

**Certified Florida Collector  
Admission and Certifications  
Committee Meeting**

Agenda and Meeting Materials

June 7, 2023

## Notice of Meeting/Workshop Hearing

### **DEPARTMENT OF REVENUE** **Property Tax Oversight Program**

The Department of Revenue announces a public meeting to which all persons are invited.

DATE AND TIME: June 7, 2023, 3:00 pm EDT

PLACE: 2450 Shumard Oak Boulevard, Building 2, Room 1220, Tallahassee, Florida 32399.

The meeting will be conducted using communications media technology, specifically a telephone conference call. Persons interested in attending by phone may do so by calling 1-888-585-9008 and entering the attendee access code 472-220-405. The public point of access to the meeting is 2450 Shumard Oak Blvd., Building 2, Room 1220, Tallahassee, Florida 32399.

#### GENERAL SUBJECT MATTER TO BE CONSIDERED:

The Department will present applications for the Certified Florida Collector and Certified Florida Collector Assistant designations. Please refer to the Certified Florida Collector Admissions and Certifications Committee meeting agenda and materials on the Department's website at <https://floridarevenue.com/opengovt/Pages/meetings.aspx> before attending the meeting.

A copy of the meeting agenda may be obtained by contacting: Kelly McLane, Property Tax Oversight program, Department of Revenue, PO Box 3294, Tallahassee, FL 32315-3294, 850-941-6024, [kelly.mclane@floridarevenue.com](mailto:kelly.mclane@floridarevenue.com). Parties may also submit written materials they intend to offer during the meeting to Kelly McLane.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 48 hours before the workshop/meeting by contacting Kelly McLane at 850-941-6024 or [kelly.mclane@floridarevenue.com](mailto:kelly.mclane@floridarevenue.com). If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1-800-955-8771 (TDD) or 1-800-955-8770 (voice).

If any person decides to appeal any decision made by the Board with respect to any matter considered at this meeting or hearing, he/she will need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence from which the appeal is to be issued.

For more information, you may contact: Kelly McLane, Property Tax Oversight program, Department of Revenue, PO Box 3294, Tallahassee, FL 32315-3294, 850-941-6024, [kelly.mclane@floridarevenue.com](mailto:kelly.mclane@floridarevenue.com).



**CERTIFIED FLORIDA COLLECTOR  
ADMISSIONS AND CERTIFICATIONS COMMITTEE**



**MEETING**

**Florida Department of Revenue – Property Tax Oversight  
June 7, 2023 3:00 p.m., EDT\***

2450 Shumard Oak Boulevard, Building 2, Room 1220  
Tallahassee, Florida 32399  
1-888-585-9008  
Phone Conference Room ID 472-220-405

---

**Committee Members:**

Rene Lewis, Chair, Program Director, Property Tax Oversight, Florida Department of Revenue  
Linda Myers, C.F.C., President, Florida Tax Collectors Association  
Peter Cam, C.F.C.  
Lisa Cullen, C.F.C.  
Dennis Hollingsworth, C.F.C.  
Sharon Jordan, C.F.C.  
Vickie Potts, C.F.C.  
Becky Smith, C.F.C.  
Celeste Watford, C.F.C.  
Eric Zwayer, C.F.C.

**AGENDA**

**Welcome:** Chair (5 minutes)

**Roll call:** Secretary (3 minutes)

**March 8, 2023 meeting minutes review and approval:** Chair/Committee Members  
(5 minutes)

**Presentation of applicants:** Chair/Committee Members (30 minutes)  
Discussion of applicants' credentials

**Public comment on applicants' credentials** (3 minutes each)

**Vote to recommend the applicant list:** Chair/Committee Members (5 minutes)

**Adjourn:** Chair (2 minutes)

---

**\*This is a public meeting.** Anyone wishing to participate should call in to (888) 585-9008 and supply the conference room number, 472-220-405. The public point of access to the meeting is 2450 Shumard Oak Blvd., Building 2, Room 1220, Tallahassee, Florida 32399.

Members of the public also may send written comments pertaining to the material being presented via email. **To ask a question or submit a written comment, send an email to [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com). In the subject line of your email, please use "June 7, 2023 Committee Meeting."** We will monitor this mailbox during the meeting and read all comments aloud. The court reporter will enter the comments into the transcript.

STATE OF FLORIDA  
DEPARTMENT OF REVENUE

IN RE: FLORIDA DEPARTMENT  
OF REVENUE-PROPERTY TAX  
OVERSIGHT

-----/

CERTIFIED FLORIDA COLLECTOR  
ADMISSIONS AND CERTIFICATIONS COMMITTEE  
PUBLIC MEETING

DATE: March 08, 2023  
TIME: 3:00 p.m. - 3:10 p.m.  
LOCATION: Telephonic

Reported by:

JESSICA RENCHEN, Court Reporter  
For the Record Reporting  
1500 Mahan Drive, Suite 140  
Tallahassee, Florida, 32308

## P R E S E N T

- Rene Lewis
- Linda Myers, Putnam County TC
- Peter Cam, Miami Dade County TC
- Lisa Cullen, Brevard County TC
- Dennis Hollingsworth, St. Johns County TC
- Sharon Jordan, Suwannee County TC
- Vickie Potts, Charlotte County TC
- Becky Smith, Calhoun County TC
- Celeste Watford, Okeechobee County TC
- Eric Zwayer, Highlands County TC

\* \* \*

## P R O C E E D I N G S

MS. LEWIS: Good afternoon, everyone.  
Welcome to the Certified Florida Collector  
Admissions and Certifications Committee.

My name is Rene Lewis; I am the Director of  
the Property Tax Oversight program and the chair  
for today's proceedings.

The committee, as a public board, is subject  
to the Government in the Sunshine laws, and  
therefore the committee's meetings are required to  
be open to the public and properly noticed. This  
applies to any gathering of two or more committee  
members where there is discussion about a matter  
that could come before the committee for action.

Ms. Rachel Goldstein, General Counsel for the  
Department, is on the phone. Also present are  
staff members from the Property Tax Oversight  
program in the Department of Revenue.

Will our staff please introduce themselves by  
stating their names and titles.

MS. MILLER: Meghan Miller, Revenue Program  
Administrator.

MS. MCLANE: Kelly McLane, Interdepartmental  
Projects Administrator.

MS. HARPER: Jenna Harper, Compliance

1 Assistance Process Manager.

2 MS. LEWIS: Thank you.

3 If you are part of the public participating  
4 by telephone and want to submit a written comment  
5 pertaining to the material being presented today,  
6 please send an e-mail to  
7 ptotraining@floridarevenue.com. In the subject  
8 line of your e-mail, please use "March 8 Committee  
9 Meeting." We are monitoring that e-mail account  
10 during the meeting and will read aloud all  
11 comments we receive during the meeting.

12 If you prefer to speak, please state that in  
13 your e-mail and we will recognize you for comment.

14 We would appreciate if everyone could please  
15 mute their phone when they are not participating  
16 so we can reduce the amount of feedback during the  
17 meeting. Please be sure to unmute your line when  
18 you need to voice a vote.

19 Meghan Miller, Secretary of the Committee,  
20 will you please call the roll.

21 MS. MILLER: Rene Lewis?

22 MS. LEWIS: Here.

23 MS. MILLER: Linda Myers? Peter Cam?

24 MR. CAM: Here.

25 MS. MILLER: Lisa Cullen?

1 MS. CULLEN: Here.

2 MS. MILLER: Dennis Hollingsworth?

3 MR. HOLLINGSWORTH: Here.

4 MS. MILLER: Sharon Jordan?

5 MS. JORDAN: Here.

6 MS. MILLER: Vickie Potts?

7 MS. POTTS: Here.

8 MS. MILLER: Becky Smith?

9 MS. SMITH: Here.

10 MS. MILLER: Celeste Watford?

11 MS. WATFORD: Here.

12 MS. MILLER: Eric Zwayer?

13 MR. ZWAYER: Here.

14 MS. LEWIS: Okay. As we were taking roll, I

15 heard a line beep. Is that possibly Linda Myers

16 that joined us?

17 MS. MYERS: Yes. Yes, I'm here.

18 MS. LEWIS: Great. Let the record reflect

19 Linda is present.

20 According to Rule 12D-19.002(6), Florida

21 Administrative Code, five members of the

22 Admissions and Certifications Committee constitute

23 a quorum.

24 Meghan, do we have a quorum?

25 MS. MILLER: Yes.

1 MS. LEWIS: Thank you.

2 Our first order of business today is the  
3 approval of the October 5, 2022, Certified Florida  
4 Collector Admissions and Certifications Committee  
5 meeting minutes.

6 Do I have a motion to approve the October 5,  
7 2022, committee meeting minutes?

8 Please state your name if you make a motion.

9 MS. CULLEN: Lisa Cullen, so moved.

10 MS. LEWIS: Thank you, Lisa.

11 We have a motion by Lisa Cullen.

12 Do we have a second?

13 MS. JORDAN: Sharon Jordan, second.

14 MR. ZWAYER: Second, Eric Zwayer.

15 MS. LEWIS: I'm going to go with Eric on the  
16 last one. So we have a second by Eric Zwayer.

17 All those in favor, indicate by saying "Aye."

18 (Chorus of ayes.)

19 MS. LEWIS: All opposed, indicate by saying  
20 "No."

21 Thank you.

22 Our next item of business is the presentation  
23 and recommendation of applicants.

24 The program posted the list of applicants,  
25 along with the completed applications, on the

1 Department's website and sent the meeting  
2 materials link to each of you. Each application  
3 has a checklist at the front to assist you in your  
4 review of the applicants. This checklist has the  
5 certification criteria required in Rule Chapter  
6 12D-19, F.A.C.

7 Meghan, will you please list the requirements  
8 of the Certified Florida Collector and Certified  
9 Florida Collector Assistant designations?

10 MS. MILLER: The qualifications for the  
11 Certified Florida Collector and Certified Florida  
12 Collector Assistant include at least two years of  
13 experience with a Florida tax collector's or  
14 property appraiser's office or the Florida  
15 Department of Revenue, at least 120 hours of  
16 approved education, and current employment with a  
17 Florida tax collector's or property appraiser's  
18 office or the Florida Department of Revenue. The  
19 Certified Florida Collector designation is  
20 reserved for the county official.

21 MS. LEWIS: Thank you, Meghan.

22 Now, I need for each Committee Member to  
23 individually answer the following question on the  
24 record. After I read the question, Meghan will  
25 call the name of each member. Please state your



1 answer of yes or no.

2 The question is: Are you aware of any facts,  
3 situations, or reasons which you feel may  
4 disqualify or otherwise make it improper for you  
5 to hear and deliberate on any of the applicants  
6 scheduled to be reviewed today?

7 MS. MILLER: Rene Lewis?

8 MS. LEWIS: No.

9 MS. MILLER: Linda Myers?

10 MS. MYERS: No.

11 MS. MILLER: Peter Cam?

12 MR. CAM: No.

13 MS. MILLER: Lisa Cullen?

14 MS. CULLEN: No.

15 MS. MILLER: Dennis Hollingsworth?

16 MR. HOLLINGSWORTH: No.

17 MS. MILLER: Sharon Jordan?

18 MS. JORDAN: No.

19 MS. MILLER: Vickie Potts?

20 MS. POTTS: No.

21 MS. MILLER: Becky Smith?

22 MS. SMITH: No.

23 MS. MILLER: Celeste Watford?

24 MS. WATFORD: No.

25 MS. MILLER: Eric Zwayer?

1 MR. ZWAYER: No.

2 MS. LEWIS: Thank you.

3 Do any committee members have anything they  
4 wish to discuss about the applicants' credentials?

5 Does the public have any comments on any of  
6 the applicants?

7 If you are attending by telephone, please  
8 send us an e-mail so we can recognize you. Again,  
9 that e-mail address is  
10 ptotraining@floridarevenue.com.

11 Jenna, have we received any e-mail comments?

12 MS. HARPER: No, we have not.

13 MS. LEWIS: Thank you.

14 Hearing no additional comments or discussion  
15 of the credentials, the committee will now vote on  
16 consideration of the applicant list.

17 Do I have a motion for recommendation of the  
18 applicants?

19 Please state your name when making your  
20 motion.

21 MS. MYERS: Linda Myers, approval of the  
22 applicant list.

23 MS. LEWIS: Thank you, Linda.

24 We have a motion by Linda Myers.

25 Do I have a second?

1 MS. WATFORD: Celeste Watford, second.

2 MS. CULLEN: Lisa Cullen, second.

3 MS. LEWIS: Thank you.

4 I have a second by Celeste Watford.

5 All those in favor, indicate by saying "Aye."

6 (Chorus of ayes.)

7 MS. LEWIS: Thank you.

8 All opposed, say "Nay."

9 Let the record reflect that the committee has  
10 recommended all applicants for certification.

11 Congratulations to the new Certified Florida  
12 Collectors and Certified Florida Collector  
13 Assistants. The professional designees will  
14 receive documentation of their certification from  
15 the Department.

16 That concludes today's agenda for the  
17 Certified Florida Collector Admissions and  
18 Certifications Committee meeting.

19 Again, thank you all very much for your  
20 leadership and service today on the committee.  
21 We are adjourned, and I hope you have a great  
22 afternoon.

23 (Thereupon, the proceedings were concluded at  
24 3:10 p.m.)

25

## CERTIFICATE OF REPORTER

I, JESSICA RENCHEN, Registered Professional Court Reporter, certify that I was authorized to and did stenographically report the foregoing proceedings and that the transcript is a true and complete record of my stenographic notes.

DATED this 8th day of March, 2023.

