

CONSTITUTIONAL OFFICER INFORMATION



DESIGNATION PROGRAM
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CONTINUING EDUCATION
HOURS REVIEW
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CFC
CFA



CONSTITUTIONAL OFFICER INFORMATION

As outlined in Florida Administrative Code, Chapter 12-9, there are two designations specifically for the constitutional officers within the state of Florida. The designations are the Certified Florida Appraiser for property appraisers and the Certified Florida Collector for tax collectors. These designations are contingent upon employment as a Florida Property Appraiser or Florida Tax Collector. If the employment of a designee holder is terminated for any reason, the individual cannot use or display the designation CFA or CFC. The Florida Department of Revenue shall be notified of the termination of a designated employee.

TAX COLLECTOR INFORMATION

The tax collector designation is entitled the Certified Florida Collector Designation. Qualifications for this designation include, at least two years employment experience within a Florida Tax Collector's office or with Florida Department of Revenue and 120 hours of approved coursework.

APPLICATION PROCESS

Once this criterion has been met, the individual should apply to the Certified Florida Collector Admissions Certification Committee. Application to this Committee requires the completion of form DR-410, Application for Certified Florida Collector or Certified Florida Collector Assistant. Include copies of all certificates of completion from the approved courses and a check for \$25 payable to the Florida Department of Revenue for the application fee.

The Committee meets quarterly. Once the committee has met and considered all applicants they will send materials including a designation certificate, lapel pin, and membership card.

RECERTIFICATION

All Certified Florida Collectors must complete twenty-four hours of continuing education annually (except for the year in which initial certification is issued) to maintain this designation. This continuing education must be approved by the Florida Department of Revenue, Property Tax Oversight Program Training Team. Application must be made, thirty days before the course starts to get credit for non DOR sponsored educational programs.



The Department of Revenue, Property Tax Oversight Training Team will be offering the Continuing Education Workshop for Tax Collectors January 23-25, 2012 in Tallahassee. The workshop consists of two eight hour days of general education with a focus on the position of the tax collector in Florida. The third day of the workshop covers technical information related entirely to financial management and assists each office with education in this area as well as meeting the criteria of 218.415(14) F.S. (see below). Affected tax collectors should attend this or another applicable workshop to ensure compliance with this statute.

According to 218.415(14) of the Florida Statutes entitled Local Government Investment Policies, "The investment policy shall provide for the continuing education of the unit of local government's officials responsible for making investment decisions or chief financial officer. Such officials must annually complete 8 hours of continuing education in subjects or courses of study related to investment practices and products."

RECERTIFICATION OPTIONS

The Certified Florida Collector Admissions – Certification Committee has allowed for tax collectors to receive up to twenty-four hours of continuing education at other educational programs. The process for receiving approval for these hours on page 41. Once approval for hours is received, the Application for Continuing Education Hours must be completed in full and returned to the Property Tax Oversight Program at the following address:

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

ANNUAL RECERTIFICATION DUES

In addition to recertification hours, the Certified Florida Collector is responsible for submitting an annual dues payment of \$5.00 to the Property Tax Oversight Program Training Team. A notice for the payment of these dues is sent to all offices in November each calendar year. Dues are delinquent on April 1 of each calendar year.



PROPERTY APPRAISER INFORMATION

The property appraiser designation is entitled the Certified Florida Appraiser Designation. Qualifications for this designation include at least two years employment experience within a Florida Property Appraiser's office or with the Florida Department of Revenue and the completion of 120 hours of approved coursework.

APPLICATION PROCESS

Once this criterion has been met the individual should apply to the Certified Florida Appraiser Certification Committee. Application to this Committee requires the completion of form DR 516, Application for Certified Florida Appraiser. The individual should include copies of all certificates of completion from the approved courses as well as the application fee of \$25.00 in the form of a check made payable to the Florida Department of Revenue.

The Committee meets quarterly. Once the committee has met and considered all applicants the individual will be forwarded materials including a designation certificate, lapel pin and membership card.

RECERTIFICATION

All Certified Florida Appraisers are required to complete twenty-four hours of continuing education annually (except the year in which initial certification is issued) to maintain the designation. This education must be approved by the Property Tax Oversight Training Team. In the calendar year 2012 the Training Team will offer a continuing education workshop for property appraisers May/December dates. This workshop is approved for a total of twenty-four continuing education hours.

