-9-17, 9-19-17, 1-17-18, 4-10-18, 9-17-18, xx-xx-xx.



APPLICATION FOR FLORIDA PROFESSIONAL CERTIFICATION

Property Tax Oversight (PTO) Certification and Training

DR-410
Rule 12D-16.002, F.A.C.
Effective xx/xx

Complete and submit this form with copies of course certificates.
Send to the PTO Certification and Training team at the address at the bottom of the page.

APPLICANT INFORMATION			
<input type="checkbox"/> New certification (Enclose \$25 certification fee)	<input type="checkbox"/> Recertification (Enclose \$5 recertification fee)	<input type="checkbox"/> Reinstatement of certification. Include copy of previous certification (Enclose \$5 reinstatement fee)	
Full name (as you would like it to appear on the certificate)			
Business email address		Business phone number	
Job title			
Employed by			
I have completed the required hours of approved courses and passed any examinations for the certification/recertification/reinstatement for which I am applying. I am applying for:			
<input type="checkbox"/> Certified Florida Appraiser <input type="checkbox"/> Certified Florida Collector	<input type="checkbox"/> Certified Florida Evaluator Florida <input type="checkbox"/> Certified Florida Collector Assistant	<input type="checkbox"/> Certified Cadastralist of Florida	
LIST AT LEAST TWO YEARS EXPERIENCE IN A FLORIDA PROPERTY APPRAISER'S OFFICE, FLORIDA TAX COLLECTOR'S OFFICE, AND/OR THE FLORIDA DEPARTMENT OF REVENUE.			
Name of Employer:			
Your Title:		Dates of Employment:	
Name of Employer:			
Your Title:		Dates of Employment:	
COURSES SUCCESSFULLY COMPLETED (Add separate sheet if necessary.)			
List courses completed for the certification and enclose copies of the certificates of completion.			
Course	Hours	Course	Hours
APPLICANT SIGNATURE			
I am requesting approval for Florida professional certification. I certify all information on this form and any attached statements, schedules, etc., are true and correct to the best of my knowledge.			
Signature		Date	
SIGNATURE OF PROPERTY APPRAISER, TAX COLLECTOR, PROGRAM DIRECTOR OR DESIGNEE			
Signature		Date	
Printed name		Title	

Return this form and copies of certificates of completion to:

Property Tax Oversight
ATTN: Certification and Training
P.O. Box 3294
Tallahassee, FL 32315-3294

Or email to: PTOtraining@floridarevenue.com



**APPLICATION FOR CERTIFIED FLORIDA
PROFESSIONAL CERTIFICATION Collector
or Certified Florida Collector Assistant**

DR-410
R-03/08
Rule 12D-16.002, F.A.C.
Florida Administrative Code
Effective Eff. xx/xx/11/12

Property Tax Oversight (PTO) Program Certification and Training

James McAdams

Chairman

Admissions Committee

Property Tax Oversight

Training Section

Post Office Box 3294

Tallahassee FL 32315-3294

\$25 fee must be enclosed for application to be processed

(Make checks payable to Florida Department of Revenue)

Florida Department of Revenue

Applications must have the signature of the Program Director,
Tax Collector (or designee) below.

Signature

Title

Complete and submit this form with copies of course certificates.
Send to the PTO Certification and Training team at the address at the bottom of the page.

APPLICANT INFORMATION (\$25 fee must be enclosed for application to be processed.)

<input type="checkbox"/> New certification (Enclose \$25 certification fee)	<input type="checkbox"/> Recertification (Enclose \$5 recertification fee)	<input type="checkbox"/> Reinstatement of certification Include copy of previous certification (Enclose \$5 reinstatement fee)
--	---	--

Full name (as you would like it to appear on the certificate)

Business email address	Business phone number
------------------------	-----------------------

Job title

Employed by

I have completed the required hours of approved courses and passed any examinations for the certification/recertification/reinstatement for which I am applying. I am applying for:

<input type="checkbox"/> Certified Florida Appraiser	<input type="checkbox"/> Certified Florida Evaluator	<input type="checkbox"/> Certified Cadastralist of Florida
<input type="checkbox"/> Certified Florida Collector	<input type="checkbox"/> Certified Florida Collector Assistant	

LIST AT LEAST TWO YEARS EXPERIENCE IN A FLORIDA PROPERTY APPRAISER'S OFFICE, FLORIDA TAX COLLECTOR'S OFFICE, AND/OR THE FLORIDA DEPARTMENT OF REVENUE.