\_\_\_\_\_  
JESSICA RENCHEN, Court Reporter

<b>0</b>	<b>Again</b> [2] - 9:8, 10:19 <b>agenda</b> [1] - 10:16	<b>B</b>	<b>come</b> [1] - 3:14 <b>comment</b> [2] - 4:4,	<b>Department's</b> [1] - 7:1
<b>08</b> [1] - 1:11	<b>all</b> [7] - 4:10, 6:17, 6:19, 10:5, 10:8, 10:10, 10:19	<b>be</b> [3] - 3:11, 4:17, 8:6	4:13 <b>comments</b> [4] - 4:11,	<b>designation</b> [1] - 7:19
<b>1</b>	<b>along</b> [1] - 6:25 <b>aloud</b> [1] - 4:10	<b>Becky</b> [3] - 2:6, 5:8, 8:21	9:5, 9:11, 9:14 <b>COMMITTEE</b> [1] - 1:9	<b>designations</b> [1] - 7:9
<b>120</b> [1] - 7:15 <b>12D-19</b> [1] - 7:6 <b>12D-19.002(6)</b> [1] - 5:20	<b>Also</b> [1] - 3:16 <b>am</b> [1] - 3:5	<b>beep</b> [1] - 5:15 <b>before</b> [1] - 3:14	<b>Committee</b> [7] - 3:4, 4:8, 4:19, 5:22, 6:4, 7:22, 10:18	<b>designees</b> [1] - 10:13
<b>140</b> [1] - 1:23 <b>1500</b> [1] - 1:23	<b>amount</b> [1] - 4:16 <b>an</b> [2] - 4:6, 9:8	<b>being</b> [1] - 4:5 <b>board</b> [1] - 3:8	<b>committee</b> [8] - 3:8, 3:12, 3:14, 6:7, 9:3, 9:15, 10:9, 10:20	<b>did</b> [1] - 11:6 <b>Director</b> [1] - 3:5
<b>2</b>	<b>AND</b> [1] - 1:9 <b>and</b> [23] - 3:4, 3:6, 3:9, 3:11, 3:20, 4:4, 4:10, 4:13, 5:22, 6:4, 6:23, 7:1, 7:8, 7:11, 7:16, 8:5, 10:12, 10:17, 10:20, 10:21, 11:6, 11:7, 11:8	<b>Brevard</b> [1] - 2:4 <b>business</b> [2] - 6:2, 6:22	<b>committee's</b> [1] - 3:10 <b>complete</b> [1] - 11:8 <b>completed</b> [1] - 6:25	<b>discussion</b> [2] - 3:13, 9:14 <b>disqualify</b> [1] - 8:4
<b>2022</b> [2] - 6:3, 6:7 <b>2023</b> [2] - 1:11, 11:11	<b>answer</b> [2] - 7:23, 8:1	<b>by</b> [11] - 1:21, 3:19, 4:4, 6:11, 6:16, 6:17, 6:19, 9:7, 9:24, 10:4, 10:5	<b>Compliance</b> [1] - 3:25 <b>concluded</b> [1] - 10:23	<b>do</b> [2] - 5:24, 6:12 <b>Do</b> [4] - 6:6, 9:3, 9:17, 9:25
<b>3</b>	<b>any</b> [7] - 3:12, 8:2, 8:5, 9:3, 9:5, 9:11	<b>C</b> [1] - 3:1 <b>Calhoun</b> [1] - 2:6	<b>concludes</b> [1] - 10:16 <b>Congratulations</b> [1] - 10:11	<b>documentation</b> [1] - 10:14 <b>Does</b> [1] - 9:5
<b>32308</b> [1] - 1:23 <b>3:00</b> [1] - 1:11 <b>3:10</b> [2] - 1:11, 10:24	<b>anything</b> [1] - 9:3 <b>applicant</b> [2] - 9:16, 9:22	<b>call</b> [2] - 4:20, 7:25 <b>Cam</b> [3] - 2:3, 4:23, 8:11	<b>consideration</b> [1] - 9:16 <b>constitute</b> [1] - 5:22	<b>Drive</b> [1] - 1:23 <b>during</b> [3] - 4:10, 4:11, 4:16
<b>5</b>	<b>applicants</b> [7] - 6:23, 6:24, 7:4, 8:5, 9:6, 9:18, 10:10	<b>CAM</b> [2] - 4:24, 8:12 <b>can</b> [2] - 4:16, 9:8	<b>could</b> [2] - 3:14, 4:14 <b>Counsel</b> [1] - 3:15	<b>E</b>
<b>8</b>	<b>applicants'</b> [1] - 9:4 <b>application</b> [1] - 7:2 <b>applications</b> [1] - 6:25	<b>Celeste</b> [5] - 2:6, 5:10, 8:23, 10:1, 10:4 <b>CERTIFICATE</b> [1] - 11:1	<b>county</b> [1] - 7:20 <b>County</b> [9] - 2:3, 2:3, 2:4, 2:4, 2:5, 2:5, 2:6, 2:6, 2:7	<b>E</b> [4] - 2:1, 3:1 <b>e</b> [7] - 4:6, 4:8, 4:9, 4:13, 9:8, 9:9, 9:11
<b>A</b>	<b>applies</b> [1] - 3:12 <b>appraiser's</b> [2] - 7:14, 7:17	<b>certification</b> [3] - 7:5, 10:10, 10:14 <b>CERTIFICATIONS</b> [1] - 1:9	<b>County</b> [9] - 2:3, 2:3, 2:4, 2:4, 2:5, 2:5, 2:6, 2:6, 2:7 <b>Court</b> [3] - 1:22, 11:5, 11:15	<b>e-mail</b> [7] - 4:6, 4:8, 4:9, 4:13, 9:8, 9:9, 9:11
<b>a</b> [21] - 3:8, 3:13, 4:4, 4:18, 5:15, 5:23, 5:24, 6:6, 6:8, 6:11, 6:12, 6:16, 7:3, 7:13, 7:16, 9:17, 9:24, 9:25, 10:4, 10:21, 11:8	<b>are</b> [1] - 8:2 <b>are</b> [7] - 3:10, 3:16, 4:3, 4:9, 4:15, 9:7, 10:21	<b>certify</b> [1] - 11:6 <b>chair</b> [1] - 3:6 <b>Chapter</b> [1] - 7:5	<b>credentials</b> [2] - 9:4, 9:15 <b>criteria</b> [1] - 7:5 <b>CULLEN</b> [4] - 5:1, 6:9, 8:14, 10:2	<b>each</b> [3] - 7:2, 7:22, 7:25 <b>Each</b> [1] - 7:2
<b>about</b> [2] - 3:13, 9:4 <b>According</b> [1] - 5:20 <b>account</b> [1] - 4:9 <b>action</b> [1] - 3:14 <b>additional</b> [1] - 9:14 <b>address</b> [1] - 9:9 <b>adjoined</b> [1] - 10:21	<b>as</b> [2] - 3:8, 5:14 <b>assist</b> [1] - 7:3 <b>Assistance</b> [1] - 4:1 <b>Assistant</b> [2] - 7:9, 7:12	<b>Charlotte</b> [1] - 2:5 <b>checklist</b> [2] - 7:3, 7:4 <b>Chorus</b> [2] - 6:18, 10:6	<b>current</b> [1] - 7:16 <b>D</b>	<b>education</b> [1] - 7:16 <b>employment</b> [1] - 7:16
<b>Administrative</b> [1] - 5:21 <b>Administrator</b> [2] - 3:22, 3:24 <b>ADMISSIONS</b> [1] - 1:9 <b>Admissions</b> [4] - 3:4, 5:22, 6:4, 10:17 <b>After</b> [1] - 7:24 <b>afternoon</b> [2] - 3:2, 10:22	<b>at</b> [4] - 7:3, 7:12, 7:15, 10:23 <b>attending</b> [1] - 9:7 <b>authorized</b> [1] - 11:6 <b>aware</b> [1] - 8:2 <b>Aye</b> [2] - 6:17, 10:5 <b>ayes</b> [2] - 6:18, 10:6	<b>Collector</b> [9] - 3:3, 6:4, 7:8, 7:9, 7:11, 7:12, 7:19, 10:12, 10:17 <b>collector's</b> [2] - 7:13, 7:17 <b>Collectors</b> [1] - 10:12	<b>Dade</b> [1] - 2:3 <b>DATE</b> [1] - 1:11 <b>DATED</b> [1] - 11:11 <b>day</b> [1] - 11:11 <b>deliberate</b> [1] - 8:5 <b>Dennis</b> [3] - 2:4, 5:2, 8:15 <b>DEPARTMENT</b> [2] - 1:1, 1:3 <b>Department</b> [5] - 3:16, 3:18, 7:15, 7:18, 10:15	<b>Eric</b> [6] - 2:7, 5:12, 6:14, 6:15, 6:16, 8:25 <b>everyone</b> [2] - 3:2, 4:14 <b>experience</b> [1] - 7:13
<b>8th</b> [1] - 11:11				<b>F</b>
<b>8th</b> [1] - 11:11				<b>F.A.C</b> [1] - 7:6 <b>facts</b> [1] - 8:2 <b>favor</b> [2] - 6:17, 10:5 <b>feedback</b> [1] - 4:16 <b>feel</b> [1] - 8:3 <b>first</b> [1] - 6:2 <b>five</b> [1] - 5:21 <b>FLORIDA</b> [3] - 1:1, 1:3, 1:8 <b>Florida</b> [16] - 1:23, 3:3, 5:20, 6:3, 7:8, 7:9, 7:11, 7:13, 7:14, 7:17, 7:18, 7:19, 10:11, 10:12, 10:17

<b>following</b> [1] - 7:23 <b>For</b> [1] - 1:22 <b>for</b> [12] - 3:7, 3:14, 3:15, 4:13, 7:10, 7:20, 7:22, 8:4, 9:17, 10:10, 10:16, 10:19 <b>foregoing</b> [1] - 11:7 <b>from</b> [2] - 3:17, 10:14 <b>front</b> [1] - 7:3	<b>IN</b> [1] - 1:3 <b>in</b> [7] - 3:9, 3:18, 4:12, 6:17, 7:3, 7:5, 10:5 <b>include</b> [1] - 7:12 <b>indicate</b> [3] - 6:17, 6:19, 10:5 <b>individually</b> [1] - 7:23 <b>Interdepartmental</b> [1] - 3:23 <b>introduce</b> [1] - 3:19 <b>is</b> [12] - 3:5, 3:8, 3:13, 3:16, 5:15, 5:19, 6:2, 6:22, 7:19, 8:2, 9:9, 11:8 <b>it</b> [1] - 8:4 <b>item</b> [1] - 6:22	10:2 <b>list</b> [4] - 6:24, 7:7, 9:16, 9:22 <b>LOCATION</b> [1] - 1:12	5:12, 5:14, 5:17, 5:18, 5:25, 6:1, 6:9, 6:10, 6:13, 6:15, 6:19, 7:10, 7:21, 8:7, 8:8, 8:9, 8:10, 8:11, 8:13, 8:14, 8:15, 8:17, 8:18, 8:19, 8:20, 8:21, 8:22, 8:23, 8:24, 8:25, 9:2, 9:12, 9:13, 9:21, 9:23, 10:1, 10:2, 10:3, 10:7 <b>much</b> [1] - 10:19 <b>mute</b> [1] - 4:15 <b>my</b> [1] - 11:9 <b>My</b> [1] - 3:5 <b>MYERS</b> [3] - 5:17, 8:10, 9:21 <b>Myers</b> [6] - 2:3, 4:23, 5:15, 8:9, 9:21, 9:24	<b>on</b> [8] - 3:16, 6:15, 6:25, 7:23, 8:5, 9:5, 9:15, 10:20 <b>one</b> [1] - 6:16 <b>open</b> [1] - 3:11 <b>opposed</b> [2] - 6:19, 10:8 <b>or</b> [9] - 3:12, 7:13, 7:14, 7:17, 7:18, 8:1, 8:3, 8:4, 9:14 <b>order</b> [1] - 6:2 <b>otherwise</b> [1] - 8:4 <b>Our</b> [2] - 6:2, 6:22 <b>our</b> [1] - 3:19 <b>Oversight</b> [2] - 3:6, 3:17 <b>OVERSIGHT</b> [1] - 1:4
<b>G</b>	<b>J</b>	<b>M</b>	<b>N</b>	<b>P</b>
<b>G</b> [1] - 3:1 <b>gathering</b> [1] - 3:12 <b>General</b> [1] - 3:15 <b>go</b> [1] - 6:15 <b>going</b> [1] - 6:15 <b>Goldstein</b> [1] - 3:15 <b>Good</b> [1] - 3:2 <b>Government</b> [1] - 3:9 <b>great</b> [2] - 5:18, 10:21	<b>Jenna</b> [2] - 3:25, 9:11 <b>JESSICA</b> [3] - 1:22, 11:5, 11:15 <b>Johns</b> [1] - 2:4 <b>joined</b> [1] - 5:16 <b>Jordan</b> [4] - 2:5, 5:4, 6:13, 8:17 <b>JORDAN</b> [3] - 5:5, 6:13, 8:18	<b>make</b> [2] - 6:8, 8:4 <b>making</b> [1] - 9:19 <b>Manager</b> [1] - 4:1 <b>March</b> [1] - 1:11 <b>March</b> [2] - 4:8, 11:11 <b>material</b> [1] - 4:5 <b>materials</b> [1] - 7:2 <b>matter</b> [1] - 3:13 <b>may</b> [1] - 8:3 <b>MCLANE</b> [1] - 3:23 <b>McLane</b> [1] - 3:23 <b>MEETING</b> [1] - 1:9 <b>Meeting</b> [1] - 4:9 <b>meeting</b> [7] - 4:10, 4:11, 4:17, 6:5, 6:7, 7:1, 10:18 <b>meetings</b> [1] - 3:10 <b>Meghan</b> [6] - 3:21, 4:19, 5:24, 7:7, 7:21, 7:24 <b>member</b> [1] - 7:25 <b>Member</b> [1] - 7:22 <b>members</b> [4] - 3:13, 3:17, 5:21, 9:3 <b>Miami</b> [1] - 2:3 <b>MILLER</b> [22] - 3:21, 4:21, 4:23, 4:25, 5:2, 5:4, 5:6, 5:8, 5:10, 5:12, 5:25, 7:10, 8:7, 8:9, 8:11, 8:13, 8:15, 8:17, 8:19, 8:21, 8:23, 8:25 <b>Miller</b> [2] - 3:21, 4:19 <b>minutes</b> [2] - 6:5, 6:7 <b>monitoring</b> [1] - 4:9 <b>more</b> [1] - 3:12 <b>motion</b> [6] - 6:6, 6:8, 6:11, 9:17, 9:20, 9:24 <b>moved</b> [1] - 6:9 <b>MR</b> [7] - 4:24, 5:3, 5:13, 6:14, 8:12, 8:16, 9:1 <b>Ms</b> [1] - 3:15 <b>MS</b> [58] - 3:2, 3:21, 3:23, 3:25, 4:2, 4:21, 4:22, 4:23, 4:25, 5:1, 5:2, 5:4, 5:5, 5:6, 5:7, 5:8, 5:9, 5:10, 5:11,	<b>N</b> [2] - 2:1, 3:1 <b>name</b> [4] - 3:5, 6:8, 7:25, 9:19 <b>names</b> [1] - 3:20 <b>Nay</b> [1] - 10:8 <b>need</b> [2] - 4:18, 7:22 <b>new</b> [1] - 10:11 <b>next</b> [1] - 6:22 <b>no</b> [13] - 8:1, 8:8, 8:10, 8:12, 8:14, 8:16, 8:18, 8:20, 8:22, 8:24, 9:1, 9:12, 9:14 <b>No</b> [1] - 6:20 <b>not</b> [2] - 4:15, 9:12 <b>notes</b> [1] - 11:9 <b>noticed</b> [1] - 3:11 <b>now</b> [1] - 9:15 <b>Now</b> [1] - 7:22	<b>P</b> [2] - 2:1, 3:1 <b>p.m</b> [3] - 1:11, 10:24 <b>part</b> [1] - 4:3 <b>participating</b> [2] - 4:3, 4:15 <b>pertaining</b> [1] - 4:5 <b>Peter</b> [3] - 2:3, 4:23, 8:11 <b>phone</b> [2] - 3:16, 4:15 <b>Please</b> [4] - 4:17, 6:8, 7:25, 9:19 <b>please</b> [8] - 3:19, 4:6, 4:8, 4:12, 4:14, 4:20, 7:7, 9:7 <b>possibly</b> [1] - 5:15 <b>posted</b> [1] - 6:24 <b>POTTS</b> [2] - 5:7, 8:20 <b>Potts</b> [3] - 2:5, 5:6, 8:19 <b>prefer</b> [1] - 4:12 <b>present</b> [2] - 3:16, 5:19 <b>presentation</b> [1] - 6:22 <b>presented</b> [1] - 4:5 <b>proceedings</b> [3] - 3:7, 10:23, 11:7 <b>Process</b> [1] - 4:1 <b>professional</b> [1] - 10:13 <b>Professional</b> [1] - 11:5 <b>Program</b> [1] - 3:21 <b>program</b> [3] - 3:6, 3:18, 6:24 <b>Projects</b> [1] - 3:24 <b>properly</b> [1] - 3:11 <b>PROPERTY</b> [1] - 1:4 <b>Property</b> [2] - 3:6,
<b>H</b>	<b>K</b>	<b>L</b>	<b>O</b>	
<b>HARPER</b> [2] - 3:25, 9:12 <b>Harper</b> [1] - 3:25 <b>has</b> [3] - 7:3, 7:4, 10:9 <b>have</b> [14] - 5:24, 6:6, 6:11, 6:12, 6:16, 9:3, 9:5, 9:11, 9:12, 9:17, 9:24, 9:25, 10:4, 10:21 <b>hear</b> [1] - 8:5 <b>heard</b> [1] - 5:15 <b>Hearing</b> [1] - 9:14 <b>here</b> [10] - 4:22, 4:24, 5:1, 5:3, 5:5, 5:7, 5:9, 5:11, 5:13, 5:17 <b>Highlands</b> [1] - 2:7 <b>HOLLINGSWORTH</b> [2] - 5:3, 8:16 <b>Hollingsworth</b> [3] - 2:4, 5:2, 8:15 <b>hope</b> [1] - 10:21 <b>hours</b> [1] - 7:15	<b>Kelly</b> [1] - 3:23	<b>last</b> [1] - 6:16 <b>laws</b> [1] - 3:9 <b>leadership</b> [1] - 10:20 <b>least</b> [2] - 7:12, 7:15 <b>Let</b> [1] - 10:9 <b>let</b> [1] - 5:18 <b>Lewis</b> [4] - 2:2, 3:5, 4:21, 8:7 <b>LEWIS</b> [16] - 3:2, 4:2, 4:22, 5:14, 5:18, 6:1, 6:10, 6:15, 6:19, 7:21, 8:8, 9:2, 9:13, 9:23, 10:3, 10:7 <b>Linda</b> [8] - 2:3, 4:23, 5:15, 5:19, 8:9, 9:21, 9:23, 9:24 <b>line</b> [3] - 4:8, 4:17, 5:15 <b>link</b> [1] - 7:2 <b>Lisa</b> [7] - 2:4, 4:25, 6:9, 6:10, 6:11, 8:13,	<b>October</b> [2] - 6:3, 6:6 <b>OF</b> [4] - 1:1, 1:1, 1:4, 11:1 <b>of</b> [34] - 3:5, 3:12, 3:18, 4:3, 4:8, 4:16, 4:19, 5:21, 6:2, 6:3, 6:18, 6:22, 6:23, 6:24, 7:2, 7:4, 7:8, 7:12, 7:15, 7:18, 7:25, 8:1, 8:2, 8:5, 9:5, 9:15, 9:16, 9:17, 9:21, 10:6, 10:14, 11:8, 11:11 <b>office</b> [2] - 7:14, 7:18 <b>official</b> [1] - 7:20 <b>okay</b> [1] - 5:14 <b>Okeechobee</b> [1] - 2:6	
<b>I</b>				
<b>I</b> [12] - 3:1, 3:5, 5:14, 6:6, 7:22, 7:24, 9:17, 9:25, 10:4, 10:21, 11:5, 11:6 <b>I'm</b> [2] - 5:17, 6:15 <b>If</b> [3] - 4:3, 4:12, 9:7 <b>if</b> [2] - 4:14, 6:8 <b>improper</b> [1] - 8:4 <b>In</b> [1] - 4:7				

