

# **TRAINING PROCEDURES**



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# TRAINING PROCEDURES

## REGISTRATION

Registration of employees is the responsibility of the county property appraiser or county tax collector. Class size, attendance and registration procedures will be coordinated by the staff of the Department of Revenue, Property Tax Oversight Program Training Team. Course registration fees may be found at the following website:

<http://dor.myflorida.com/dor/property/training/>

Completed registration forms with payment attached should be sent to:

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

Please send the registration material as early as possible. Registrations must be received three weeks before the course starts. 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.

Note: Registrations received two weeks before the start date must be phoned in to the Property Tax Oversight Program Training Team, at 727/538-7312, to determine if space is available. Course registrations cannot be accepted the week before the course starts. Student substitutions should be requested in writing and will be accepted up to one week before the class.



## COURSE REFUNDS

Course refunds will be granted upon request. To apply for a refund, submit a completed Application for Refund, the W-9 form and a copy of the canceled check (front & back) to:

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

Refunds cannot be processed without a copy (front and back) of your canceled check. Facsimile requests are not accepted as an original signature is required. Please note: Credit will not be issued in lieu of a refund.

## CANCELLATION POLICY

In order to qualify for a refund, course cancellations must be called in or e-mailed to the Property Tax Oversight Training Team by the last business day prior to the course start date.



Mail to: Florida Department of Revenue
Property Tax Oversight
Attn: Certification & Training Team
Post Office Box 3294
Tallahassee, FL 32315-3294

APPLICATION FOR REFUND

If more than one tax or account number is involved, a separate application must be filed for each tax type and/or account number. Please type or print clearly.

- 1. Amount of Refund Requested: \$
2. Name of Payee:
3. Mailing Address:
4. Telephone Number(s)
5. Federal Employer Identification Number
6. Explanation of Refund Request

All requests must include a copy of the canceled check (front and back) and a current W-9 registration)

Signature: Date: Print Name:

For Department of Revenue Use Only

Refund Amount\$ Signature Date

**STATE OF FLORIDA**  
**SUBSTITUTE FORM W-9**



**Mail or fax to:**  
**Chief Financial Officer**  
**Department of Financial Services**  
 Bureau of Accounting, 200 East Gaines Street  
 Tallahassee, FL 32399-0354  
**PHONE: (850) 413-5519 FAX: (850) 413-5550**

**PART 1: Vendor Information**

IRS Name (as shown on your income tax return)

Business Name: Doing Business As (DBA)

**Primary Address (Address where Form 1099 should be mailed)**

Attention of	In Care of	
Street Address	P.O. Box	
City	State/Province	Zip Code (+4 if known)
Country & Postal Code, if other than U.S.		

**PART 2: Taxpayer Identification Number (TIN)**

Enter your TIN here: *(DO NOT USE DASHES)*

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Taxpayer Identification Type (check appropriate box):

Federal Employer Identification Number (FEIN)      **OR**       Social Security Number (SSN)

**PART 3: Business Designations (Select only one)**

**If Business Designation with Asterisks (\*) is selected, please answer question below:**

<input type="checkbox"/> S Corporation*	<input type="checkbox"/> Partnership*	<input type="checkbox"/> C Corporation	Limited Liability Company (LLC):
<input type="checkbox"/> Governmental Entity	<input type="checkbox"/> Foreign Corporation or Entity	<input type="checkbox"/> Trust or Estate	<input type="checkbox"/> Disregarded Entity <input type="checkbox"/> C Corporation
<input type="checkbox"/> Individual	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Non-corporate Rental Agent	<input type="checkbox"/> S Corporation* <input type="checkbox"/> Partnership*
<input type="checkbox"/> Nonresident Alien	<input type="checkbox"/> Not for Profit	<input type="checkbox"/> Indian Tribal Government	

\* Is 80% or more of the pass-through entity owned by a government entity that is required to withhold under Section 3402(t)(1), a tax exempt entity or a foreign government?     Yes    or     No

**PART 4: Certification Statement**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer information (or I am waiting for a number to be issued to me) **AND**
- I am subject to backup withholding  
**OR**  I am not subject to backup withholding because:
  - I am exempt from backup withholding
  - I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, **OR**
  - the IRS has notified me that I am no longer subject to backup withholding **AND**
- I am a U.S. citizen or other U.S. person (including U.S. resident alien)

**Certification Instructions: To certify the statement above, sign and complete your information below as preparer.**

Preparer's Name (Please Print)	Preparer's Title (required for business entities – Please Print)
Signature	Date
Email (if available)	Telephone Number (    )    -



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## COURSE ELIGIBILITY

All courses outlined in this plan are open to county tax collectors, property appraisers, their staffs, and Department of Revenue personnel. Additional course information may be found at our website: <http://dor.myflorida.com/dor/property/training/>

## DESIGNATION PROGRAM QUALIFICATIONS

There are five designations: Certified Florida Collector (CFC), Certified Florida Collector Assistant (CFCA), Certified Florida Appraiser (CFA), Certified Florida Evaluator (CFE) and Certified Cadastralist of Florida (CCF). These designations are administered by two committees. The Certified Florida Collector Admissions Committee for both collector designations and the Certified Florida Appraiser Admissions Committee for the appraiser, evaluator and cadastralist designations. Each Committee has quarterly meetings.

