

CADASTRALIST COURSE INFORMATION



**DESIGNATION PROGRAM
COURSE DESCRIPTIONS
WORKSHOPS ON DEMAND
COURSE ENROLLMENT FORM
FEE TRANSMITTAL FORM
APPLICATION FOR DESIGNATION**



DESIGNATION PROGRAM INFORMATION

OBJECTIVE

Realizing that the fair and equitable administration of property tax requires a high level of competence in many areas, the Certified Florida Appraiser Admissions Committee has instituted the Certified Cadastralist of Florida (CCF) Designation. The CCF Designation is designed for those professionals who are engaged in the use, production and maintenance of cadastral maps. The program is designed to raise the standards and provide uniform techniques within the mapping profession in Florida.

ADMINISTRATION

The CCF Designation Program is administered by the Florida Department of Revenue through the Certified Florida Appraiser Admissions Committee.

QUALIFICATIONS

1. In order to qualify for the CCF designation an applicant must have at least two years experience in a Florida property appraiser office or with the Florida Department of Revenue.
2. Applicants must have successfully completed IAAO Course 600, Principles and Techniques of Cadastral Mapping or IAAO Course 601, Cadastral Mapping - Methods and Applications.
3. Applicants must have attended the following four courses and successfully passed the written examinations. It is highly recommended that these courses be taken in numerical order.
 - (a) Mathematics for the Cadastralist (FACM Course 01)
 - (b) The Public Land Survey System (FACM Course 02)
 - (c) Interpretation of Real Property Descriptions (FACM 03)
 - (d) Basic Map Compilation (FACM Course 04)



4. To receive credit for the above education requirements, applicants must be present in the classroom during ninety percent of all instructional hours (unless mitigating circumstances can be documented) and pass the required examination. An applicant may challenge an examination and receive credit for a course without taking the course by making application to the FACM Education Chairman to sit for the examination. The FACM education chairman will notify the training team of any examination challenges to be held at Department of Revenue sponsored events. Contact the PTO Training Team for information regarding approved FACM proctors.

APPLICATION FOR CERTIFICATION

1. An applicant for certification shall provide the Department of Revenue the following:

(a) A completed application for certification form, DR-591. A copy of the form is on page 83 or may be obtained without cost by writing to the address listed below.

(b) Copies of certificates showing satisfactory completion of the previously mentioned courses.

(c) Certification fee in the amount of \$35.00. This will cover the first three years dues payment. Checks should be made payable to the Florida Department of Revenue and mailed with the application to:

Property Tax Oversight Program
Attn: Training Team
Post Office Box 3294
Tallahassee, Florida 32315-3294

2. Upon approval by the Certified Florida Appraiser Admissions Committee the applicant will be mailed a designation certificate, pin and membership card.



RECERTIFICATION

To be recertified, a designee must submit a renewal fee of \$15.00 every three years (from the year in which they are certified) to the Florida Department of Revenue.

Notification for renewal dues is sent in November of the applicable year. The renewals are due and payable on January 1 and delinquent April 1.

DESIGNATION USE IN CASE OF TERMINATION

In the event that employment of an individual is terminated by resignation, expulsion, suspension or for any other reason, the individual shall refrain from using or displaying the designation CCF. The employing entity shall notify the Florida Department of Revenue of these changes.

DESIGNATION REINSTATEMENT

If any individual holding the CCF Designation leaves the employment of the property appraiser or the Department of Revenue and then returns to that office they may request a reinstatement of their designation. If there has been a break in employment of four or more years the individual must successfully complete IAAO Course 600 or 601 prior to submitting application documentation.



CADASTRAL COURSE LIST

It is recommended that the courses be taken in order as each class teaches components used in the next class. The exception is Course 03, which can be taken out of order any time before Course 04. We highly recommend that Course 04 be the last course taken, as students will need all the components of the other courses in order to better assist with the successful completion of Course 04.