3:17  
**property** [2] - 7:14,  
 7:17  
**ptotraining@**  
**floridarevenue.com**  
 [2] - 4:7, 9:10  
**PUBLIC** [1] - 1:9  
**public** [4] - 3:8, 3:11,  
 4:3, 9:5  
**Putnam** [1] - 2:3

## Q

**qualifications** [1] -  
 7:10  
**question** [3] - 7:23,  
 7:24, 8:2  
**quorum** [2] - 5:23,  
 5:24

## R

**R** [2] - 2:1, 3:1  
**Rachel** [1] - 3:15  
**RE** [1] - 1:3  
**read** [2] - 4:10, 7:24  
**reasons** [1] - 8:3  
**receive** [2] - 4:11,  
 10:14  
**received** [1] - 9:11  
**recognize** [2] - 4:13,  
 9:8  
**recommendation** [2]  
 - 6:23, 9:17  
**recommended** [1] -  
 10:10  
**record** [4] - 5:18,  
 7:24, 10:9, 11:8  
**Record** [1] - 1:22  
**reduce** [1] - 4:16  
**reflect** [2] - 5:18,  
 10:9  
**Registered** [1] - 11:5  
**RENCHEN** [3] - 1:22,  
 11:5, 11:15  
**Rene** [4] - 2:2, 3:5,  
 4:21, 8:7  
**report** [1] - 11:7  
**Reported** [1] - 1:21  
**REPORTER** [1] -  
 11:1  
**Reporter** [3] - 1:22,  
 11:6, 11:15  
**Reporting** [1] - 1:22  
**required** [2] - 3:10,  
 7:5  
**requirements** [1] -  
 7:7  
**reserved** [1] - 7:20  
**REVENUE** [2] - 1:1,

1:4  
**Revenue** [4] - 3:18,  
 3:21, 7:15, 7:18  
**REVENUE-**  
**PROPERTY** [1] - 1:4  
**review** [1] - 7:4  
**reviewed** [1] - 8:6  
**roll** [2] - 4:20, 5:14  
**Rule** [2] - 5:20, 7:5

## S

**S** [2] - 2:1, 3:1  
**say** [1] - 10:8  
**saying** [3] - 6:17,  
 6:19, 10:5  
**scheduled** [1] - 8:6  
**second** [8] - 6:12,  
 6:13, 6:14, 6:16, 9:25,  
 10:1, 10:2, 10:4  
**Secretary** [1] - 4:19  
**send** [2] - 4:6, 9:8  
**sent** [1] - 7:1  
**service** [1] - 10:20  
**Sharon** [4] - 2:5, 5:4,  
 6:13, 8:17  
**situations** [1] - 8:3  
**SMITH** [2] - 5:9, 8:22  
**Smith** [3] - 2:6, 5:8,  
 8:21  
**so** [4] - 4:16, 6:9,  
 6:16, 9:8  
**speak** [1] - 4:12  
**St** [1] - 2:4  
**staff** [2] - 3:17, 3:19  
**STATE** [1] - 1:1  
**state** [4] - 4:12, 6:8,  
 7:25, 9:19  
**stating** [1] - 3:20  
**stenographic** [1] -  
 11:9  
**stenographically** [1]  
 - 11:7  
**subject** [2] - 3:8, 4:7  
**submit** [1] - 4:4  
**Suite** [1] - 1:23  
**Sunshine** [1] - 3:9  
**sure** [1] - 4:17  
**Suwannee** [1] - 2:5

## T

**T** [1] - 2:1  
**taking** [1] - 5:14  
**Tallahassee** [1] -  
 1:23  
**tax** [2] - 7:13, 7:17  
**TAX** [1] - 1:4  
**Tax** [2] - 3:6, 3:17  
**TC** [9] - 2:3, 2:3, 2:4,

2:4, 2:5, 2:5, 2:6, 2:6,  
 2:7  
**telephone** [2] - 4:4,  
 9:7  
**Telephonic** [1] - 1:12  
**Thank** [1] - 7:21  
**thank** [10] - 4:2, 6:1,  
 6:10, 6:21, 9:2, 9:13,  
 9:23, 10:3, 10:7,  
 10:19  
**that** [9] - 3:14, 4:9,  
 4:12, 5:15, 5:16, 9:9,  
 10:9, 11:6, 11:8  
**That** [1] - 10:16  
**the** [65] - 1:22, 3:3,  
 3:5, 3:6, 3:9, 3:10,  
 3:11, 3:14, 3:15, 3:16,  
 3:17, 3:18, 4:3, 4:5,  
 4:7, 4:10, 4:11, 4:16,  
 4:19, 4:20, 5:18, 5:21,  
 6:2, 6:3, 6:6, 6:15,  
 6:22, 6:24, 6:25, 7:1,  
 7:3, 7:4, 7:7, 7:8,  
 7:10, 7:14, 7:18, 7:20,  
 7:23, 7:24, 7:25, 8:5,  
 9:4, 9:5, 9:6, 9:15,  
 9:16, 9:17, 9:21, 10:9,  
 10:11, 10:15, 10:16,  
 10:20, 10:23, 11:7,  
 11:8  
**The** [6] - 3:8, 6:24,  
 7:10, 7:18, 8:2, 10:13  
**their** [3] - 3:20, 4:15,  
 10:14  
**themselves** [1] -  
 3:19  
**there** [1] - 3:13  
**therefore** [1] - 3:10  
**Thereupon** [1] -  
 10:23  
**they** [2] - 4:15, 9:3  
**This** [2] - 3:11, 7:4  
**this** [1] - 11:11  
**those** [2] - 6:17, 10:5  
**TIME** [1] - 1:11  
**titles** [1] - 3:20  
**to** [22] - 3:3, 3:9,  
 3:10, 3:11, 3:12, 4:4,  
 4:5, 4:6, 4:12, 4:17,  
 4:18, 5:20, 6:6, 6:15,  
 7:2, 7:3, 7:22, 8:5,  
 8:6, 9:4, 10:11, 11:6  
**today** [4] - 4:5, 6:2,  
 8:6, 10:20  
**today's** [2] - 3:7,  
 10:16  
**transcript** [1] - 11:8  
**true** [1] - 11:8  
**two** [2] - 3:12, 7:12

## U

**unmute** [1] - 4:17  
**us** [2] - 5:16, 9:8  
**use** [1] - 4:8

## V

**very** [1] - 10:19  
**Vickie** [3] - 2:5, 5:6,  
 8:19  
**voice** [1] - 4:18  
**vote** [2] - 4:18, 9:15

## W

**want** [1] - 4:4  
**was** [1] - 11:6  
**WATFORD** [3] -  
 5:11, 8:24, 10:1  
**Watford** [5] - 2:6,  
 5:10, 8:23, 10:1, 10:4  
**We** [3] - 4:9, 4:14,  
 10:21  
**we** [12] - 4:11, 4:13,  
 4:16, 5:14, 5:24, 6:11,  
 6:12, 6:16, 9:8, 9:11,  
 9:12, 9:24  
**website** [1] - 7:1  
**Welcome** [1] - 3:3  
**were** [2] - 5:14, 10:23  
**when** [3] - 4:15, 4:17,  
 9:19  
**where** [1] - 3:13  
**which** [1] - 8:3  
**will** [7] - 4:10, 4:13,  
 4:20, 7:7, 7:24, 9:15,  
 10:13  
**Will** [1] - 3:19  
**wish** [1] - 9:4  
**with** [4] - 6:15, 6:25,  
 7:13, 7:16  
**would** [1] - 4:14  
**written** [1] - 4:4

## Y

**years** [1] - 7:12  
**yes** [3] - 5:17, 8:1  
**Yes** [1] - 5:25  
**you** [26] - 4:2, 4:3,  
 4:12, 4:13, 4:18, 4:20,  
 6:1, 6:8, 6:10, 6:21,  
 7:2, 7:3, 7:7, 7:21,  
 8:2, 8:3, 8:4, 9:2, 9:7,  
 9:8, 9:13, 9:23, 10:3,  
 10:7, 10:19, 10:21  
**your** [9] - 4:8, 4:13,  
 4:17, 6:8, 7:3, 7:25,  
 9:19, 10:19

## Z

**Zwayer** [5] - 2:7,  
 5:12, 6:14, 6:16, 8:25  
**ZWAYER** [3] - 5:13,  
 6:14, 9:1

## .

• [10] - 2:2, 2:3, 2:3,  
 2:4, 2:4, 2:5, 2:5, 2:6,  
 2:6, 2:7



**JUNE 7, 2023**

**CERTIFIED FLORIDA COLLECTOR ADMISSIONS AND CERTIFICATIONS COMMITTEE  
DESIGNATION APPLICANT CONSIDERATIONS**

**CERTIFIED FLORIDA COLLECTOR**

CHUCK PERDUE

**CERTIFIED FLORIDA COLLECTOR ASSISTANT**

CRAIG O'NEAL ALLEN, JR.  
CARLOS AMEN  
EDWARD W. BECHT  
MELANIE P. BLAIR  
HEATHER BUKLAD  
TAVARES BURGESS  
DANIEL COLLAZO  
CHARY LYNN COLON  
CHRISTINA COTHRAN  
KRISTEN LAND DANIELS  
AMANDA DICK  
LYDIA LYNN DUNN  
KAREY FINNEY  
HARRISON FLYNN  
TANNER FOSTER  
ERIKA GILES  
RICHARD GORGA

MARGIE GRIFFIN  
ALLYSON HARRIS  
JENNIFER HAYDEN  
PENNY HERSEY  
CAMILYA HIGHLAND  
NAOMI JIMENEZ  
MAUREEN JOHNSON  
LESLIE G. JONES  
CHRISTOPHER KIRK  
COURTNEY KLAYSON  
DENICE LANG  
CHELSEA MARIE LEMING  
CYNTHIA LONG  
EMILY MARTINEZ  
KEVIN MARTINEZ  
KATHY MEJIA  
MICHELLE ONTIVEROS

MARCUS OSES  
RAYMOND PADILLA  
COREY PETROCK  
STEPHANIE RAMOS  
ANNA ROBICHEAUX  
MARIA J. RODRIGUEZ  
CHRIS ROGERS  
SKYLA SAPP  
JACQUELYN DAWN SHIPMAN  
HOLLY SMITH  
KIMBERLY TELLERIA  
MONICA THOMAS  
MEAGAN WALLER  
ERIN DELORES WILKES  
JACQUELYN WRIGHT





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Chuck Perdue		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Bay	Job Title: Tax Collector		
Certification Requested:	Certified Florida Collector		
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>		
Certification Date:	05/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 01/03/17	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>24-hours per 12D-19.010(2)(a), F.A.C.</b>		
2022 FTCA Fall Education Forum	14.4	Attended
FIOG Florida Ethics 2022	4	Attended
Public Meetings and Public Records Law	2	Attended
TCC 003 - Customer Service Training	5	Attended
<b>Total Hours</b>	25.4	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input checked="" type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <span style="float: right;">Chuck Perdue</span>					
Business email address: <span style="float: right;">cperdue@baytaxcollector.com</span>				Business phone number: <span style="float: right;">850-248-8539</span>	
Job title: <span style="float: right;">Tax Collector</span>					
Employed by: <span style="float: right;">Bay County</span>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input checked="" type="checkbox"/> Certified Florida Collector		<input type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <span style="float: right;">Bay County Tax Collector</span>					
Your Title: <span style="float: right;">Tax Collector</span>				Employment Dates: <span style="float: right;">2016-Present</span>	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0079	TC-0079R, FTC Fall Corum 2022	14.4	TC-0025	Public Meetings and Public Records Laws	2.0
TC-0072	FSU Florida Institute of GOv - Ethics	4.0	TC-0039	Customer Service	5.0
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: <span style="float: right;">04/25/2023</span>	



FLORIDA  
TAX COLLECTORS  
ASSOCIATION

## 2022 FALL EDUCATION FORUM

### CE HOURS CERTIFICATION (COURSE NO. TC-0079R)

#### Day 1 | Monday, August 22, 2022

Course Title	Hours
Creating an Internal Auditing Policy	1.0
Overview of Tax Deferral Programs	1.0
Overview of Drivers Privacy Protection Act	1.0
Mental Illness & the Workplace (2 parts)	2.0
Fraud Forum (2 parts)	2.2
Wellness Program Best Practices	2.2
Confidentials	1.0
PACE	1.2
Essential Hurricane Preparedness	1.2
Smart Planning for Your Taxes	1.0
Central Assessments & OASYS	1.0
TRIM Notices	1.0
Personal Investment Planning	1.0

Day 1 Hours Completed 5.2

#### Day 2 | Tuesday, August 23, 2022

Course Title	Hours
CDL	1.0
Five Team Building Exercises	1.0

Day 2 Hours Completed 1.0

#### Day 3 | Wednesday, August 24, 2022

Course Title	Hours
Legal Presence	1.0
Financial Responsibility	1.0
Active Shooter Training (2 parts)	2.0
Update FLHSMV/Bureau of Admin Review	1.0
Human Trafficking/DL Internal Help Desk	1.0
Fraud & Quality Assurance	1.2
Investing in a Changing Interest	
Rate Environment	1.0
Educating the Public: Property Fraud	1.0
HR Law Update	2.0
How to Talk to Your Legislators	1.0
Cybersecurity Trends	1.0
Concealed Weapons Overview	1.0
Auditing & Oversight	1.0
Inflation & Recession	1.0
Stress Management and Resiliency	2.0
Russian Cyber Threat	1.0
Motorist Modernization Updates	1.0

Day 3 Hours Completed 8.2

Chuck Perdue

Tax Collector Name (Print)

Tax Collector Signature

Bay

Tax Collector County

14.4

CE Hours Completed





## 2022 FTCA Education Forum Sessions Attendance Report

CheckIn Date	Session Name	Session Unique ID	Session Number	Session Date	Session Start Time	Session End Time	CEU
22-Aug-22	The Drivers Privacy Protect Act: A Summary and Discussion	18	11110474	22-Aug-22	11:00 AM	11:50 AM	1
22-Aug-22	Trim Notices	27	11110483	22-Aug-22	01:45 PM	02:35 PM	1
22-Aug-22	Wellness Program Best Practices - Part 1	34	11110490	22-Aug-22	02:45 PM	03:35 PM	2
22-Aug-22	Essential Hurricane Preparedness	40	11110496	22-Aug-22	04:00 PM	05:00 PM	1.2
23-Aug-22	FLHSMV Coalition: CDL	54	11110510	23-Aug-22	10:40 AM	11:30 AM	1
23-Aug-22	FTCA Fall Executive Session	58	11110514	23-Aug-22	01:30 PM	05:00 PM	
24-Aug-22	Auditing and Oversight of Private Tag Agencies	67	11110523	24-Aug-22	08:00 AM	08:50 AM	1
24-Aug-22	FLHSMV Coalition: General Updates	73	11110529	24-Aug-22	09:00 AM	09:50 AM	1
24-Aug-22	FLHSMV Coalition: Motorist Modernization Update	80	11110536	24-Aug-22	10:00 AM	10:50 AM	1
24-Aug-22	FLHSMV Coalition: Human Trafficking & DL Internal Helpdesk	86	11110542	24-Aug-22	11:00 AM	11:50 AM	1
24-Aug-22	HR and Compliance Updates	90	11110546	24-Aug-22	01:30 PM	02:20 PM	2
24-Aug-22	HR: You Be The Judge	94	11110550	24-Aug-22	02:30 PM	03:20 PM	1
24-Aug-22	FLHSMV Coalition: Fraud & Quality Assurance	98	11110554	24-Aug-22	03:30 PM	04:20 PM	1.2

14.4

This is to certify that Chuck Perdue attended the following continuing education sessions at the 2023 FTCA Education Forum on August 21-24, 2022, in Orlando, Florida

*Sylvia R. Talevich*

Sylvia R. Talevich  
 Chief Operating Officer  
 Florida Tax Collectors Association  
 216 South Monroe Street  
 Tallahassee, FL 32301  
 Tel: 850.222.7206  
 Email: stalevich@yvlaw.net

THIS CERTIFICATE IS AWARDED TO

**Chuck Perdue**

FOR SUCCESSFULLY COMPLETING THE 4-HOUR COURSE

**Florida Ethics 2022 (4 Hours)**

Issued: 2022-05-16

Certificate ID: 6iyzcy8hcj

805 S. Tyndall Parkway  
Callaway, FL 32404



**CHUCK PERDUE**  
TAX COLLECTOR  
BAY COUNTY, FLORIDA

850 W 11<sup>th</sup> Street  
Panama City, FL 32401

700 Florida Avenue  
Lynn Haven, FL 32444

10520 Hutchison Blvd.  
Panama City Beach, FL 32408

P.O. Box 2285 Panama City, FL 32402-2285  
Customer Support: (850) 248-8501

---

March 30, 2023

To whom it may concern:

I hereby certify that on December 19, 2022 I completed TC-0025R "Public Meetings and Public Records Law".