The Certified Florida Appraiser and Certified Florida Collector designations are reserved solely for the elected/appointed county official holding that position. The Certified Florida Collector Assistant, Certified Florida Evaluator and Certified Cadastralist of Florida Designations are provided for employees of Florida county tax collectors, property appraisers, and Department of Revenue personnel.

To qualify for the professional designations an applicant must have at least two years of experience in a Florida property appraiser office, a Florida tax collector office, or with the Florida Department of Revenue. Additionally, applicants must complete at least 120 hours of approved courses and pass properly monitored written examinations as outlined in the Florida Administrative Code; Chapter 12-9.003.

To qualify for the Certified Cadastralist of Florida Designation an applicant must have at least two years experience in a Florida property appraiser office or the Florida Department of Revenue.



All applicants must have successfully completed IAAO Course 600, Principles and Techniques of Cadastral Mapping, or IAAO Course 601, Advanced Mapping, 120 hours of Florida Association of Cadastral Mappers approved courses and pass properly monitored examinations. Please see the Cadastralist Section for further details.

# PTO COURSE CALENDAR 2011-2012

Course	Course Name	Date	Location
TCC 504	Collection of Licenses, Taxes and Fees	August 22-26, 2011	CCOC - Tallahassee
IAAO 300	Fundamentals of Mass Appraisal	September 12-16, 2011	CCOC - Tallahassee
PTO SQFW	Sale Qualification Fundamentals Workshop	September 22, 2011	Carrabelle
IAAO 201	Appraisal of Land	October 17 - 21, 2011	Tampa
IAAO 600	Principles & Techniques of Cadastral Mapping	November 28 - December 2, 2011	Yulee
CEW 991	Continuing Education Workshop for Tax Collectors	January 23-25, 2012	CCOC - Tallahassee
FIN MGT	Financial Management Workshop	January 25, 2012	CCOC - Tallahassee
TCC 501	Duties & Responsibilities of Florida Tax Collectors	February 20-24, 2012	Orlando
CEW 992	Continuing Education Workshop for Property Appraisers	May 2012	TBD
TCC 502	Management of a Florida Tax Collectors Office	June 18-22, 2012	Orlando
TRIM	TRIM Compliance Workshop	June 2012	TBD
TCC 504	Collection of Licenses, Taxes and Fees	August 20-24, 2012	CCOC - Tallahassee
FACM 01	Mathematics for the Cadastralist	Regional Offering	
FACM 02	Public Land Survey System	Regional Offering	
FACM 03	Interpretation of Real Property Descriptions	Regional Offering	
FACM 04	Basic Map Compilation	Regional Offering	
IAAO 101	Fundamentals of Real Property Descriptions	Regional Offering	
IAAO 102	Income Approach to Valuation	Regional Offering	
IAAO 311	Residential Modeling Concepts	Regional Offering	
IAAO 312	Commercial/Industrial Modeling Concepts	Regional Offering	
IAAO 400	Assessment Administration	Regional Offering	
IAAO 402	Tax Policy	Regional Offering	
IAAO 500	Assessment of Personal Property	Regional Offering	
IAAO 601	Cadastral Mapping - Methods and Applications	Regional Offering	
MAPPING	Reading and Understanding Property Descriptions	On request	On request
MAPPING	Reading and Plotting Property Descriptions	On request	On request
MAPPING	Property Map Compilation	On request	On request
TPP	Accounting & Auditing for Tangible Personal Property	On request	On request





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## **CONTACT INFORMATION PROPERTY TAX OVERSIGHT TRAINING TEAM**

(ROBIN MUNROE, TRAINING DIRECTOR )  
Property Tax Oversight/Attn: Training Team  
Mailing: Post Office Box 3294/Tallahassee, Florida 32315-3294  
Phone - 850.617.8891/Fax- 850.617.6114  
Email - [munroer@dor.state.fl.us](mailto:munroer@dor.state.fl.us)

(MEGHAN MILLER, RESEARCH & TRAINING CONSULTANT)  
Florida Department of Revenue  
19337 U.S. Highway 19 North, Suite 300/Clearwater, Florida 33764  
Phone - 727.538.7312  
Email - [millerm@dor.state.fl.us](mailto:millerm@dor.state.fl.us)

**INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS (IAAO):**  
314 West 10th Street/Kansas City, Missouri 64105  
Phone – 816.701.8100 / Facsimile – 816.701.8149  
Website - [www.iaao.org](http://www.iaao.org)

**FLORIDA ASSOCIATION OF CADASTRAL MAPPERS (FACM):**  
FACM Treasurer  
PO Box 881436/Port St. Lucie, FL 34988-1436  
Website – [www.facm.org](http://www.facm.org)

**FLORIDA TAX COLLECTORS ASSOCIATION (FTC):**  
Website: <http://floridataxcollectors.com/index.php>

**FLORIDA ASSOCIATION OF PROPERTY APPRAISERS (FAPA)**  
Website: <http://www.fapa.net/>

**PROPERTY APPRAISERS ASSOCIATION OF FLORIDA (PAAF)**  
Website: <http://www.paaf.net/>