FACM 01

Mathematics for the Cadastralist

This course will instruct the student on area calculations, computation of curves, bearings and distance relationships, computation of area using coordinates, formula manipulation, basic principles of right triangles, oblique triangles and the practical application of both. The class will consist of lecture, examples, case problems and a comprehensive exam.

Required Course Materials: Notebook paper, pencils, pens, calculator (with DMS and trig functions), triangles (large and small, 45 & 60 degrees), erasers, protractor, compass, engineering scale, high lighter (various colors), template for circles, graph paper

*Please make an effort to understand how to work your calculator prior to class. Your instructor is familiar with and can show you how to use the Texas Instruments TI-30XA or TI-36X calculators. **Course Capacity - 25 students**

Registration fee determined by offering.

FACM 02

The Public Land Survey System

This course is an in-depth study of the history and development of the Public Land Survey System in Florida. The student will be instructed on all aspects of the system including; township layout, section breakdown, fractional sections, Government lots, land grant exceptions, etc. Also covered will be navigable waters, map projections, coordinate systems & calculations, as well as discussion on Florida Statutes and Florida Administrative Code that are important to the cadastral mapper. The class will consist of lecture, examples, case problems and a comprehensive exam. It is recommended that course 01 be taken prior to course 02. **Required Course Materials:** Notebook paper, pencils, pens, calculator (with DMS and trig functions), triangles (large and small, 45 & 60 degrees), erasers, protractor, compass, engineering scale, high lighter (various colors), template for circles, graph paper. *Please make an effort to understand how to work your calculator prior to class. Your instructor is familiar with and can show you how to use the Texas Instruments TI-30XA or TI-36X calculators. **Course Capacity: 25 students**

Registration fee determined by offering.



FACM 03

Interpretation of Real Property Descriptions

This course is designed to give the student some practical, hands-on experience in the interpretation and plotting of land descriptions, while providing the insight necessary to understand how they are derived and how to resolve problems. The history of cadastral mapping, the public land survey system, metes and bounds methods, platted records and the state plane coordinate system are covered in this course. Plotting curves and how to use bearing and distance descriptions, lecture and case problems along with text material and handouts make up the body of this course. It is recommended that course 02 be taken prior to course 03. **Required Course Materials:** Notebook paper, pencils, pens, calculator (with DMS and trig functions), triangles (large and small, 45 & 60 degrees), erasers, protractor, compass, engineering scale, high lighter (various colors), template for circles, graph paper *Please make an effort to understand how to work your calculator prior to class. Your instructor is familiar with and can show you how to use the Texas Instruments TI-30XA or TI-36X calculators. **Course Capacity: 25 students**

Registration fee determined by offering.

FACM 04

Basic Map Compilation

This course is designed to give the student some practical, hands-on experience in the interpretation and plotting of land descriptions, while providing the insight necessary to understand how they are derived and how to resolve problems. Types of descriptions, definitions, in-depth discussion of metes and bounds, plats, curves, and stationing will be covered. Lecture and case problems along with text material and handouts make up the body of this course. It is recommended that course 02 be taken prior to course 03. **Required Course Materials:** Notebook paper, pencils, pens, calculator (with DMS and trig functions), triangles (large and small, 45 & 60 degrees), erasers, protractor, compass, engineering scale, high lighter (various colors), template for circles, graph paper *Please make an effort to understand how to work your calculator prior to class. Your instructor is familiar with and can show you how to use the Texas Instruments TI-30XA or TI-36X calculators. **Course Capacity: 25 students**

Registration fee determined by offering.



MAPPING WORKSHOPS ON DEMAND

Mapping Workshops On Demand are onsite training opportunities provided upon request for property appraiser staff. Through individual instruction using local data these hands-on workshops help appraisal staff apply classroom concepts to their daily operations. Tuition cost per student is dependent on the workshop location. For additional information, please contact Tom Canter at (850) 617-8872 or email cantert@dor.state.fl.us.

Reading and Understanding Property Descriptions: This fourteen hour (two days) workshop is intended for the inexperienced or casual user of property maps. It provides an overview of types of land descriptions and how to follow them on a prepared assessment map. Terminology found in land descriptions as well as types of deeds and estates will be explored in mapping exercises. Two triangles, a protractor, a calculator and, an engineer's scale will be provided for each student. A diagnostic exercise, or quiz, will also be presented as a teaching tool.