Please inquire should you have any questions.

Sincerely,

  
Chuck Perdue

**Congratulations,**  
**Chuck Perdue**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

April 24, 2023  
5 credit hours





# CERTIFIED FLORIDA COLLECTOR

The Florida Department of Revenue

Hereby Certifies That

**Chuck Perdue**

Has Successfully Completed the Requirements for the Designation

On This 1st Day of February, 2019

Jim Zingale  
Executive Director  
Florida Department of Revenue



Patrick Creehan  
Interim Director, Property Tax Oversight  
Florida Department of Revenue



*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certifies that*

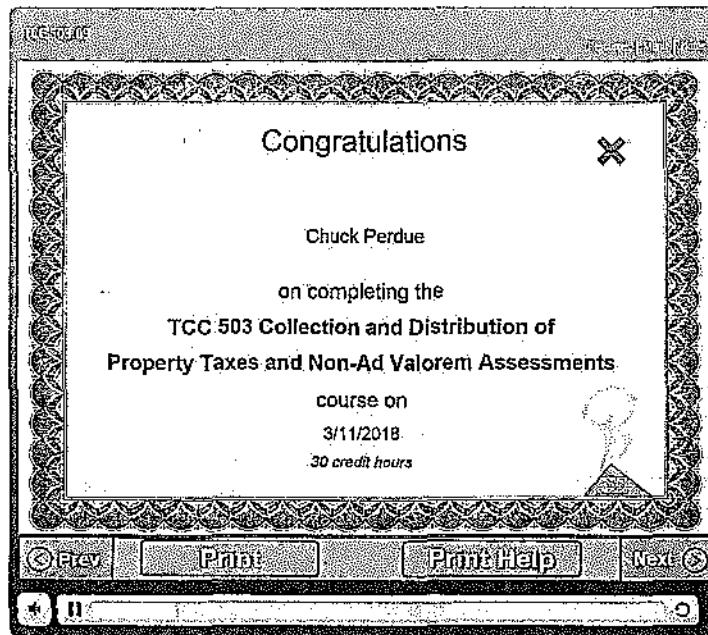
*The Honorable Chuck Perdue*

*has successfully completed*

*DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS*

*TCC 501, 30 Hours*

*January 22-26, 2018*



## Congratulations

Chuck Perdue

on completing the  
**TCC 001 Bankruptcy** course on  
6/13/2018  
15 credit hours



## Congratulations

ChuckPerdue

on completing the  
**TCC 002 Effective Decision Making** course on  
6/12/2018  
10 credit hours



## Congratulations

ChuckPerdue

on completing the  
**TCC 003 Customer Service** course on  
6/12/2018  
5 credit hours

*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certifies that*

*The Honorable Chuck Perdue*

*has successfully completed*

*THE COLLECTION OF LICENSES, TAXES AND FEES*

*TCC 504, 30 Hours*

*June 4-8, 2018*



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:		Craig O'neal Allen, Jr.	
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade		Job Title: Enforcement and Collection Officer	
Certification Requested:		Certified Florida Collector Assistant	
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:		02/01/23	

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 01/09/01	
To: Present	
From:	
To:	

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

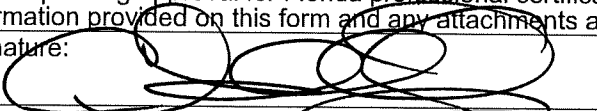


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <b>CRAIG O'NEAL ALLEN JR</b>					
Business email address: <b>CRAIG.ALLEN@MIAMIDADE.GOV</b>			Business phone number: <b>(305) 375-4878</b>		
Job title: <b>ENFORCEMENT AND COLLECTION OFFICER</b>					
Employed by: <b>MIAMI DADE TAX COLLECTOR'S OFFICE</b>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input checked="" type="checkbox"/> Certified Florida Collector		<input type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <b>MIAMI DADE TAX COLLECTOR OFFICE</b>					
Your Title: <b>ENFORCEMENT AND COLLECTION OFFICER</b>			Employment Dates: <b>1/9/2001</b>		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0036C	TCC 503 Collection and Distribution of Property Taxes and Special Assessments	30	TC-0040C	TCC 501 – Duties and Responsibilities of Florida Tax Collectors	30
TC-0041C	TCC 502 - Management of a Florida Tax Collector's Office	30	C-0037C/0038C/0039C	TCC 001 – Bankruptcy TCC 002 – Effective Decision Making TCC 003 – Customer Service Training	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: <b>Feb 24, 2023</b>	

*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certificate of Completion*

*Craig Allen*

*MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE*

*TCC 502, 30 Hours*

*September 13-16, 2021*

**Congratulations,**

**Craig Allen**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

April 13, 2022  
15 credit hours





**Congratulations,**

**Craig Allen**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

April 15, 2022  
10 credit hours



**Congratulations,**

**Craig Allen**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

April 18, 2022  
5 credit hours



**Congratulations,**

**Craig Allen**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

April 20, 2022  
30 credit hours



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Craig Allen**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Carlos Amen		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade	Job Title: Tax Record Specialist 2		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 04/19/18	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

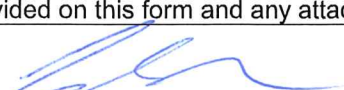


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Carlos Amen					
Business email address: Carlos.Amen.@miamidade.gov				Business phone number: (305) 375-1080	
Job title: Tax Record Specialist 2					
Employed by: Miami-Dade Office of the Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Miami-Dade Office of the Tax Collector					
Your Title: Tax Record Specialist 2				Employment Dates: 04/18/2018 to Present	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0040C	Duties & Responsibilities of Florida Tax Collectors	30	TC0041C	Management of a Florida Tax Collectors Office	30
TC0036C	Collection & Distribution of Property Taxes & Special Assessment	30			
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 02/28/2023	

1 of 2






**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Carlos Amen					
Business email address: Carlos.Amen.@miamidade.gov				Business phone number: (305) 375-1080	
Job title: Tax Record Specialist 2					
Employed by: Miami-Dade Office of the Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Miami-Dade Office of the Tax Collector					
Your Title: Tax Record Specialist 2				Employment Dates: 04/18/2018 to Present	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0037C	Bankruptcy	15	TC0039C	Customer Service Training	5
TC0038C	Effective decision Making	10			
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 02/28/2023	

*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certificate of Completion*

*Carlos Amen*

*MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE*

*TCC 502, 30 Hours*

*September 13-16, 2021*



**Congratulations,**

**Carlos Amen**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

March 28, 2022

15 credit hours



**Congratulations,**

**Carlos Amen**

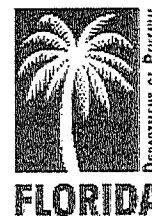
on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

March 28, 2022  
10 credit hours



**Congratulations,**

**Carlos Amen**

on completing

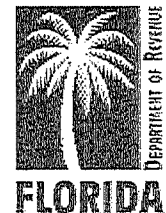
**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

March 29, 2022

5 credit hours



**Congratulations,**

**Carlos Amen**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

April 4, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

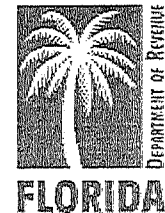
**Carlos Amen**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Edward W. Becht		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: Legal General Counsel		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	06/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 01/18/21	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 001 - Bankruptcy	15	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

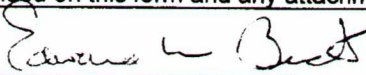


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <span style="float: right;">Edward W. Becht</span>					
Business email address: <span style="float: right;">ed.becht@tcslc.com</span>			Business phone number: <span style="float: right;">772-462-1650</span>		
Job title: <span style="float: right;">Legal General Counsel</span>					
Employed by: <span style="float: right;">St. Lucie County Tax Collector</span>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <span style="float: right;">St. Lucie County Tax Collector</span>					
Your Title: <span style="float: right;">Legal General Counsel</span>			Employment Dates: <span style="float: right;">1/18/2021 - Present</span>		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0041C	TCC 502 – Management of a Florida Tax Collector's Office	30	TC-0042C	TCC 504 – Collection of Licenses, Taxes, and Fees	30
TC-0036C	TCC 503 – Collection and Distribution of Property Taxes and Special Assessments	30	TC-0037C	TCC 001 – Bankruptcy	15
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: <span style="float: right;">5-18-2023</span>	





# **Application for Florida Professional Certification** Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Edward W. Becht					
Business email address: ed.becht@tcscl.com			Business phone number: 772-462-1650		
Job title: Legal General Counsel					
Employed by: St. Lucie County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: St. Lucie County Tax Collector					
Your Title: Legal General Counsel			Employment Dates: 1/18/2021 - Present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0038C	TCC 002 – Effective Decision Making	10			
TC-0039C	TCC 003 – Customer Service Training	5			
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: 5-10-2023	



**Congratulations,**

**Edward W. Becht**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

on

December 21, 2021  
30 credit hours



**Congratulations,**

**Edward W. Becht**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

March 19, 2022  
15 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Edward W. Becht**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours



**Congratulations,**

**Edward W. Becht**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

August 26, 2022  
10 credit hours





# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Edward W. Becht**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours



**Congratulations,**

**Edward W. Becht**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

May 8, 2023  
5 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Melanie P. Blair
Previous Name(s)(if applicable):	Melanie Bland
Documentation Included:	
County: Putnam	Job Title: Customer Service Representative II
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	02/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 05/16/16	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
FLHSMV - DL Training Series: Phase I	40	Attended Course
FLHSMV - DL Training Series: Phase II	40	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.75	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.75	Attended Course
AAMVA - Expanding the Review	0.5	Attended Course
AAMVA - Social Security Cards	0.5	Attended Course
AAMVA - Birth Certificates	0.5	Attended Course
<b>Total Hours</b>	119.25	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes: Total approved course hours = 126.25



Name to Appear on Certificate:	Melanie P. Blair
Previous Name(s)(if applicable):	Melanie Bland
Documentation Included:	
County: Putnam	Job Title: Customer Service Representative II
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="checked" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	02/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 05/16/16	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
<b>90-hours per 12D-19.003(3)(b)</b>		
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - Security Features	1	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
AAMVA - Introduction to Fraud	1	Attended course
<b>Total Hours</b>	<b>7</b>	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Melanie P. Blair					
Business email address: 323 St. Johns Avenue			Business phone number: 386-326-2722		
Job title: Customer Service Representative II					
Employed by: Putnam County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Putnam County Tax Collector					
Your Title: Customer Service Representative II			Employment Dates: 5/16/2016 - Current		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
	See Attached Transcript	126			
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <i>Melanie P. Blair</i>			Date: 2/22/23		

**MELANIE BLAND BLAIR  
PUTNAM COUNTY TAX COLLECTOR**

	COURSE	COMPLETED	HRS
	<b>CLASSROOM</b>		
1	TCC-0022C DL PHASE I	6/17/2016	40.00
2	TCC-0023C DL PHASE II	7/15/2016	40.00
3	TCC-0040C DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS	1/17-20/2023	30.00
	<b>ON-LINE</b>		
4	<b>AAMVA FDR (2017 COURSE DESCRIPTION)</b>		
5	TCC-0001C AAMVA FDR 2017 COUNTERFEITS AND ALTERATIONS	8/2/2018	0.75
5	TCC-0002C AAMVA FDR 2017 DRIVER LICENSE AND ID CARDS	8/2/2018	0.75
5	TCC-0003C AAMVA FDR 2017 VEHICLE IDENTIFICATION DOCUMENTS	8/2/2018	1.00
6	TCC-0004C AAMVA FDR 2019 EXPANDING THE REVIEW	6/15/2021	0.50
7	<b>AAMVA FDR 2020 (COURSE DESCRIPTION)</b>		
8	TCC-0005C AAMVA FDR 2020 BIRTH CERTIFICATES	10/4/2021	1.00
8	TCC-0007C AAMVA FDR 2020: CANADIAN TRAVEL, CITIZENSHIP AND IMMIGRATION DOCUMENTS		0.50
8	TCC-0008C AAMVA FDR 2020: INTERNAL FRAUD FOR STAFF		0.75
8	TCC-0009C AAMVA FDR 2020: INTRODUCTION TO COVERT FEATURES		0.75
8	TCC-0010C AAMVA FDR 2020: INTRODUCTION TO FRAUD		1.00
8	TCC-0013C AAMVA FDR 2020: PEOPLE AND ACTIONS		0.75
8	TCC-0014C AAMVA FDR 2020: SECURITY FEATURES		1.00
8	TCC-0015C AAMVA FDR 2020: SOCIAL SECURITY CARDS		0.50
8	TCC-0016C AAMVA FDR 2020: TRAVEL DOCUMENTS		0.75
8	TCC-0017C AAMVA FDR 2020: US IMMIGRATION DOCUMENTS		0.75
9	TCC-0044C HEAVY VEHICLE USE TAX (HVUT)	12/4/2019	1.00
10	<b>AAMVA CDL 2015 or Newer (COURSE DESCRIPTION)</b>		
11	TCC-0018C MODULE 1	7/6/2018	2.50
11	TCC-0019C MODULE 2		0.75
11	TCC-0020C MODULE 3		0.75
11	TCC-0021C MODULE 4		0.25
	<b>TOTAL HOURS</b>		<b>126.00</b>



# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

## Certificate of Completion

*Presented to*


*Melanie Blair*

*On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office*

*For the successful completion of 40 hours of*

***DL Transformed Phase I***

*On this 17<sup>th</sup> day of June 2016*



**MOTORIST SERVICES**



# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

## Certificate of Completion

Presented to

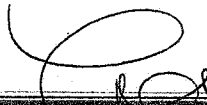
*Melanie Blair*

On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office

For the successful completion of 40 hours of

***DL Transformed Phase II***

On this 15<sup>th</sup> day of July 2016



**MOTORIST SERVICES**

LEARNING  
DEVELOPMENT



*This certificate is awarded to*  
**MELANIE BLAND**

*for the successful completion of the course*

**AAMVA CDL**  
*By DHSMV*

Date: 7/6/2018



## AAMVA CDL

Curriculum • FLHSMV • 5 hours, 30 minutes

[Request](#)[Open Curriculum Player](#)

This training curricula contains the AAMVA CDL training modules.

### Available Languages

English (US)

### Version

2.0

### Subjects

Driver License

## Curriculum



### AAMVA CDL 2015: Orientation

This purpose of this course serves as an introduction to the Commercial Knowledge Examiner Training Program provided by AAMVA. Upon completion of this training program, CDL Knowledge Examiners will be provided with a fundamental understanding of the objectives of the CDL testing program, and gain al... [read more](#)



### AAMVA CDL 2015: Module 1 - Introduction to CDL Licensing

The purpose of this course is to acquaint you with the basic understanding of the history and rationale of the Commercial Motor Vehicle Safety Act of 1986 and the Motor Carrier Safety Improvement Act of 1999. This will include a description of the drivers covered by the CDL program, CDL vehicle cla... [read more](#)



### AAMVA CDL 2015: Module 2 - Overview of the CDL Tests

The purpose of this course is to describe how CDL tests directly reflect the CDL classifications and endorsements. The need for a representative vehicle will also be explained and you will understand the need for CDL test validity and reliability.



### AAMVA CDL 2015: Module 3 - CDL Knowledge Tests

The purpose of this course is to provide a basic understanding of the jurisdiction's knowledge test system and how it is implemented.



### AAMVA CDL 2015: Module 4 - CKE End-of-Course Exam

The purpose of this course is to provide you with a clear understanding of the training and examination requirements defined in Federal regulations; and to demonstrate that you have a firm understanding of the knowledge, skills and attitudes necessary to become a commercial knowledge examiner by successfully completing an end of course exam.



### AAMVA CDL 2015: Module 5 - CKE Course Completion

The purpose of this course is to discuss examiner responsibilities, procedures for documentation and reporting, jurisdictional policies and procedures and to review the driver license examiner code of ethics.



*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of the course*

**AAMVA FDR 2017 for Tax Collector Agents**

*By DHSMV*

**Date: 8/2/2018**

On Saturday, March 6, 2021 from 12:00 AM EST to 2:00 AM EST, your portal will be briefly unavailable due to a software update.