Name of Employer:

Your Title:	Dates of Employment:
-------------	----------------------

Name of Employer:

Your Title:	Dates of Employment:
-------------	----------------------

COURSES SUCCESSFULLY COMPLETED (Add separate sheet if necessary.)

List courses completed for the certification and enclose copies of the certificates of completion.

Course	Hours	Course	Hours

APPLICANT SIGNATURE

I am requesting approval for Florida professional certification. I certify all information on this form and any attached statements, schedules, etc., are true and correct to the best of my knowledge.

Signature	Date
-----------	------

SIGNATURE OF PROPERTY APPRAISER, TAX COLLECTOR, PROGRAM DIRECTOR OR DESIGNEE

Signature _____

Date _____

Printed name _____

Title _____

Return this form and copies of certificates of completion to:

Or email to: PTOtraining@floridarevenue.com

Property Tax Oversight
ATTN: Certification and Training
Post Office Box 3294
Tallahassee, Florida 32315-3294

PRINT YOUR FULL NAME AS YOU WOULD LIKE IT TO APPEAR ON THE CERTIFICATE

Name _____
(Last) (First) (Middle)

E-mail Address _____

Business Phone Number _____

Employed By _____

Job Title _____

Name of High School _____ Graduated? Yes No

Name of College _____ Graduated? Yes No

Professional Organizations (in the collection field) _____

List below all tax collection courses and **enclose a copy of the certificate of completion** _____

Professional Designations _____

Please list below your experience with The Florida Department of Revenue and/or Florida County Tax Collector Office

Name of Employer _____

Your Title _____ From _____ To _____

Name of Employer _____

Your Title _____ From _____ To _____

I hereby certify the statements and documents contained herein are correct, and if qualified for the Certified Florida Collector/ Certified Florida Collector Assistant designation, I agree to subscribe to, and practice, the Certified Florida Collector/ Certified Florida Collector Assistant code of ethics. I understand that the professional designation for which this application is made may not be used upon leaving employment with a Florida county property appraiser's office, tax collector's office, or the Florida Department of Revenue.

Signed: _____ Date: _____



APPROVED COURSE LIST
Property Tax Oversight Certification and Training

DR-410ACL
Rule 12D-16.002, F.A.C.
Effective xx/xx
Page 1 of 3

The courses listed are approved by the Florida Department of Revenue
for the Florida Professional Certification Program.

CERTIFIED FLORIDA COLLECTOR AND CERTIFIED FLORIDA COLLECTOR ASSISTANT		
<i>The following course meets the course requirement, pursuant to Rule 12-9.003(3)(a), F.A.C.:</i>		
Course Code	Course Title	# of Hours
TCC 501	Duties and Responsibilities of Florida Tax Collectors	30 hours
<i>The following courses meet the course requirements, pursuant to Rule 12-9.003(3)(b), F.A.C.:</i>		
TCC 504	Collection of Licenses, Taxes and Fees	30 hours
TCC 001	Bankruptcy	15 hours
TCC 002	Effective Decision Making	10 hours
TCC 003	Customer Service Training	5 hours
TCC 503	Collection and Distribution of Property Taxes and Non-Ad Valorem Assessments	30 hours
<i>Individual modules of TCC 503 course – can be taken separate from, but not in addition to, the course:</i>		
TCC 503.01	Collection of Current Ad Valorem Taxes	4 hours
TCC 503.02	Collection and Enforcement of Tangible Personal Property	4 hours
TCC 503.03	Collection of Non-Ad Valorem Assessments	4 hours
TCC 503.04	Collection of Delinquent Property Taxes and Tax Certificates	4 hours
TCC 503.05	Refund of Ad Valorem Taxes	4 hours
TCC 503.06	Annual Tax Rolls	4 hours
TCC 503.07	Tax Deeds	2 hours
TCC 503.08	Basic Mapping	2 hours
TCC 503.09	Distribution of Property Taxes	2 hours
Department of Highway Safety and Motor Vehicle (DHSMV) Courses:		
DHSMV Phase I	Driver License Phase I	40 hours
<i>Individual modules of DL Phase I course – can be taken separate from, but not in addition to, the course:</i>		
DHSMV	DL Transformed: License and ID Card Requirements	7 hours
DHSMV	DL Transformed: Vision	8 hours
DHSMV	DL Transformed: Commercial Driving License (CDL)	5 hours
DHSMV	DL Transformed: Identifications/Name Requirements	4 hours
DHSMV Phase II	Driver License Phase II	40 hours
<i>Individual modules of DL Phase II course – can be taken separate from, but not in addition to, the course:</i>		
DHSMV	DL Transformed: Driving Test	8 hours
DHSMV	DL Transformed: Fraudulent Document Recognition (FDR)	8 hours
DHSMV	DL Transformed: Sanctions	8 hours

