



CHAPTER 12-9
CERTIFIED FLORIDA PROPERTY
APPRAISER AND CERTIFIED FLORIDA
TAX COLLECTOR PROGRAM

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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 the designation of Certified Florida Appraiser, Certified Florida Evaluator, Certified Florida Collector, or Certified Florida Collector Assistant.

(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.

(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.

(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.

(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.

(11) Approved Course or Workshop: Any courses, seminars, or approved by the Executive Director, or the Executive Director's designee, for application towards certification or recertification. 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.

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

Specific Authority 195.002(2), 213.06(1) FS. Law Implemented.10, 145.11, 195.002, 213.05 FS. History-New 4-2-81, Formerly 12-9.01, Amended 4-11-89, 12-30-97.

12-9.002 Certified Florida Property Appraiser/Certified Florida Evaluator and Certified Florida Collector/Certified Florida Collector Assistant Program.

(1) A Certified Florida Appraiser/Certified Florida and Certified Florida Collector/Certified Florida Collector Assistant 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 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, 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) 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 prescribe policy regarding applicant requirements;
- (b) To screen all applicants for certification;
- (c) To recommend to the Department applicants who qualify for the professional designations; and (d) To perform other duties pertaining to the fair and equitable operation of these programs.

Specific Authority 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.



12-9.003 Qualifications.

(1) In order to qualify for any of the 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.

(2) Applicants must attend a minimum of 120 hours of approved courses and pass properly monitored written examinations. The 120 hours need not be continuous, but may be divided into 15 to 30 hour courses.

(3) The tax collector's qualifying curriculum must include course work as follows:

(a) Duties and Responsibilities of Florida Tax Collectors; 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 include four courses as follows:

(a) Fundamentals of Real Property Appraisal (International Association of Assessing Officers - Course 101, or an approved course substitute);

(b) Income Approach to Valuation (International Association of Assessing Officers - Course 102), or an approved course substitute; and

(c) Two other approved elective courses to make up the remaining hours under subsection (2).

(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 applicant may challenge an examination and receive credit for this course without taking the course by making application to the secretary and obtaining approval by the chairman to sit for the examination. The chairman may appoint proctors.

Specific Authority 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.

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 Certified Florida Collector or Certified Florida Collector Assistant Form DR-516 Application for Certified Florida Appraiser or Certified Florida Evaluator, which forms are hereby incorporated by reference in Rule 12D-16.002, F.A.C., as the forms to be used for the purposes of this rule chapter. 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 showing 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.



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- (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. Specific Authority 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.

12-9.0055 Fees.

- (1) An applicant for certification will not be eligible for consideration by 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 shall pay an annual recertification fee of \$5.00.
- (2) The 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 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.

12-9.006 Certification.

- (1) No certification shall be approved until the 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 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 several officials or counties.

(3) After 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 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. Specific Authority 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.

12-9.007 Recertification.

(1) To be recertified, Certified Florida Appraisers and Certified Florida Collectors must satisfactorily complete a minimum of 24 hours of instruction approved as described in subsection 12-9.001(11), each calendar year and pay a recertification fee. Other professional designees employed by counties may be required to maintain recertification at the discretion of the several officials of the counties.

(2) Professional designees are exempted from the 24-hour recertification requirement and recertification fee for the calendar year in which the certification is obtained.

(3) To obtain approval of a recertification course not sponsored by the Department, a professional designee shall submit a detailed written description of the proposed course including course content, number of hours of instruction and instructor's qualifications, to the chairman at least 30 days prior to the beginning of the course, seminar or workshop.

(4) If a professional designee fails to meet recertification requirements set forth in (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, Florida Statutes. 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 (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.

(8) Certification shall be conditional upon a professional designee's employment, and certification shall expire automatically without notice to the holder when a professional designee leaves governmental employment. Each property appraiser and tax collector shall notify the chairman when a professional designee within the office leaves governmental employment.

(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.

(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 certified officials' continuing education accomplishments.

Specific Authority 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.

12-9.008 Hearing on Certification Application and Expiration.

(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, Florida Statutes. 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, Florida Statutes and Chapter 28-106, Florida Administrative Code.

Specific Authority 195.002(2), 213.06(1) FS. Law Implemented 120.57, 145.10, 145.11, 195.002, 213.05 FS. History-New 4-2-81, Formerly 12-9.08, Amended 4-11-89.