Transcript: MELANIE BLAND >

## AAMVA FDR 2017 for Tax Collector Agents

### Training Details

Training Type: Curriculum

Provider: FLHSMV

Version: 1.0 Structure History

Training Hours: 3 Hours 0 Minutes

Description: This course curricula contains 4 AAMVA FDR 2017 courses required for your certification. The courses include: AAMVA FDR 2017 - Counterfeits and Alterations AAMVA FDR 2017 - Driver License and ID Cards AAMVA FDR 2017 - Internal Fraud for Staff AAMVA FDR 2017 - Vehicle Documents

Status: Completed

Training Purpose:

Due Date: None

Certificate: Print Certificate

Expiration Date:

Reporting Classification:

### Curriculum

Select A Training View

☒ All Training ☐ Activated Training ☐ Not Activated Training

☐ Check to sort by due date (uncheck box to return to default view)

Hide Expired Training

TITLE (CLICK ON ⓘ TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	STATUS	OPTIONS	DETAILS
ⓘ AAMVA FDR 2017 - Counterfeits & Alterations	Online Class	None	Completed	None	ⓘ ⓘ
ⓘ AAMVA FDR 2017 - Driver Licenses and ID Cards	Online Class	None	Completed	None	ⓘ ⓘ
ⓘ AAMVA FDR 2017 - Internal Fraud for Staff	Online Class	None	Completed	None	ⓘ ⓘ
ⓘ AAMVA FDR 2017 - Vehicle Identification Documents	Online Class	None	Completed	None	ⓘ ⓘ





FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of*

**Heavy Vehicle Use Tax (HVUT) - 2019**

by FLHSMV

1 Hours 0 Minutes

***Date of Course Completion:*** 12/4/2019

*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of*

**AAMVA FDR 2019: Expanding the Review**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 6/15/2021



*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of*

**AAMVA FDR 2020 (General Members)**

by FLHSMV

10 Hours 45 Minutes

***Date of Course Completion:*** 10/4/2021

Training Type: Curriculum

Provider: FLHSMV

Version: 4.0 Structure History

Training Hours: 10 Hours 45 Minutes

Description: This curriculum includes all AAMVA FDR modules for General Members.

Status: Completed

Training Purpose:

Due Date: 8/31/2021

Certificate: Print Certificate

Expiration Date:

Reporting Classification: Select

## Curriculum

Select A Training View

☒ All Training ☐ Activated Training ☐ Not Activated Training ☐ Check to sort by due date (uncheck box to return to default view)

Hide Expired Train

TITLE (CLICK ON ⓘ TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	STATUS	OPTIONS	DETAILS
<b>AAMVA FDR 2020 Job Aids (Min. required: 2)</b>	Section	None		None	None
ⓘ AAMVA FDR 2020: Level 1 Job Aid	Study Guides	None	Completed	Launch	ⓘ
ⓘ AAMVA FDR 2020: Level 2 Job Aid	Study Guides	None	Completed	Launch	ⓘ
<b>AAMVA 2020 Courses (Min. required: 15)</b>	Section	None		None	None
ⓘ AAMVA FDR 2020: Introduction to Fraud	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: Birth Certificates	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: Canadian Travel, Citizenship, and Immigration Docs	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: Counterfeits and Alterations	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: Driver Licenses and ID Cards	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: High Quality Counterfeits Level 1	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: High Quality Counterfeits Level 2	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: Introduction to Covert Features	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: Internal Fraud for Staff	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: People and Actions	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: Security Features	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: Social Security Cards	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: Travel Documents	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: US Immigration Documents	Online Class	None	Completed	None	ⓘ
ⓘ AAMVA FDR 2020: Update Only Module	Online Class	None	Completed	None	ⓘ

*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of*

**AAMVA FDR 2020: Social Security Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 8/30/2021

*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of*

**AAMVA FDR 2020: Birth Certificates**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 8/31/2021

*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of*

**AAMVA FDR 2020: Internal Fraud for Staff**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 9/10/2021



*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of*

**AAMVA FDR 2020: Introduction to Fraud**

by External Training

1 Hours 0 Minutes

***Date of Course Completion:*** 9/15/2021



*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of*

**AAMVA FDR 2020: US Immigration Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 9/15/2021



*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of*

**AAMVA FDR 2020: Canadian Travel, Citizenship, and Immigration Docs**

by External Training

1 Hours 0 Minutes

***Date of Course Completion:*** 9/15/2021

*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of*

**AAMVA FDR 2020: People and Actions**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 9/15/2021



*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of*

**AAMVA FDR 2020: Introduction to Covert Features**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 9/20/2021

*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of*

**AAMVA FDR 2020: Travel Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 9/27/2021

*This certificate is awarded to*

**MELANIE BLAND**

*for the successful completion of*

**AAMVA FDR 2020: Security Features**

by External Training

1 Hours 0 Minutes

***Date of Course Completion:*** 10/4/2021

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Melanie P Blair**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Heather Buklad		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: Technical Specialist II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 11/02/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
FLHSMV - Driver License Preparatory Training	64	Attended Course
<b>Total Hours</b>	124	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes: AAMVA FDR and approved courses on transcript not included in approved course hours calculation for this applicant as completed hours are not provided.





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <div style="text-align: right; font-weight: bold;">HEATHER BUKLAD</div>					
Business email address: <div style="text-align: right;">heather.buklad@charlottecountyfl.gov</div>			Business phone number: 941-743-1350		
Job title: <div style="text-align: center; font-weight: bold;">TECHNICAL SPECIALIST II</div>					
Employed by: <div style="text-align: center; font-weight: bold;">CHARLOTTE COUNTY TAX COLLECTOR</div>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; flex-wrap: wrap;"><div style="width: 33%;"><input type="checkbox"/> Certified Florida Appraiser</div><div style="width: 33%;"><input type="checkbox"/> Certified Florida Evaluator</div><div style="width: 33%;"><input type="checkbox"/> Certified Cadastralist of Florida</div><div style="width: 33%;"><input type="checkbox"/> Certified Florida Collector</div><div style="width: 33%;"><input checked="" type="checkbox"/> Certified Florida Collector Assistant</div></div>					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: CHARLOTTE COUNTY TAX COLLECTOR					
Your Title: TECHNICAL SPECIALIST II			Employment Dates: 11/02/2020		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-00040C	TCC-501 D & R	30	TC-0024C	DRIVER'S LICENSE PREPARATORY TRAINING	64
TC-0036C	TCC-503 C & D	30	TC-0001C - TC-0017C	AAMVA FDR 2020 GENERAL MEMBERS	10.45
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <div style="font-size: small;">Heather Buklad (Mar 14, 2023 16:29 EDT)</div>				Date: <div style="font-size: large; font-weight: bold;">Mar 14, 2023</div>	

The Florida Department of Revenue (Department) provides training and certification for Florida

- county property appraisers and employees
- county tax collectors and employees

### Certification

To become certified as one of the following Florida professional designees, you must have two years of experience employed in a Florida property appraiser office, a Florida tax collector office, or with the Department and meet certain requirements:

- Certified Florida Appraiser
- Certified Florida Evaluator
- Certified Cadastralist of Florida
- Certified Florida Collector
- Certified Florida Collector Assistant

To become a Certified Florida Appraiser or Certified Florida Evaluator you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on basic appraisal principles, types of value, and economic principles pertaining to the valuation of real property
- a minimum of 30 hours of approved courses which include instruction and examination on procedures and methods regarding the income approach to estimating the value of real property
- an additional 60 hours of approved elective courses which include instruction and examination related to the professional designation

To become a Certified Cadastralist of Florida you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on mathematic principles for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on the Public Land Survey System for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on real property descriptions
- a minimum of 30 hours of approved courses which include instruction and examination on basic map compilation
- a minimum of 30 hours of approved elective courses which include instruction and examination on principles, techniques, or applications of cadastral mapping

To become a Certified Florida Collector or Florida Certified Collector Assistant you must complete:

- a minimum of 30 hours of approved courses which includes instruction and examination on the duties and responsibilities of a Florida tax collector
- a minimum of 90 hours of approved elective courses which include instruction and examination designed to impart expertise in the areas of tax administration, assessment, or collection in Florida

### Course Approval and Examinations

All courses for certification or reinstatement must be approved by the Department. Courses that are determined by the Department to meet the requirements and are approved courses for certification, recertification or reinstatement are published on the Department's Certification and Training webpage [https://floridarevenue.com/property/Pages/Cofficial\\_Training.aspx](https://floridarevenue.com/property/Pages/Cofficial_Training.aspx). You must pass all required examinations for each required course to obtain course credit.

### Annual Recertification Due January 1

To be recertified each calendar year, all Florida professional designees must certify their governmental employment and pay the \$5 recertification fee each January 1. Recertification fees become delinquent April 1.

Florida county property appraisers and tax collectors must complete a minimum of 24 hours of approved courses. In addition to the approved courses listed on the Department's Certification and Training webpage, continuing education courses, seminars, workshops, and conferences will be approved on a case-by-case basis. See Form DR-4002, *Application for Approval of a Course or Continuing Education Credit Hours*.

### Special Salary for Officials

To qualify for and receive the special qualification salary provided in Section 145.10 or 145.11, Florida Statutes, property appraisers and tax collectors must meet all certification requirements within four years after taking office.

### Reinstatement

Each certification is conditional upon governmental employment and expires automatically if you leave governmental employment or you fail to meet the annual recertification requirements. Once your professional certification has expired, you may apply for reinstatement.

Property appraisers and tax collectors must complete 24 hours of continuing education courses. All applicants must certify their governmental employment and pay the reinstatement fee.

**If you are unable to submit your completed application or pay the fee online**, mail your completed application, copies of certificates of completed courses, and a check or money order for the required fee to:

Florida Department of Revenue  
Property Tax Oversight  
Certification and Training  
PO Box 3294  
Tallahassee, FL 32315-3294

### Need Assistance?

Email: [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com)

To speak with a Department of Revenue representative, call Certification and Training at 850-717-6570.

*This certificate is awarded to*

**HEATHER BUKLAD**

*for the successful completion of*

**AAMVA FDR 2020 (General Members)**

by FLHSMV

10 Hours 45 Minutes

## Completed Training: HEATHER BUKLAD

Print

Title	Type	Completion Date	Score	Status
AAMVA CDL 2021	Curriculum	9/9/2022		Completed
Information and Cyber Security Awareness for External Entities - 2022	Online Class	8/31/2022	0	Completed
How to use the Florida Smart ID Proof of Age Verifier	Video	7/26/2022		Completed
DL Prep Participant Workbook	Material	7/26/2022		Completed Equivalent
Enrolling for Florida Smart ID in MyDMV Portal	Video	7/26/2022		Completed
How to use the Florida Smart ID Law Enforcement Verifier	Video	7/26/2022		Completed
How to use your Florida Smart ID	Video	7/26/2022		Completed
Introducing Florida Smart ID	Video	7/26/2022		Completed
Heavy Vehicle Use Tax (HVUT) - 2021	Online Class	1/25/2022	100	Completed
Information and Cyber Security Awareness for External Entities - 2021	Online Class	9/14/2021	100	Completed
Driver License Preparatory Training - Virtual Instructor-Led Training (Starts 4/6/2021)	Session	4/19/2021	0	Completed
AAMVA FDR 2020 (General Members)	Curriculum	2/1/2021		Completed
AAMVA FDR 2018: Internal Fraud for Staff	Online Class	1/29/2021	100	Completed
ORION Training for TC Agents	Curriculum	1/29/2021		Completed
DL Issuance Hands-on Practice: FR1 and FR8 Clearance Transaction	Online Class	1/28/2021	96	Completed
DL Issuance Hands-on Practice: FR1 and FR7 Clearance Transaction	Online Class	1/28/2021	100	Completed
AAMVA FDR 2020: Driver Licenses and ID Cards	Online Class	11/19/2020		Completed
AAMVA FDR 2020: High Quality Counterfeits Level 2	Online Class	11/19/2020		Completed
Capture Training	Online Class	11/19/2020		Completed
DL Transformed: Phase I - Driving Test Preparation	Online Class	11/19/2020		Completed
Information and Cyber Security Awareness for External Entities - 2020	Online Class	11/19/2020		Completed
Legal Presence: Immigrant	Online Class	11/19/2020		Completed
Legal Presence: U.S. Citizen	Online Class	11/19/2020		Completed
Spot the Phish (MP 8.01)	Online Class	11/19/2020		Completed
AAMVA FDR 2020: Birth Certificates	Online Class	11/19/2020		Completed
AAMVA FDR 2020: Introduction to Covert Features	Online Class	11/19/2020		Completed
AAMVA FDR 2020: High Quality Counterfeits Level 1	Online Class	11/19/2020		Completed
AAMVA FDR 2020: People and Actions	Online Class	11/19/2020		Completed
AAMVA FDR 2020: FDR Resources	Online Class	11/19/2020		Completed
AAMVA FDR 2020: Counterfeits and Alterations	Online Class	11/19/2020		Completed
Heavy Vehicle Use Tax (HVUT) - 2019	Online Class	11/19/2020		Completed
AAMVA FDR 2020: Canadian Travel, Citizenship, and Immigration Docs	Online Class	11/19/2020		Completed
AAMVA FDR 2020: Introduction to Fraud	Online Class	11/19/2020		Completed

Back

Print

*This certificate is awarded to*

**HEATHER BUKLAD**

*for the successful completion of*

**Driver License Preparatory Training - Virtual Instructor-Led Training**

by FLHSMV

64 Hours 0 Minutes

***Date of Course Completion:*** 4/19/2021

# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**heather buklad**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours



**Congratulations,**  
**Heather Buklad**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

March 14, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Tavares Burgess		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade		Job Title:	Paralegal Support Specialist
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 12/01/05	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Tavares Burgess					
Business email address: Tavares.Burgess@miamidade.gov				Business phone number: 305-375-1077	
Job title: Paralegal Support Specialist					
Employed by: Office of the Miami-Dade County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Office of the Miami-Dade County Tax Collector					
Your Title: Paralegal Support Specialist				Employment Dates: 12/1/2005	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0037C	TCC 001 - Bankruptcy	15	TC-0038C	Effective Decision-Making in the Workplace	10
TC-0039C	Customer Service Training	5			
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: 04/10/2023	





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

**Reason for Applying**

☒ **Initial Certification** - \$25 fee    ☐ **Annual Recertification** - \$5 fee    ☐ **Reinstatement of Certification** - \$5 fee

**Applicant Information**

Applicant's name (as you would like it to appear on the certificate): Tavares Burgess

Business email address: Tavares.burgess@miamidade.gov

Business phone number: 305-375-1077

Job title: Paralegal Support Specialist

Employed by: Miami-Dade County Office of the Tax Collector

I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:

☐ Certified Florida Appraiser    ☐ Certified Florida Evaluator    ☐ Certified Cadastralist of Florida  
☐ Certified Florida Collector    ☒ Certified Florida Collector Assistant

**Experience for Certification** – If you are applying for your **initial certification**, list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for **recertification** or for **reinstatement**, provide your current employer and employment dates.

Employer: Miami-Dade County Office of the Tax Collector

Your Title: Paralegal Support Specialist

Employment Dates: 12/1/2005

Employer:

Your Title:

Employment Dates:

**Approved Courses** – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.

No.	Course Title	Hours	No.	Course Title	Hours
TC-0036C	TC 503 - COLLECTION & DISTRIBUTION OF PROPERTY TAXES & SPECIAL ASSESSMENT	30	TC-0041C	MANAGEMENT OF A FLORIDA TAX COLLECTOR	30
TC-0040C	DUTIES & RESPONSIBILITIES OF A FLORIDA TAX COLLECTOR	30			

**Applicant Signature**

I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.

Signature: 

Date: 04/10/2023

The Florida Department of Revenue (Department) provides training and certification for Florida

- county property appraisers and employees
- county tax collectors and employees

### Certification

To become certified as one of the following Florida professional designees, you must have two years of experience employed in a Florida property appraiser office, a Florida tax collector office, or with the Department and meet certain requirements:

- Certified Florida Appraiser
- Certified Florida Evaluator
- Certified Cadastralist of Florida
- Certified Florida Collector
- Certified Florida Collector Assistant

To become a Certified Florida Appraiser or Certified Florida Evaluator you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on basic appraisal principles, types of value, and economic principles pertaining to the valuation of real property
- a minimum of 30 hours of approved courses which include instruction and examination on procedures and methods regarding the income approach to estimating the value of real property
- an additional 60 hours of approved elective courses which include instruction and examination related to the professional designation

To become a Certified Cadastralist of Florida you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on mathematic principles for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on the Public Land Survey System for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on real property descriptions
- a minimum of 30 hours of approved courses which include instruction and examination on basic map compilation
- a minimum of 30 hours of approved elective courses which include instruction and examination on principles, techniques, or applications of cadastral mapping

To become a Certified Florida Collector or Florida Certified Collector Assistant you must complete:

- a minimum of 30 hours of approved courses which includes instruction and examination on the duties and responsibilities of a Florida tax collector
- a minimum of 90 hours of approved elective courses which include instruction and examination designed to impart expertise in the areas of tax administration, assessment, or collection in Florida

### Course Approval and Examinations

All courses for certification or reinstatement must be approved by the Department. Courses that are determined by the Department to meet the requirements and are approved courses for certification, recertification or reinstatement are published on the Department's Certification and Training webpage [https://floridarevenue.com/property/Pages/Cofficial\\_Training.aspx](https://floridarevenue.com/property/Pages/Cofficial_Training.aspx). You must pass all required examinations for each required course to obtain course credit.