DHSMV	DL Transformed: Legal Presence	6 hours
DHSMV	DL Transformed: Financial Responsibility	8 hours
DHSMV	Vehicle Document Examiner Certification (VDEC)	15 hours
DHSMV	AAMVA FDR: Counterfeits and Alterations	0.75 hour
DHSMV	AAMVA FDR: Driver License and ID Cards	0.75 hour
DHSMV	AAMVA FDR: Titles and Vehicle Documents	0.75 hour
DHSMV	AAMVA FDR: Expanding the Review	0.5 hour
DHSMV	AAMVA FDR: Internal Fraud for Managers	0.25 hour
DHSMV	AAMVA CDL: Module 1	2.5 hours
DHSMV	AAMVA CDL: Module 2	0.75 hour
DHSMV	AAMVA CDL: Module 3	0.75 hour
DHSMV	AAMVA CDL: Module 4	0.25 hour
DHSMV	AAMVA CDL: Module 5	0.25 hour
DHSMV	AAMVA FDR: Birth Certificates	0.5 hour
DHSMV	AAMVA FDR: Canadian Birth Certificates, Drive and Vehicle Documents	0.75 hour
DHSMV	AAMVA FDR: Canadian Travel, Citizenship and Immigration Documents	1 hour
DHSMV	AAMVA FDR: High Quality Counterfeits Level 1	0.5 hour
DHSMV	AAMVA FDR: High Quality Counterfeits Level 2	0.75 hour
DHSMV	AAMVA FDR: Internal Fraud for Staff	0.75 hour
DHSMV	AAMVA FDR: Introduction to Covert Features	0.5 hour
DHSMV	AAMVA FDR: Introduction to Fraud	0.25 hour
DHSMV	AAMVA FDR: Security Features	1 hour
FSU – CPM	Certified Public Manager, supported by Florida State University. Eight Levels are available to complete.	30 hours per level

CERTIFIED FLORIDA APPRAISER AND CERTIFIED FLORIDA EVALUATOR

The following courses meet the course requirements, pursuant to Rule 12-9.003(4)(a), F.A.C.:

Course Code	Course Title	# of Hours
IAAO Course 101	Fundamentals of Real Property Appraisal	30 hours
AI 100GR & AI 101GR	Basic Appraisal Principles & Basic Appraisal Procedures	30 hours each MUST COMPLETE BOTH

An active State of Florida Residential Appraiser License meets the course requirements of Rule 12-9.003(4)(a), F.A.C.

The following courses meet the course requirements, pursuant to Rule 12-9.003(4)(b), F.A.C.:

IAAO Course 102	Income Approach to Valuation	30 hours
AI N403G & AI N404G	General Appraiser Income Approach Part 1 & General Appraiser Income Approach Part 2	30 hours each MUST COMPLETE BOTH

An active State of Florida General Appraiser License meets the course requirements of Rule 12-9.003(4)(a) and (b), F.A.C.

The following courses meet the course requirements, pursuant to Rule 12-9.003(4)(c), F.A.C.:

IAAO Course 112	Income Approach to Valuation II	30 hours
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IAAO Course 201	Appraisal of Land	30 hours
IAAO Course 300	Fundamentals of Mass Appraisal	30 hours
IAAO Course 311	Residential Modeling Concepts	30 hours
IAAO Course 312	Commercial/Industrial Modeling Concepts	30 hours
IAAO Course 331	Mass Appraisal Practices and Procedures	30 hours
IAAO Course 332	Modeling Concepts	30 hours
IAAO Course 333	Residential Model Building	30 hours
IAAO Course 334	Mass Appraisal of Income Properties	30 hours
IAAO Course 400	Assessment Administration	30 hours
IAAO Course 402	Tax Policy	30 hours
IAAO Course 500	Assessment of Personal Property	30 hours
IAAO Course 501	Personal Property Auditing – Basic to Advanced	30 hours
IAAO Course 600	Principles and Techniques of Cadastral Mapping	30 hours
IAAO Course 601	Cadastral Mapping - Methods & Applications	30 hours