RECERTIFICATION OPTIONS

The Certified Florida Appraiser Admissions – Certification Committee has allowed for property appraisers to receive continuing education at other educational programs. The process for receiving approval for these hours is shown on page 41. Once approval for hours is received the Application for Continuing Education Hours must be completed in full and returned to the Property Tax Oversight Program at the following address.



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

ANNUAL RECERTIFICATION DUES

In addition to recertification hours the Certified Florida Appraiser is also responsible for submitting an annual dues payment of \$5.00 to the Property Tax Oversight Program Training Team. A notice calling for these dues is forwarded to all offices in November each calendar year. Dues are considered delinquent on April 1 of each year.

IDEAS FOR CONTINUING EDUCATION

- State, national, local conferences
- Technical workshops
- Continuing education workshops
- Association conferences
- Local college educational programs
- Online coursework



CONTINUING EDUCATION HOURS AGENDA REVIEW PROCESS

Agendas are routinely submitted to the Florida Department of Revenue, Property Tax Oversight Program Training Team for review. These agendas from department sponsored educational programs, Florida Property Appraiser Associations, the Florida Tax Collector Association, national, state and international associations, as well as, job related vendors may be submitted for consideration. Occasionally an individual will submit an agenda for an educational program but primarily agendas are submitted by the requesting authority.

Agendas must be received by the Training Team at least 30 days prior to program start for consideration. Please ensure that the agenda submitted has quantifiable subject matter; that is starting and ending times must be listed for each topic to be assigned hours. Continuing education hours are awarded on an hour per hour basis (divided into quarters when necessary). Any agenda item that is given continuing education credit must be open to PTO staff.

Consideration is given to the relevance of the topic to the position of elected official. If it is determined to be relevant then the agenda will be reviewed. There are several items deemed unable to be approved – executive sessions and welcome/housekeeping agenda items. In addition to these items, vendor presentations are often excluded from being awarded continuing education hours. A vendor may be awarded hours only when the sale or use of a particular product is not being promoted; rather the vendor is presenting instruction regarding a technical skill or relaying general industry knowledge. A “Vendor Agreement Form” is forwarded to vendors who have been awarded continuing education hours for DOR sponsored educational programs.

Once the agenda has been reviewed and hours tabulated, the requesting authority is notified via email. Information is issued in writing regarding the number of approved hours and documentation of the approval along with a continuing education application form for the Certified Florida Collectors and Certified Florida Appraisers in attendance is provided. This application form requires the certified individual to state the total number of hours attended. These forms are mailed either by the individual or the requesting authority to the Property Tax Oversight Program Training Team. A certificate is issued based on the number of hours attested and this data is entered in to our learning management system database.

Vendor Agreement

To maintain a non biased stance when presenting information at Continuing Education Workshops the Property Tax Oversight Program Training Team has developed the following vendor responsibilities clause. Please sign below to indicate your understanding and acceptance of these terms.

VENDOR RESPONSIBILITIES

Quite often a vendor is able to provide the most current and up to date information to workshop participants. We would like to encourage this but ask that vendors do not promote the use of their product to attendees. Additionally, when given the opportunity to speak at workshops being granted continuing education credit vendors are asked not to solicit business from those in attendance. Discussion/business with contracted clients should be conducted before or after the scheduled workshop.

Vendors are also required to refrain from discussions pertaining to religious or political issues.

By signing below it is indicated that these terms are accepted.

(Full Name) (Representing) _____
(Date)

Please return to: Property Tax Oversight Program
Fax: (850) 617.6114
E-mail: monroer@dor.state.fl.us



Application for Certified Florida Collector or Certified Florida Collector Assistant

Property Tax Oversight Program Florida Department of Revenue

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

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)

Signature

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 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: _____



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.

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)

Signature

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 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: _____

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 Continuing Education Credit Hours

Name (As you wish it to appear on your certificate)

Certified Florida Appraiser Collector
(Please check appropriate box)

County/Office/Title

Title of Educational Program

Location

Course Length
(In hours)

Date of Program

Signature of Instructor or Sponsor Representative

I hereby certify that I have attended this program for the number of hours indicated:

Signature of Applicant

Class Hours Completed

Certified Florida Appraisers/Collectors may remit this form upon course completion.

Please remit the form to: PTAP Training Team, Post Office Box 3294, Tallahassee, Florida 32315-3294