### Annual Recertification Due January 1

To be recertified each calendar year, all Florida professional designees must certify their governmental employment and pay the \$5 recertification fee each January 1. Recertification fees become delinquent April 1.

Florida county property appraisers and tax collectors must complete a minimum of 24 hours of approved courses. In addition to the approved courses listed on the Department's Certification and Training webpage, continuing education courses, seminars, workshops, and conferences will be approved on a case-by-case basis. See Form DR-4002, *Application for Approval of a Course or Continuing Education Credit Hours*.

### Special Salary for Officials

To qualify for and receive the special qualification salary provided in Section 145.10 or 145.11, Florida Statutes, property appraisers and tax collectors must meet all certification requirements within four years after taking office.

### Reinstatement

Each certification is conditional upon governmental employment and expires automatically if you leave governmental employment or you fail to meet the annual recertification requirements. Once your professional certification has expired, you may apply for reinstatement.

Property appraisers and tax collectors must complete 24 hours of continuing education courses. All applicants must certify their governmental employment and pay the reinstatement fee.

**If you are unable to submit your completed application or pay the fee online, mail your completed application, copies of certificates of completed courses, and a check or money order for the required fee to:**

Florida Department of Revenue  
Property Tax Oversight  
Certification and Training  
PO Box 3294  
Tallahassee, FL 32315-3294

### Need Assistance?

Email: [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com)

To speak with a Department of Revenue representative, call Certification and Training at 850-717-6570.

**Congratulations,**

**Tavares Burgess**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

April 6, 2022  
15 credit hours





**Congratulations,**

**Tavares Burgess**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

April 7, 2022  
10 credit hours



**Congratulations,**

**Tavares Burgess**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

April 7, 2022  
5 credit hours



**Congratulations,**

**Tavares Burgess**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

May 2, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Tavares Burgess**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours





# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Tavares Burgess**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Daniel Collazo		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	03/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 04/03/17	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



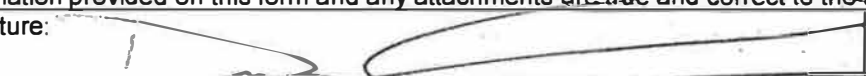
REC'D MAR - 8 2023

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Daniel Collazo					
Business email address: collazod@hillstax.org			Business phone number: 813-635-5210 ext 5490		
Job title: Supervisor					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <input type="checkbox"/> Certified Florida Appraiser <input type="checkbox"/> Certified Florida Evaluator <input type="checkbox"/> Certified Cadastralist of Florida <input type="checkbox"/> Certified Florida Collector <input checked="" type="checkbox"/> Certified Florida Collector Assistant					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 04/03/2017 to Present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0040C	TCC501 Duties And Responsibilities	30	TC0041C	TCC502 Management of a Tax Collector	30
TC0036C	TCC503 Collection and Distribution	30	TC0037C	TCC001 Bankruptcy	15
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 02/27/2023	

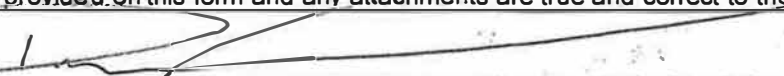


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Daniel Collazo					
Business email address: collazod@hillstax.org			Business phone number: 813-635-5210 ext 5490		
Job title: Supervisor					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 04/03/2017 to Present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0038C	TCC002 Decision Making	10	TC0039C	TCC003 Customer Service	05
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 02/27/2023	

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Daniel Collazo**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours



**Congratulations,**

**Daniel Collazo**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

July 20, 2022  
15 credit hours



**Congratulations,**

**Daniel Collazo**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

August 5, 2022  
10 credit hours



**Congratulations,**

**Daniel Collazo**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

August 12, 2022  
5 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Daniel Collazo**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours



**Congratulations,**

**Daniel Collazo**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

February 26, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Chary Lynn Colon		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: Legal Assistant III		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 02/26/21	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 001 - Bankruptcy	15	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <span style="float: right;">Chary Lynn Colon</span>					
Business email address: <span style="float: right;">chary.colon@tcslc.com</span>			Business phone number: <span style="float: right;">772-462-1650</span>		
Job title: <span style="float: right;">Legal Assistant III</span>					
Employed by: <span style="float: right;">St. Lucie County Tax Collector</span>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <span style="float: right;">St. Lucie County Tax Collector</span>					
Your Title: <span style="float: right;">Legal Assistant III</span>			Employment Dates: <span style="float: right;">2/26/2021 - Present</span>		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0041C	TCC 502 – Management of a Florida Tax Collector's Office	30	TC-0042C	TCC 504 – Collection of Licenses, Taxes, and Fees	30
TC-0036C	TCC 503 – Collection and Distribution of Property Taxes and Special Assessments	30	TC-0037C	TCC 001 – Bankruptcy	15
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <span style="font-family: cursive; font-size: 1.2em;">Chary Lynn Colon</span>				Date: <span style="font-family: cursive; font-size: 1.2em;">5/10/23</span>	





**Application for  
Florida Professional Certification  
Property Tax Oversight Certification and Training**

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <div style="text-align: right;">Chary Lynn Colon</div>					
Business email address: <div style="text-align: right;">chary.colon@tcscl.com</div>			Business phone number: 772-462-1650		
Job title: Legal Assistant III					
Employed by: St. Lucie County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Certified Florida Appraiser <input type="checkbox"/> Certified Florida Collector</div><div><input type="checkbox"/> Certified Florida Evaluator <input checked="" type="checkbox"/> Certified Florida Collector Assistant</div><div><input type="checkbox"/> Certified Cadastralist of Florida</div></div>					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: St. Lucie County Tax Collector					
Your Title: Legal Assistant III			Employment Dates: 2/26/2021 - Present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0038C	TCC 002 – Effective Decision Making	10			
TC-0039C	TCC 003 – Customer Service Training	5			
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <i>Chary Lynn Colon</i>				Date: <i>5/10/23</i>	

**Congratulations,**

**Chary Lynn Colon**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

on

December 28, 2021  
30 credit hours





**Congratulations,**

**Chary Lynn Colon**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

March 18, 2022  
15 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Chary Lynn Colon**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours



**Congratulations,**

**Chary Lynn Colon**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

August 3, 2022  
10 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Chary Lynn Colon**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours





**Congratulations,**

**Chary Lynn Colon**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

April 11, 2023

5 credit hours







# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Christina Cothran
Previous Name(s)(if applicable):	
Documentation Included:	
County: Columbia	Job Title: Deputy Clerk
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	03/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/07/19	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
FLHSMV - DL Training Series: Phase I	40	Attended Course
FLHSMV - DL Training Series: Phase II	40	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.5	Attended Course
AAMVA - Expanding the Review	0.5	Attended Course
AAMVA - Birth Certificates	0.5	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Military ID Cards	0.5	Attended Course
AAMVA - Social Security Cards	0.5	Attended Course
<b>Total Hours</b>	<b>117</b>	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes: Total approved hours = 123



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Christina Cothran
Previous Name(s)(if applicable):	
Documentation Included:	
County: Columbia	Job Title: Deputy Clerk
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	03/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/07/19	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
AAMVA - Security Features	1	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1.0	Attended Course
<b>Total Hours</b>	6	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes: Commercial Driver License Part I and Part II are not included in the total hours as they are not approved toward certification.



REC'D FEB 16 2023

DR-4001

N. 10/21

Rule 12D-16.002, F.A.C.

Effective 10/21

Page 1 of 2

**Application for  
Florida Professional Certification  
Property Tax Oversight Certification and Training**

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

**Reason for Applying**

☒ Initial Certification - \$25 fee    ☐ Annual Recertification - \$5 fee    ☐ Reinstatement of Certification - \$5 fee

**Applicant Information**

Applicant's name (as you would like it to appear on the certificate):

Christina Cothran

Business email address:

C.Cothran@Columbiataxcollector.com

Business phone number:

386-719-7473

Job title:

Deputy Clerk

Employed by:

Kyle Keen Columbia Co. Tax Collector

I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:

☐ Certified Florida Appraiser☐ Certified Florida Evaluator☐ Certified Cadastralist of Florida☐ Certified Florida Collector☒ Certified Florida Collector Assistant

**Experience for Certification** – If you are applying for your **initial certification**, list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for **recertification** or for **reinstatement**, provide your current employer and employment dates.

Employer: Columbia Co. Tax CollectorYour Title: Deputy ClerkEmployment Dates: 10/7/2019-Current

Employer:

Your Title:

Employment Dates:

**Approved Courses** – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.

No.	Course Title	Hours	No.	Course Title	Hours
TC0040C	Duties & Responsibilities of FL Tax Collector	30	TC0023C	DL Training - Phase II	40
TC0023C	DL Training Phase I	40	SEE ATTACHED OTHER CERTIFICATES		

**Applicant Signature**

I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.

Signature:

Christina Cothran

Date:

2/9/23

Christian Cothran

Additional certificates

TC0001C AAMVA – COUNTERFEITS AND ALTERATIONS

TC0002C AAMVA – DRIVER LICENSES AND ID CARDS

TC0003C AAMVA – VEHICLE IDENTIFICATION DOCUMENTS

TC0004C AAMVA – EXPANDING THE REVIEW

TC0005C AAMVA – BIRTH CERTIFICATES

TC0006C AAMVA – CANADIAN BIRTH CERTIFICATES, DRIVER, AND VEHICLE DOCS

TC0008C AAMVA – INTERNAL FRAUD FOR STAFF

TC0009C AAMVA – INTRODUCTION TO COVERT FEATURES

TC0011C AAMVA – MEXICAN DOCUMENTS

TC0012C AAMVA – MILITARY ID CARDS

TC0015C AAMVA – SOCIAL SECURITY CARDS

TC0014C AAMVA – SECURITY FEATURES

TC0016C AAMVA – TRAVEL DOCUMENTS

TC0017C AAMVA – US IMMIGRATION DOCUMENTS

TC0018C CDL - PART 1 REQUIREMENTS

TC0019C CDL – PART II ISSUANCE

TC0044C HEAVY VEHICLE USE TAX (HVUT)



# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

## Certificate of Completion

Presented to

*Christina Cothran*

*On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office*

*For the successful completion of 40 hours of*

***DL Transformed Phase I Training***

*On this 21<sup>st</sup> day of February 2020*

*Debra Ramos*

TC 0022C

LEARNING &  
DEVELOPMENT

FLORIDA HIGHWAY SAFETY & MOTOR VEHICLES • FIELD SUPPORT CENTER

**MOTORIST SERVICES**

DRIVER BEHAVIOR TRAINING

Debra Ramos, Instructor  
Operations Review Specialist

# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

## Certificate of Completion

*Presented to*

*Christina Cothran*

*On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office*

*For the successful completion of 40 hours of*

***DL Transformed Phase II Training***

*On this 28<sup>th</sup> day of February 2020*

*Dehora Ramos*

TC 0023C

LEARNING &  
DEVELOPMENT

DRIVER LICENSES & MOTOR VEHICLES • FIELD SUPPORT CENTER

**MOTORIST SERVICES**

FORCES COMING TOGETHER

Dehora Ramos, Instructor  
Operations Review Specialist



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**christina nicole cothran**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: Counterfeits and Alterations**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 2/8/2023***

TC 0001C



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: Driver Licenses and ID Cards**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 2/8/2023***

TC 0002C



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: Vehicle Identification Documents**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 2/9/2023***

TC 0003C

*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: Expanding the Review**

by External Training

0 Hours 30 Minutes

**Date of Course Completion:** 2/8/2023

TC 0004C

*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: Birth Certificates**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 2/8/2023***

TC 0005C



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: Canadian Birth Certificates, Driver, and Vehicle Docs**

by External Training

0 Hours 45 Minutes

**Date of Course Completion:** 2/8/2023

TC 0006C



*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: Internal Fraud for Staff**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 2/8/2023***

TC 0008C

*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: Introduction to Covert Features**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 2/8/2023***

TC 0009C

*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: Mexican Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 2/9/2023***

TC 0011C



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: Military ID Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 2/9/2023

TC 0012C

*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: Social Security Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 2/9/2023

TC 0015C



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: Security Features**

by External Training

1 Hours 0 Minutes

***Date of Course Completion: 2/8/2023***

Tc 0014C



# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

# iLearn

*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: Travel Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 2/8/2023***

Tc 0016C



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA FDR 2020: US Immigration Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 2/8/2023

TC 0017C

*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**Commercial Driver License Part I: Requirements**

by FLHSMV

0 Hours 30 Minutes

**Date of Course Completion: 2/8/2023**

TC 0018C

*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**Commercial Driver License Part II: Issuance**

by FLHSMV

0 Hours 15 Minutes

***Date of Course Completion: 2/8/2023***

TC 0019C

*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**Heavy Vehicle Use Tax (HVUT) - 2021**

by FLHSMV

1 Hours 0 Minutes

**Date of Course Completion:** 2/8/2023

TC 0044C

# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

# iLearn

*This certificate is awarded to*

**CHRISTINA COTHRAN**

*for the successful completion of*

**AAMVA CDL 2021: Module 1 - Introduction to CDL Licensing**

by MS

2 Hours 30 Minutes

***Date of Course Completion: 2/16/2023***





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Kristen Land Daniels		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Escambia	Job Title: Assistant Manager		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 08/04/14	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

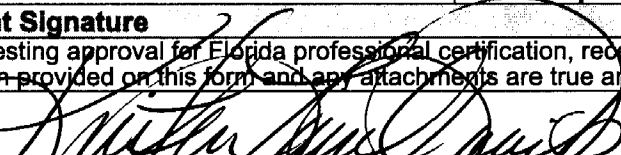


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Kristen Land Daniels					
Business email address: kdaniels@escambiataxcollector.com			Business phone number: 850-438-6500		
Job title: Assistant Manager					
Employed by: Escambia County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Escambia County Tax Collector					
Your Title: Assistant Manager			Employment Dates: 8/4/2014 - Current		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0041C	Managment of a FL TC's Office	30	TC-0042C	Collection of Licenses, Taxes, & Fees	30
TC-0040C	Duties & Responsibilities of FL TCs	30	TC-0036C	Collection and Distribution of PT & SA	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 5/9/23	

*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certificate of Completion*

*Kristen Daniels*

*MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE*

*TCC 502, 30 Hours*

*September 13-16, 2021*

# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Kristen Daniels**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Kristen Daniels**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours



**Congratulations,**  
**Kristen Daniels**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

April 26, 2023  
30 credit hours







# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Amanda Dick		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Citrus		Job Title: Customer Service Representative III/Road T	+
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 08/03/16	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Amanda Dick					
Business email address: mdick@citrustc.us			Business phone number: 352-341-6510		
Job title: Customer Service Representative III/Road Test Examiner					
Employed by: Citrus County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Citrus County Tax Collector					
Your Title: Customer Service Representative III/Road Test Examiner			Employment Dates: 8/3/2016 to present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0040C TCC501	Duties & Responsibilities of FL Tax Collectors	30	TCC503	Collection & Distribution of Property Taxes & Special Assessments	30
TC0041C TCC502	Management of a FL Tax Collector's Office	30	TCC504	The Collection of Licenses, Taxes and Fees	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: Amanda Dick				Date: 2-8-23	

