

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.~~