Reading and Plotting Property Descriptions: This twenty-one hour workshop provides an overview of methods of describing real property and the terminology used in legal descriptions. Angles and bearings will be discussed and their relationships will be explored in exercises which will include tracking aliquot part (PLSS) and metes and bounds descriptions. Two triangles, a protractor, a calculator and, an engineer's scale will be provided for each student, as there will be plotting exercises. This workshop is recommended for the inexperienced mapping technician or casual user of property maps and includes a workbook, handouts and a diagnostic exercise.

Property Map Compilation: This twenty-one hour workshop provides an overview of methods of describing real property and the terminology used in legal descriptions. Angles and bearings will be discussed and their relationships will be explored in calculating exercises. Exercises will include locating and plotting aliquot part (PLSS) and metes and bounds descriptions as well as solving and plotting angles, bearings and curves. Two triangles, a protractor, a compass, a calculator and, an engineer's scale will be provided for each student. This workshop is recommended for cadastral mappers or users who are interested in the technical details of parcel map preparation and includes a workbook, handouts and a diagnostic exercise.



Intro to CAMA & GIS: This two day workshop demonstrates the basics of combining Computer Assisted Mass Appraisal (CAMA) data with Geographic Information Systems (GIS) technology within the assessor's office. This workshop is intended to give Appraisers an understanding of the benefits of integrating these technologies. The workshop covers an overview of GIS technology within the Mass Appraisal framework including stratification, land modeling and quality control. This is a basic class and no GIS experience is necessary. Each student will receive a 512mb thumb drive containing class data and help topics.

FACM Course Enrollment Form

___ FACM 01 ___ FACM 02 ___ FACM 03 ___ FACM 04

Name:	E-mail:
Title:	Office:
Emergency Contact:	Emergency Contact Phone Number: (Day) (Night)
Supervisor:	Supervisor Email:
Course Number:	Course Date:

FACM Course Enrollment Form

___ FACM 01 ___ FACM 02 ___ FACM 03 ___ FACM 04

Name:	E-mail:
Title:	Office:
Emergency Contact:	Emergency Contact Phone Number: (Day) (Night)
Supervisor:	Supervisor Email:
Course Number:	Course Date:

FACM Course Enrollment Form

___ FACM 01 ___ FACM 02 ___ FACM 03 ___ FACM 04

Name:	E-mail:
Title:	Office:
Emergency Contact:	Emergency Contact Phone Number: (Day) (Night)
Supervisor:	Supervisor Email:
Course Number:	Course Date:

Please return this form w/a fee transmittal form
Make check payable to: Florida Department of Revenue
Mail payment to: PTO Attn: Training Team/Post Office Box 3294/Tallahassee, Florida 32315-3294

Training Team Fee Transmittal Form

Please make check(s) payable to:
Mail to:

The Florida Department of Revenue
Property Tax Oversight
Attn: Training Team
Post Office Box 3294
Tallahassee, Florida 32315-3294

Submitted by: _____ (Office/Jurisdiction)

- Property Appraiser
- Tax Collector
- Property Tax/Department of Revenue

Please fill in the dollar amount for each category on the space provided below.
Remittance for:

Tuition	\$ _____	Continuing Education Workshop	\$ _____
Books/Materials	\$ _____	Proctor Fee	\$ _____
Dues	\$ _____	Duplicate Certificate	\$ _____
Application Fee	\$ _____	Other	\$ _____

Do not write in this space.
For validation purposes only.

Please list individual names (typed) and the purpose of the fee(s) in the space provided.

<i>Name</i>	<i>Purpose</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This form must accompany all remittance submitted for designation purposes.



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.

James McAdams
Chairman
Admissions Committee

Property Tax Oversight
Training Section
Post Office Box 3294
Tallahassee FL 32315-3294

Signature

Title

\$35 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 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: _____