# Congratulations

amanda dick

on completing the

**TCC 503 Current Ad Valorem Taxes**

**course on**

6/6/2017

*4 credit hours*



Print

Print Help

PREV

NEXT

# Congratulations

AMANDA DICK

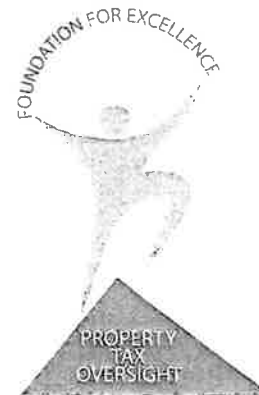
on completing the

**TCC 503 Tangible Personal Property**

**course on**

6/6/2017

*4 credit hours*



Print

Print Help

PREV

NEXT

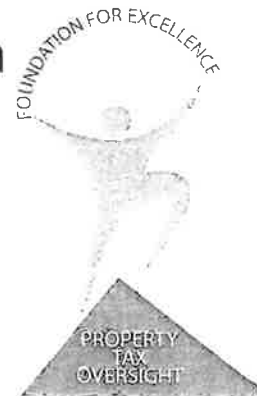
# Congratulations

AMANDA DICK

on completing the  
**TCC 503 Delinquent Taxes course on**

6/6/2017

*4 credit hours*



Print

Print Help

PREV

NEXT



# Congratulations

AMANDA DICK

on completing the

**TCC 503 Non-Ad Valorem Assessments course on**

6/7/2017

*4 credit hours*



Print

Print Help



< PREV

NEXT >



# Congratulations

AMANDA DICK

on completing the  
**TCC 503 Refunds**

course on

6/7/2017

*4 credit hours*



Print

Print Help



< PREV

NEXT >

# Congratulations

AMANDA DICK

on completing the  
**TCC 503 Annual Tax Roll**

course on

6/7/2017

*4 credit hours*



Print

Print Help



< PREV

NEXT >

# Congratulations

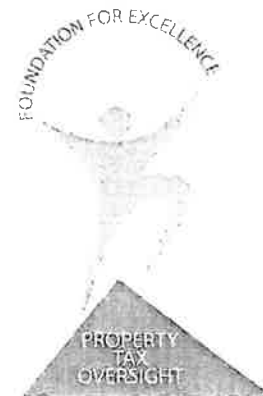
## AMANDA DICK

on completing the  
**TCC 503 Tax Deeds**

course on

6/7/2017

*2 credit hours*



Print

Print Help



< PREV

NEXT >

# Congratulations

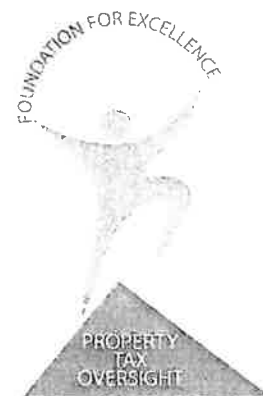
AMANDA DICK

on completing the  
**TCC 503 Mapping Basics**

course on

6/7/2017

*2 credit hours*



Print

Print Help



< PREV

NEXT >



# Congratulations

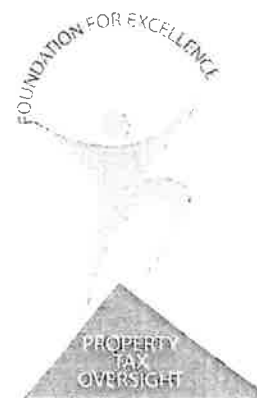
AMANDA DICK

on completing the  
**TCC 503 Distribution of Taxes**

course on

6/7/2017

*2 credit hours*



Print

Print Help



< PREV

NEXT >

*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certifies that*

*Amanda Dick*

*has successfully completed*

*THE COLLECTION OF LICENSES, TAXES AND FEES*

*TCC 504, 30 Hours*

*July 6-29, 2020*



*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certificate of Completion*

*Amanda Dick*

*MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE*

*TCC 502, 30 Hours*

*September 13-16, 2021*

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**AMANDA DICK**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Lydia Lynn Dunn
Previous Name(s)(if applicable):	
Documentation Included:	
County: Citrus	Job Title: Road Test Examiner
Certification Requested:	Certified Florida Collector Assistant
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>
Certification Date:	02/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 12/05/22	To: Present
From: 5/15/12	To: 5/8/20

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 1	2,5	Attended Course
AAMVA - Expanding the Review	0.5	Attended Course
AAMVA - Vehicle Identification Documents	1.0	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
<b>Total Hours</b>	<b>128</b>	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes: Total approved course hours - 138



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Lydia Lynn Dunn
Previous Name(s)(if applicable):	
Documentation Included:	
County: Citrus	Job Title: Road Test Examiner
Certification Requested:	Certified Florida Collector Assistant
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>
Certification Date:	02/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 12/05/22	To: Present
From: 5/15/12	To: 5/8/20

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
AAMVA - CDL Module 4	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
FLHSMV - DL Transformed: Fraudulent Document Recognition	8	Attended Course
Information and Cyber Security Awareness for External Entities	0.5	Attended Course
<b>Total Hours</b>	10	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

**Reason for Applying**

☐ Initial Certification - \$25 fee    ☐ Annual Recertification - \$5 fee    ☒ Reinstatement of Certification - \$5 fee

**Applicant Information**

Applicant's name (as you would like it to appear on the certificate): Lydia Lynn Dunn

Business email address: ldunn@citrustc.us

Business phone number: 352-341-6510

Job title: Road Test Examiner

Employed by: Citrus County Tax Collector

I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:

☐ Certified Florida Appraiser    ☐ Certified Florida Evaluator    ☐ Certified Cadastralist of Florida  
☐ Certified Florida Collector    ☒ Certified Florida Collector Assistant

**Experience for Certification** – If you are applying for your **initial certification**, list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for **recertification** or for **reinstatement**, provide your current employer and employment dates.

Employer: Citrus County Tax Collector

Your Title: Customer Service Representative III/Road Test Examiner    Employment Dates: 5/15/2012 to 5/8/2020

Employer: Citrus County Tax Collector

Your Title: Road Test Examiner    Employment Dates: 12/5/2022 to present

**Approved Courses** – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.

No.	Course Title	Hours	No.	Course Title	Hours
TCC501	TC0040C Duties & Responsibilities of FL Tax Collectors	30	TCC503	TC0036C Collection & Distribution of Property Taxes & Special Assessments	30
TCC504	TC0042C The Collection of Licenses, Taxes and Fees	30	TCC002	TC0038C Effective Decision Making	10

**Applicant Signature**

I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.

Signature:

Date: 11/24/23

**Approved Courses** – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.

No.	Course Title	Hours			
-----	--------------	-------	--	--	--

TC0039C Customer Service - 5 hours

TC-0001C Counterfeits and Alterations – 0.75 hours

TC-0002C Driver Licenses and ID Cards – 0.75 hours

TC-0003C Vehicle Identification Documents – 0.50 hours

TC-0004C Expanding the Review – 0.50 hours

TC-0018C CDL (Commercial Driver's License) Module 1 – 2.5 hours

TC-0031C DL Transformed: Legal Presence – 6 hours

TC-0044C Heavy Vehicle Use Tax (HVUT) – 1 hour



*The Department of Revenue  
of the State of Florida*

*certifies that*

*Lydia Lynn Dunn*

*has fulfilled the requirements for designation as a  
Certified Florida Collector Assistant  
and has been recommended by  
The Admissions and Certifications Committee  
for Certified Florida Collectors  
and Certified Florida Collector Assistants  
and is, therefore, on this day,  
the first of March, 2016,  
declared to be a*

*Certified Florida Collector Assistant*

*with all the rights, benefits, and privileges  
of this certification.*



*Marshall Stranburg*  
Marshall Stranburg  
Executive Director  
Florida Department of Revenue

*Dr. Maurice M. Gogarty*  
Dr. Maurice M. Gogarty  
Director,  
Property Tax Oversight

# *The Florida Department of Revenue*

*Property Tax Oversight, Certification & Training Team*

*Certifies that*

*Lydia Dunn*

*has successfully completed*

*THE COLLECTION OF LICENSES, TAXES AND FEES*

*TCC 504, 30 Hours*

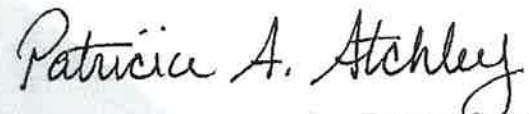
*08/25-29/2014*



*Meghan Miller, Training Director*

*Property Tax Oversight*

PROPERTY  
TAX  
OVERSIGHT



*Patricia Atchley, Research & Training Specialist*


*Property Tax Oversight*

Resources | Menu | Notes

# Congratulations

LYDIA DUNN

on completing the  
**TCC 503 Mapping Basics** course on  
8/20/2015  
*2 credit hours*



Print


Speaker icon | Play/Pause icon | Progress bar | Refresh icon | < PREV | NEXT >

Resources | Menu | Notes

# Congratulations

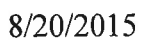
LYDIA DUNN

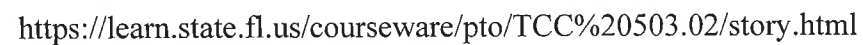
on completing the  
**TCC 503 Distribution of Taxes** course on  
8/21/2015  
*2 credit hours*



Print

Speaker icon | Play/Pause icon | Progress bar | Refresh icon | < PREV | NEXT >








Resources | Menu | Help

# Congratulations

LYDIA DUNN

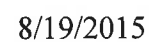
on completing the  
**TCC 503 Current Ad Valorem Taxes** course on  
8/18/2015  
*4 credit hours*



PROPERTY  
TAX  
OVERSIGHT

Print

Speaker icon | Play button | Refresh icon | < PREV | NEXT >



Resources | Menu | Notes

# Congratulations


LYDIA DUNN

on completing the

**TCC 503 Non-Ad Valorem Assessments course on**

8/19/2015

*4 credit hours*



PROPERTY TAX OVERSIGHT


Print

◀ ▶ 🔍 ↺ ⏪ ⏩

Resources | Menu | Notes

# Congratulations

LYDIA DUNN  
on completing the  
**TCC 503 Refunds** course on  
8/19/2015  
*4 credit hours*

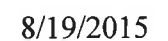


FOUNDATION FOR EXCELLENCE  
PROPERTY TAX  
OVERSIGHT

Print

◀ ▶ 🔊 🔍 ⌂

◀ PREV NEXT ▶



# *The Florida Department of Revenue*

*Property Tax Oversight, Certification & Training Team*

*Certifies that*

*Lydia Dunn*

*has successfully completed*

*DUTIES & RESPONSIBILITIES OF FLORIDA TAX COLLECTORS*

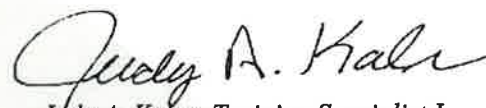
*TCC 501, 30 Hours*

*February 1-5, 2016*



*Meghan Miller, Training Director*

*Property Tax Oversight*



*Judy A. Kalas, Training Specialist I*

*Property Tax Oversight*



7/14/2016 1:03 PM



## Janice Carroll

---

**From:** Brenda Levack  
**Sent:** Tuesday, June 19, 2012 8:18 AM  
**To:** Human Resources  
**Subject:** FW: Course Completed

**From:** Learning System Administrator (Do not reply) [mailto:noreply@sumtotalsystems.com]  
**Sent:** Thursday, June 14, 2012 3:04 PM  
**To:** ldunn@mail.citrus.tc.fl.us; Brenda Levack  
**Subject:** Course Completed

The following course has been completed:

Learner Name : Lydia Dunn ( TC004173 )  
Course Name: DL Issuance: Phase I Basic Training  
Registration Date: 6/13/2012 10:47 AM , America/New\_York (UTC -05:00)  
Completion Date: 6/14/2012 3:00 PM , America/New\_York (UTC -04:00)  
Grade: 100%

## Janice Carroll

---

**From:** Brenda Levack  
**Sent:** Tuesday, June 19, 2012 8:17 AM  
**To:** Human Resources  
**Subject:** FW: Course Completed

**From:** Learning System Administrator (Do not reply) [mailto:noreply@sumtotalsystems.com]  
**Sent:** Friday, June 15, 2012 5:04 PM  
**To:** ldunn@mail.citrus.tc.fl.us; Brenda Levack  
**Subject:** Course Completed

The following course has been completed:

Learner Name : Lydia Dunn ( TC004173 )  
Course Name: Fraudulent Document Recognition  
Registration Date: 6/14/2012 2:55 PM , America/New\_York (UTC -05:00)  
Completion Date: 6/15/2012 5:00 PM , America/New\_York (UTC -04:00)  
Grade: 100%



*This certificate is awarded to*

**LYDIA DUNN**

*for the successful completion of the course*

**AAMVA FDR 2019: Counterfeits and Alterations**

*By External Training*

**Date:** 3/18/2020



*This certificate is awarded to*

**LYDIA DUNN**

*for the successful completion of the course*

**AAMVA FDR 2019: Driver Licenses and ID Cards**

*By External Training*

**Date:** 3/18/2020





*This certificate is awarded to*

**LYDIA DUNN**

*for the successful completion of the course*

**AAMVA FDR 2019: Vehicle Identification Documents**

*By External Training*

**Date:** 3/18/2020



*This certificate is awarded to*

**LYDIA DUNN**

*for the successful completion of the course*

**AAMVA FDR 2019: Expanding the Review**

*By External Training*

**Date:** 3/18/2020



*This certificate is awarded to*

**LYDIA DUNN**

*for the successful completion of the course*

**AAMVA CDL 2015 for 2020 Recertification: Module 1 - Introduction to CDL Licensing**  
*By External Training*

**Date:** 4/2/2020



*This certificate is awarded to*  
**LYDIA DUNN**

*for the successful completion of the course*

**Legal Presence: U.S. Citizen**  
*By DHSMV*

**0 Hours 15 Min**

**Date: 5/30/2019**

9090



*This certificate is awarded to*

**LYDIA DUNN**

*for the successful completion of the course*

**Legal Presence: Immigrant**

*By DHSMV*

**0 Hours 15 Min**

**Date:** 5/31/2019

100%



*This certificate is awarded to*

**LYDIA DUNN**

*for the successful completion of the course*

**Legal Presence: Non-Immigrant**

*By DHSMV*

**0 Hours 15 Min**

**Date: 5/30/2019**

100%





*This certificate is awarded to*

**LYDIA DUNN**

*for the successful completion of the course*

**Legal Presence: Acceptable Documents Table**

*By DHSMV*

**0 Hours 15 Min**

**Date: 5/31/2019**

8090



*This certificate is awarded to*

**LYDIA DUNN**

*for the successful completion of the course*

**Heavy Vehicle Use Tax (HVUT) - 2019**

*By FLHSMV*

**1 Hours 0 Min**

**Date:** 10/22/2019

**From:** [Lydia Dunn](#)  
**To:** [Meghan Miller](#)  
**Cc:** [Jennifer Dooley-Huston](#)  
**Subject:** RE: CFCA Application  
**Date:** Thursday, February 23, 2023 8:44:33 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

**Caution:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Name: LYDIA DUNN  
Division/County Tax Collector -  
CITRUS  
Job Title TC-AGENT  
Date Criteria Type: Date training is added to users'  
transcript  
Start Date:  
End Date:  
Training Type: Cohort, Curriculum, Event, External Training, Library, Material, Online Class, Posting,  
Quick Course, Session, Test, Online  
Content  
Training Title:  
Subject(s):  
Archived Training Include:  
Yes  
Completed Training Only: Yes, Show all historical instances of completion if the user has  
completed more than one instance  
Report Generated By: LYDIA DUNN  
Report Date: 2/23/2023

TITLE	TYPE	REGISTERED	START DATE	END DATE	DUE DATE	TRAINING
HOURS	SCORE	STATUS	COMPLETION DATE			
AAMVA FDR 2020: Internal Fraud for Staff	Online Class	2/9/2023	N/A	N/A		
N/A	0.75	100	Completed	2/9/2023		
State-to-State Verification Overview	Video	1/18/2023	N/A	N/A	N/A	
0.1	Completed	1/18/2023				
Information and Cyber Security Awareness for External Entities - 2022	Online Class					
1/5/2023	N/A	N/A	2/4/2023	0.5	0	Completed
1/9/2023						
AAMVA CDL 2015 for 2020 Recertification: Module 2 - Overview of the CDL Tests	Online Class					
Class	4/3/2020	N/A	N/A	N/A	0.75	100
Completed	4/3/2020					
AAMVA CDL 2015 for 2020 Recertification: Module 1 - Introduction to CDL Licensing	Online Class					
Class	4/2/2020	N/A	N/A	N/A	2.5	100
Completed	4/2/2020					
AAMVA CDL 2015 for 2020 Recertification: Orientation	Online Class	4/2/2020	N/A			
N/A	N/A	0.5	Completed	4/2/2020		
AAMVA FDR 2019: Expanding the Review	Online Class	3/18/2020	N/A	N/A		
N/A	0.5	80	Completed	3/18/2020		
AAMVA FDR 2019: Vehicle Identification Documents	Online Class	3/18/2020	N/A			