CERTIFIED CADASTRALIST OF FLORIDA

The following courses meet the course requirements, pursuant to Rule 12-9.003(5), F.A.C.:

Course Code	Course Title	# of Hours
FACM 01	Mathematics for the Cadastralist	120 hours total MUST COMPLETE ALL FOUR
FACM 02	Public Land Survey System for the Cadastral Mapper	
FACM 03	Interpretation of Real Property Descriptions	
FACM 04	Basic Map Compilation	

The following courses meet the course requirement, pursuant to Rule 12-9.003(5)(e), F.A.C.:

IAAO Course 600	Principles and Techniques of Cadastral Mapping	30 hours
IAAO Course 601	Cadastral Mapping - Methods & Applications	30 hours

ACRONYM KEY

<u>ACRONYM</u>	<u>MEANING</u>
AAMVA	American Association of Motor Vehicle Administrators
AI	Appraisal Institute
CPM	Certified Public Manager
DHSMV	Florida Department of Highway Safety Motor Vehicle
DL	Drivers License
FACM	Florida Association of Cadastral Mappers
FSU	Florida State University
IAAO	International Association of Assessing Officers
TCC	Tax Collector Course



APPLICATION FOR APPROVAL OF COURSE OR CONTINUING EDUCATION CREDIT HOURS

Property Tax Oversight (PTO) Certification and Training

Complete and submit this form to the PTO Certification and Training team at least 30 days before the course. Courses taken must relate to course criteria found in Rule 12-9.003(4), F.A.C., for property appraiser training and 12-9.003(3), F.A.C., for tax collector training.

APPLICANT INFORMATION							
Applicant's name	County						
Business email address	Business phone number						
Check one: <table style="width: 100%; margin-left: 20px;"> <tr> <td><input type="checkbox"/> Certified Florida Appraiser</td> <td><input type="checkbox"/> Certified Collector Assistant</td> </tr> <tr> <td><input type="checkbox"/> Certified Florida Evaluator</td> <td><input type="checkbox"/> Certified Cadastralist of Florida</td> </tr> <tr> <td><input type="checkbox"/> Certified Florida Collector</td> <td></td> </tr> </table>		<input type="checkbox"/> Certified Florida Appraiser	<input type="checkbox"/> Certified Collector Assistant	<input type="checkbox"/> Certified Florida Evaluator	<input type="checkbox"/> Certified Cadastralist of Florida	<input type="checkbox"/> Certified Florida Collector	
<input type="checkbox"/> Certified Florida Appraiser	<input type="checkbox"/> Certified Collector Assistant						
<input type="checkbox"/> Certified Florida Evaluator	<input type="checkbox"/> Certified Cadastralist of Florida						
<input type="checkbox"/> Certified Florida Collector							

CONFERENCE AND COURSE INFORMATION				
Attach course agenda or conference schedule, course outline, and course descriptions				
Conference name	Date(s)			
Course name(s)	Course hours	Anticipated Instructors/Qualifications	Approved Course Hours	Completed Hours

(Add a separate sheet if necessary.)

APPLICANT SIGNATURE	
I am requesting approval of course(s) as indicated above. I certify all information on this form and any attached statements, schedules, etc., are true and correct to the best of my knowledge.	
Signature	Date

Send this form to: **Property Tax Oversight** Or email to: PTOtraining@floridarevenue.com
 ATTN: Certification and Training
 P.O. Box 3294
 Tallahassee, FL 32315-3294

DEPARTMENT REVIEW		
The Department's Executive Director or designee has reviewed the application and course content. The application is	<input type="checkbox"/> Granted	<input type="checkbox"/> Denied
Signature	Date	Total hours approved

APPLICANT SIGNATURE UPON COMPLETION OF COURSE(S)		
I certify that I have satisfactorily completed the course(s) indicated above, including being in attendance for the required number of course hours and passing any applicable exams.		
Signature	Date	Total Hours Completed



COURSE ENROLLMENT FORM

Property Tax Oversight (PTO) Certification and Training

Enrollment Options:

- 1) Register and pay online at the following site: <https://taxapps.floridarevenue.com/PtoRegPublic/> or
- 2) Complete the fields below. Follow the payment and mailing instructions at the bottom of the form.

Please complete an enrollment form for each participant. The participant will receive a course confirmation email from the address of the LMS Administrator when PTO has processed the registration. Send questions to PTOtraining@floridarevenue.com.

Name	Email address
Job title	Employed by
Supervisor's name	Supervisor's email address
Emergency contact name	Emergency contact phone number (include area code) (____) - ____ - ____

PROPERTY APPRAISER							
Course Code	Course Date	Course Code	Course Date	Course Code	Course Date	Course Code	Course Date
<input type="checkbox"/> IAAO 101	_____	<input type="checkbox"/> IAAO 312	_____	<input type="checkbox"/> IAAO 402	_____	<input type="checkbox"/> IAAO Workshop	_____
<input type="checkbox"/> IAAO 102	_____	<input type="checkbox"/> IAAO 331	_____	<input type="checkbox"/> IAAO 500	_____	<input type="checkbox"/> CEW	_____
<input type="checkbox"/> IAAO 112	_____	<input type="checkbox"/> IAAO 332	_____	<input type="checkbox"/> IAAO 501	_____	<input type="checkbox"/> Ethics Workshop	_____
<input type="checkbox"/> IAAO 201	_____	<input type="checkbox"/> IAAO 333	_____	<input type="checkbox"/> IAAO 600	_____	<input type="checkbox"/> Specialty Workshop	_____
<input type="checkbox"/> IAAO 300	_____	<input type="checkbox"/> IAAO 334	_____	<input type="checkbox"/> IAAO 601	_____	<input type="checkbox"/> Web Conference	_____
<input type="checkbox"/> IAAO 311	_____	<input type="checkbox"/> IAAO 400	_____	<input type="checkbox"/> IAAO Forum	_____	<input type="checkbox"/> Other _____	_____
Select IAAO textbook(s): <input type="checkbox"/> Assessment Administration <input type="checkbox"/> Fundamentals of Tax Policy <input type="checkbox"/> Property Assessment Valuation <input type="checkbox"/> Fundamentals of Mass Appraisal <input type="checkbox"/> Mass Appraisal of Real Property							

TAX COLLECTOR – CLASSROOM COURSES							
Course Code	Course Date	Course Code	Course Date	Course Code	Course Date	Course Code	Course Date
<input type="checkbox"/> TCC 501	_____	<input type="checkbox"/> CEW	_____	<input type="checkbox"/> Ethics Workshop	_____	<input type="checkbox"/> Other _____	_____
<input type="checkbox"/> TCC 504	_____			<input type="checkbox"/> Specialty Workshop	_____		

TAX COLLECTOR – ONLINE COURSES*				
Course Code	Course Code	Course Code	Course Code	Course Code
<input type="checkbox"/> TCC 001	<input type="checkbox"/> TCC 503 (entire course)	<input type="checkbox"/> TCC 503.03	<input type="checkbox"/> TCC 503.06	<input type="checkbox"/> TCC 503.09
<input type="checkbox"/> TCC 002	<input type="checkbox"/> TCC 503.01	<input type="checkbox"/> TCC 503.04	<input type="checkbox"/> TCC 503.07	<input type="checkbox"/> Web Conference
<input type="checkbox"/> TCC 003	<input type="checkbox"/> TCC 503.02	<input type="checkbox"/> TCC 503.05	<input type="checkbox"/> TCC 503.08	<input type="checkbox"/> Other _____
*Registrant(s) will receive instructions via email for accessing the online materials.				

CADASTRAL MAPPER					
Course Code	Course Date	Course Code	Course Date	Course Code	Course Date
<input type="checkbox"/> FACM 01	_____	<input type="checkbox"/> FACM 03	_____	<input type="checkbox"/> Specialty Workshop	_____
<input type="checkbox"/> FACM 02	_____	<input type="checkbox"/> FACM 04	_____	<input type="checkbox"/> Web Conference	_____
				<input type="checkbox"/> Other _____	_____

<p>Make checks payable to: Florida Department of Revenue.</p>	<p>Mail individual forms and payment to: Property Tax Oversight Attn: Certification and Training P.O. Box 3294 Tallahassee, FL 32315-3294</p>
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Application for Certified Florida Appraiser

Property Tax Oversight Program Florida Department of Revenue

Applications must have the signature of the Program Director,
Property Appraiser (or designee) below.

Property Tax Oversight
Training Section

Post Office Box 3294

Tallahassee FL 32315-3294

Signature

Title

\$25 Fee must be enclosed for application to be processed

(Make checks payable to Florida Department of Revenue)

PRINT YOUR FULL NAME AS YOU WOULD LIKE IT TO APPEAR ON THE CERTIFICATE

Name _____

(Last)

(First)

(Middle)

E-mail Address _____

Business Phone Number _____

Employed By _____

Job Title _____

Name of High School _____ Graduated? Yes No

Name of College _____ Graduated? Yes No

Professional Organizations (in the appraising field) _____

List below all appraisal courses and **enclose a copy of the certificate of completion** _____

Professional Designations _____

Please list below your experience with The Florida Department of Revenue and/or Florida County Property Appraiser Office

Name of Employer _____

Your Title _____ From _____ To _____

Name of Employer _____

Your Title _____ From _____ To _____

I hereby certify that the statements and documents contained herein are correct for the Certified Florida Appraiser designation. I agree to subscribe to, and practice, the Certified Florida Appraiser code of ethics. I understand that the professional designation for which this application is made expires automatically and may not be used upon leaving employment with a Florida county property appraiser's office, tax collector's office, or the Florida Department of Revenue.

Signed: _____ Date: _____



FLORIDA

Application for Certified Florida Evaluator

DR-516E
R. 03/08
TC

Property Tax Oversight Program Florida Department of Revenue

Applications must have the signature of the Program Director,
Property Appraiser (or designee) below.

Property Tax Oversight
Training Section

Post Office Box 3294

Tallahassee FL 32315-3294

Signature

\$45 Fee must be enclosed for application to be processed

(Make checks payable to Florida Department of Revenue)

Title

PRINT YOUR FULL NAME AS YOU WOULD LIKE IT TO APPEAR ON THE CERTIFICATE

Name _____

(Last)

(First)

(Middle)

E-mail Address _____

Business Phone Number _____

Employed By _____

Job Title _____

Name of High School _____ Graduated? Yes No

Name of College _____ Graduated? Yes No

Professional Organizations (in the appraising field) _____

List below all appraisal courses and **enclose a copy of the certificate of completion** _____

Professional Designations _____

Please list below your experience with The Florida Department of Revenue and/or Florida County Property Appraiser Office

Name of Employer _____

Your Title _____ From _____ To _____

Name of Employer _____

Your Title _____ From _____ To _____

I hereby certify the statements and documents contained herein are correct for the Certified Florida Evaluator designation. I agree to subscribe to, and practice, the Certified Florida Evaluator code of ethics. I understand that the professional designation for which this application is made expires automatically and may not be used upon leaving employment with a Florida county property appraiser's office, tax collector's office, or the Florida Department of Revenue.

Signed: _____ Date: _____



Application for Certified Cadastralist of Florida

Property Tax Oversight Program Florida Department of Revenue

Applications must have the signature of the Program Director,
Property Appraiser (or designee) below.

Property Tax Oversight
Training Section

Post Office Box 3294

Tallahassee FL 32315-3294

Signature

\$35 Fee must be enclosed for application to be processed

(Make checks payable to Florida Department of Revenue)

Title

PRINT YOUR FULL NAME AS YOU WOULD LIKE IT TO APPEAR ON THE CERTIFICATE

Name _____ (Last) _____ (First) _____ (Middle)

E-mail Address _____

Business Phone Number _____

Employed By _____

Job Title _____

Name of High School _____ Graduated? Yes No

Name of College _____ Graduated? Yes No

Professional Organizations (in cadastral mapping) _____

List below all mapping courses and **enclose a copy of the certificate of completion** _____

Professional Designations _____

Please list below your experience with The Florida Department of Revenue and/or Florida County Property Appraiser Office

Name of Employer _____

Your Title _____ From _____ To _____

Name of Employer _____

Your Title _____ From _____ To _____

I hereby certify the statements and documents contained herein are correct for the Certified Cadastralist of Florida designation. I understand that the professional designation for which this application is made may not be used upon leaving employment with a Florida county property appraiser's office, tax collector's office, or the Florida Department of Revenue.

Signed: _____ Date: _____