N/A	N/A	1	90	Completed	3/18/2020				
AAMVA FDR 2019: Driver Licenses and ID Cards Online Class						3/18/2020	N/A	N/A	
N/A	0.75	70		Completed	3/18/2020				
AAMVA FDR 2019: Counterfeits and Alterations Online Class						3/18/2020	N/A	N/A	
N/A	0.75	80		Completed	3/18/2020				
Information and Cyber Security Awareness for External Entities - 2020						Online Class			
1/30/2020		N/A	N/A		4/29/2020	0.5	0	Completed	3/2/2020
Heavy Vehicle Use Tax (HVUT) - 2019						Online Class	10/22/2019	N/A	N/A
1	100			Completed	10/22/2019				
Legal Presence: Immigrant				Online Class	5/31/2019	N/A	N/A	N/A	0.25
100				Completed	5/31/2019				
Legal Presence: Acceptable Documents Table				Online Class	5/31/2019	N/A	N/A	N/A	
N/A	0.25	80		Completed	5/31/2019				
Legal Presence: Non-Immigrant				Online Class	5/30/2019	N/A	N/A	N/A	0.25
100				Completed	5/30/2019				
Legal Presence: U.S. Citizen				Online Class	5/30/2019	N/A	N/A	N/A	0.25
90				Completed	5/30/2019				
Information and Cyber Security Awareness for External Entities - 2019						Online Class			
9/20/2018		N/A	N/A		12/19/2018	0.75	0	Completed	9/20/2018
Card Print Solution - Print Administration				Online Class	11/8/2017	N/A	N/A	N/A	
N/A	0.25	0		Completed	11/8/2017				
Card Print Solution - Printer Maintenance				Online Class	11/8/2017	N/A	N/A	N/A	
N/A	0.25	0		Completed	11/8/2017				
Card Print Solution - Overview				Online Class	11/8/2017	N/A	N/A	N/A	0.33
0				Completed	11/8/2017				
AAMVA CDL 2015: Module 4 - CKE End-of-Course Exam						Online Class	1/27/2016	N/A	
N/A	N/A	0.75		Completed	1/28/2016				
AAMVA CDL 2015: Module 5 - CKE Course Completion						Online Class	1/27/2016	N/A	
N/A	N/A	0.25		Completed	1/28/2016				
AAMVA CDL 2015: Module 2 - Overview of the CDL Tests						Online Class	1/27/2016		
N/A	N/A	N/A	0.75	Completed	1/28/2016				
AAMVA CDL 2015: Module 3 - CDL Knowledge Tests						Online Class	1/27/2016	N/A	
N/A	N/A	0.75		Completed	1/28/2016				
AAMVA CDL 2015: Orientation						Online Class	1/27/2016	N/A	N/A
0.5				Completed	1/28/2016				
AAMVA CDL 2015: Module 1 - Introduction to CDL Licensing						Online Class	1/27/2016		
N/A	N/A	N/A	2.5	Completed	1/28/2016				
Financial Responsibility Session						7/23/2015	7/23/2015	7/23/2015	N/A
0				Completed	7/23/2015				1
Financial Responsibility Event						N/A	N/A	N/A	0
								Completed	
Automated Driver License testing System (ADLTS)/FDLIS Instruction						Session	7/22/2015		
7/22/2015		7/22/2015	N/A	1	0	Completed	7/22/2015		
Driving Exam - Pre Exam Preparation						Event	N/A	N/A	N/A
								0	
Completed							7/22/2015		
Driving Exam - Vehicle Inspection						Session	7/22/2015	7/22/2015	7/22/2015
N/A	0.25	0		Completed	7/22/2015				

Driving Exam - Vehicle Inspection	Event	N/A	N/A	N/A	N/A	0
Completed	7/22/2015					
Driving Exam - Pre Exam Preparation	Session	7/22/2015		7/22/2015		7/22/2015
N/A 0.25 0	Completed	7/22/2015				
Automated Driver License testing System (ADLTS)/FDLIS Instruction	Event	N/A		N/A		N/A
N/A N/A 0	Completed	7/22/2015				
TC: Financial Responsibility	Online Class	7/22/2015		N/A	N/A	N/A
1	Completed	7/23/2015				
Driving Exam Part I - Preparation	Online Class	7/21/2015		N/A	N/A	N/A
0.25	Completed	7/22/2015				
Driving Exam Part II - Vehicle Inspection	Online Class	7/21/2015		N/A	N/A	N/A
0.25	Completed	7/22/2015				
DL Transformed: Phase I - ADLTS Paper and Oral Exams (OLT)	Online Class			7/21/2015		
N/A N/A N/A 2	Completed	7/22/2015				
Customer Service	Event	N/A	N/A	N/A	N/A	0
Completed						
2/23/2015						
Customer Service	Session	2/23/2015		2/23/2015		2/23/2015
0	Completed	2/23/2015			N/A	0.5
DL Transformed: Phase I - Customer Service (OLT)	Online Class			2/22/2015		N/A
N/A N/A 1	Completed	2/23/2015				
						25.18

Lydia Dunn

Customer Service Representative

Representing Janice A. Warren, Citrus County Tax Collector

210 N Apopka Ave. Ste 100 | Inverness, FL

(352) 341-6500 | (352) 564-7167

[LDunn@citrustc.us](mailto:LDunn@citrustc.us) | [www.citrustc.us](http://www.citrustc.us)

---

**From:** Meghan Miller <Meghan.Miller@floridarevenue.com>

**Sent:** Wednesday, February 22, 2023 1:41 PM

**To:** Lydia Dunn <LDunn@citrustc.us>

**Cc:** Jennifer Dooley-Huston <jhuston@citrustc.us>

**Subject:** RE: CFCA Application

**Importance:** High

FLHSMV should be able to provide you with a transcript that shows the course hours. Other applicants have provided them before. We aren't able to use what you provided as it doesn't show the course hours. Thanks - Meghan

---

**From:** Lydia Dunn <[LDunn@citrustc.us](mailto:LDunn@citrustc.us)>

**Sent:** Wednesday, February 22, 2023 1:38 PM

**To:** Meghan Miller <[Meghan.Miller@floridarevenue.com](mailto:Meghan.Miller@floridarevenue.com)>

**Subject:** RE: CFCA Application

**Caution:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## Transcript: LYDIA DUNN

Use the transcript to manage all active training.

Filter by Training Status

[Completed](#)

Sort by

[Completion Date](#)

Filter by Training Type

[All Types](#)

Search by Keyword

Search Results (36)

- [AAMVA FDR 2020: Internal Fraud for Staff](#)  
Completed : 2/9/2023 Status : Completed Training Type : Online Class
- [State-to-State Verification Overview](#)  
Completed : 1/18/2023 Status : Completed Training Type : Video
- [Information and Cyber Security Awareness for External Entities - 2022](#)  
Completed : 1/9/2023 Status : Completed Training Type : Online Class
- [AAMVA CDL 2015 for 2020 Recertification: Module 2 - Overview of the CDL Tests](#)  
Completed : 4/3/2020 Status : Completed Training Type : Online Class
- [AAMVA CDL 2015 for 2020 Recertification: Module 1 - Introduction to CDL Licensing](#)  
Completed : 4/2/2020 Status : Completed Training Type : Online Class
- [AAMVA CDL 2015 for 2020 Recertification: Orientation](#)  
Completed : 4/2/2020 Status : Completed Training Type : Online Class
- [AAMVA FDR 2019: Expanding the Review](#)  
Completed : 3/18/2020 Status : Completed Training Type : Online Class
- [AAMVA FDR 2019: Vehicle Identification Documents](#)  
Completed : 3/18/2020 Status : Completed Training Type : Online Class
- [AAMVA FDR 2019: Driver Licenses and ID Cards](#)  
Completed : 3/18/2020 Status : Completed Training Type : Online Class
- [AAMVA FDR 2019: Counterfeits and Alterations](#)  
Completed : 3/18/2020 Status : Completed Training Type : Online Class
- [Information and Cyber Security Awareness for External Entities - 2020](#)  
Completed : 3/2/2020 Status : Completed Training Type : Online Class
- [Heavy Vehicle Use Tax \(HVUT\) - 2019](#)



Completed : 10/22/2019 Status : Completed Training Type : Online Class

- [Legal Presence: Immigrant](#)

Completed : 5/31/2019 Status : Completed Training Type : Online Class

- [Legal Presence: Acceptable Documents Table](#)

Completed : 5/31/2019 Status : Completed Training Type : Online Class

- [Legal Presence: Non-Immigrant](#)

Completed : 5/30/2019 Status : Completed Training Type : Online Class

- [Legal Presence: U.S. Citizen](#)

Completed : 5/30/2019 Status : Completed Training Type : Online Class

- [Information and Cyber Security Awareness for External Entities - 2019](#)

Completed : 9/20/2018 Status : Completed Training Type : Online Class

- [Card Print Solution - Print Administration](#)

Completed : 11/8/2017 Status : Completed Training Type : Online Class

- [Card Print Solution - Printer Maintenance](#)

Completed : 11/8/2017 Status : Completed Training Type : Online Class

- [Card Print Solution - Overview](#)

Completed : 11/8/2017 Status : Completed Training Type : Online Class

- [AAMVA CDL 2015: Orientation](#)

Completed : 1/28/2016 Status : Completed Training Type : Online Class

- [AAMVA CDL 2015: Module 5 - CKE Course Completion](#)

Completed : 1/28/2016 Status : Completed Training Type : Online Class

- [AAMVA CDL 2015: Module 4 - CKE End-of-Course Exam](#)

Completed : 1/28/2016 Status : Completed Training Type : Online Class

- [AAMVA CDL 2015: Module 3 - CDL Knowledge Tests](#)

Completed : 1/28/2016 Status : Completed Training Type : Online Class

- [AAMVA CDL 2015: Module 2 - Overview of the CDL Tests](#)

Completed : 1/28/2016 Status : Completed Training Type : Online Class

[Scroll](#)

Bottom of Form



**cornerstone**

Powered by Cornerstone OnDemand, Inc. ©2000-2023

Top of Form

- [Home](#)
- [LYDIA DUNN](#)

- [Transcript: LYDIA DUNN](#)

## Transcript: LYDIA DUNN

Use the transcript to manage all active training.

Filter by Training Status

[Completed](#)

Sort by

[Completion Date](#)

Filter by Training Type

[All Types](#)

Search by Keyword

Search Results (36)

- [AAMVA CDL 2015: Module 1 - Introduction to CDL Licensing](#)  
Completed : 1/28/2016 Status : Completed Training Type : Online Class
- [Financial Responsibility \(Starts 7/23/2015\)](#)  
Completed : 7/23/2015 Status : Completed Training Type : Session
- [TC: Financial Responsibility](#)  
Completed : 7/23/2015 Status : Completed Training Type : Online Class
- [Driving Exam - Vehicle Inspection \(Starts 7/22/2015\)](#)  
Completed : 7/22/2015 Status : Completed Training Type : Session
- [Driving Exam - Pre Exam Preparation \(Starts 7/22/2015\)](#)  
Completed : 7/22/2015 Status : Completed Training Type : Session
- [Automated Driver License testing System \(ADLTS\)/FDLIS Instruction \(Starts 7/22/2015\)](#)  
Completed : 7/22/2015 Status : Completed Training Type : Session
- [Driving Exam Part II - Vehicle Inspection](#)  
Completed : 7/22/2015 Status : Completed Training Type : Online Class
- [Driving Exam Part I - Preparation](#)  
Completed : 7/22/2015 Status : Completed Training Type : Online Class
- [DL Transformed: Phase I - ADLTS Paper and Oral Exams \(OLT\)](#)  
Completed : 7/22/2015 Status : Completed Training Type : Online Class
- [Customer Service \(Starts 2/23/2015\)](#)  
Completed : 2/23/2015 Status : Completed Training Type : Session
- [DL Transformed: Phase I - Customer Service \(OLT\)](#)  
Completed : 2/23/2015 Status : Completed Training Type : Online Class

[Scroll](#)

Bottom of Form



Lydia Dunn

Customer Service Representative

Representing Janice A. Warren, Citrus County Tax Collector

210 N Apopka Ave. Ste 100 | Inverness, FL

(352) 341-6500 | (352) 564-7167

[LDunn@citrustc.us](mailto:LDunn@citrustc.us) | [www.citrustc.us](http://www.citrustc.us)

---

**From:** Meghan Miller <[Meghan.Miller@floridarevenue.com](mailto:Meghan.Miller@floridarevenue.com)>

**Sent:** Wednesday, February 22, 2023 1:30 PM

**To:** Lydia Dunn <[LDunn@citrustc.us](mailto:LDunn@citrustc.us)>

**Cc:** Jennifer Dooley-Huston <[jhuston@citrustc.us](mailto:jhuston@citrustc.us)>; Kelly McLane <[Kelly.McLane@floridarevenue.com](mailto:Kelly.McLane@floridarevenue.com)>

**Subject:** RE: CFC Application

Good afternoon.

Just checking in on this. Any update?

Thank you.



**Meghan Miller, CMP, CPM, MS**

*Training Director*

Property Tax Oversight

Florida Department of Revenue

(727) 229-1482

[Meghan.Miller@floridarevenue.com](mailto:Meghan.Miller@floridarevenue.com)

**How was my customer service? Please take a moment to let us [know](#).**

### Upcoming Courses

March 20-23, 2023 – IAAO 102

April 10-13, 2023 – IAAO 101

April 24-27, 2023 – IAAO 600

May 8-11, 2023 – IAAO 101

May 22-25, 2023 – IAAO 311

June 12-16, 2023 – TCC 504

June 20-23, 2023 – IAAO 402

---

**From:** Meghan Miller

**Sent:** Monday, February 20, 2023 11:43 AM

**To:** [ldunn@citrustc.us](mailto:ldunn@citrustc.us)

**Cc:** Jennifer Dooley-Huston <[jhuston@citrustc.us](mailto:jhuston@citrustc.us)>; Kelly McLane <[Kelly.McLane@floridarevenue.com](mailto:Kelly.McLane@floridarevenue.com)>

**Subject:** CFCA Application

**Importance:** High

Good morning. We received the application to reinstate your CFCA certification. Could you forward a copy of your iLearn transcript? A lot of the certificates attached to the application don't have the associated credit hours. Thank you. Meghan



**Meghan Miller, CMP, CPM, MS**

*Training Director*

Property Tax Oversight

Florida Department of Revenue

(727) 229-1482

[Meghan.Miller@floridarevenue.com](mailto:Meghan.Miller@floridarevenue.com)

**How was my customer service? Please take a moment to let us [know](#).**

#### **Upcoming Courses**

March 20-23, 2023 – IAAO 102

April 10-13, 2023 – IAAO 101

April 24-27, 2023 – IAAO 600

May 8-11, 2023 – IAAO 101

May 22-25, 2023 – IAAO 311

June 12-16, 2023 – TCC 504

June 20-23, 2023 – IAAO 402

---

NOTIFICATION TO RECIPIENTS: The subject line of this email may indicate that this email has been sent unsecure. This is a default setting which in no way indicates that this communication is unsafe, but rather that the email has been sent unencrypted in clear text form. Revenue does provide secure email exchange. Please contact us if you need to exchange confidential information electronically.

If you have received this email in error, please notify us immediately by return email. If you receive a Florida Department of Revenue communication that contains personal or confidential information, and you are not the intended recipient, you are prohibited from using the information in any way. All record of any such communication (electronic or otherwise) should be destroyed in its entirety.

**Cautions on corresponding with Revenue by email: Under Florida law, emails received by a state agency are public records. Both the message and the email address it was sent from**

(excepting any information that is exempt from disclosure under state law) may be released in response to a public records request.

Internet email is not secure and may be viewed by someone other than the person you send it to. Please do not include your social security number, federal employer identification number, or other sensitive information in an email to us.

---

NOTICE: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. This email message, including all attachments, is for the sole use of the intended recipient(s) and may contain confidential information. Any unauthorized review, use, disclosure, alteration, or distribution is strictly prohibited and may violate state or federal law. If you are not the intended recipient, please contact the sender by reply email, delete this email, and destroy all copies of the message.

---

NOTIFICATION TO RECIPIENTS: The subject line of this email may indicate that this email has been sent unsecure. This is a default setting which in no way indicates that this communication is unsafe, but rather that the email has been sent unencrypted in clear text form. Revenue does provide secure email exchange. Please contact us if you need to exchange confidential information electronically.

If you have received this email in error, please notify us immediately by return email. If you receive a Florida Department of Revenue communication that contains personal or confidential information, and you are not the intended recipient, you are prohibited from using the information in any way. All record of any such communication (electronic or otherwise) should be destroyed in its entirety.

Cautions on corresponding with Revenue by email: Under Florida law, emails received by a state agency are public records. Both the message and the email address it was sent from (excepting any information that is exempt from disclosure under state law) may be released in response to a public records request.

Internet email is not secure and may be viewed by someone other than the person you send it to. Please do not include your social security number, federal employer identification number, or other sensitive information in an email to us.

---

NOTICE: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. This email message, including all attachments, is for the sole use of the intended recipient(s) and may contain confidential information. Any unauthorized review, use, disclosure, alteration, or distribution is strictly prohibited and may violate state or federal law. If you are not the intended recipient, please contact the sender by reply email, delete this email, and destroy all copies of the message.



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Karey Finney		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: Technical Specialist II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 01/08/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
Driver License Preparatory Training (Instructor Led)	64	Attended Course
FLHSMV - DL Training Series: Phase I	40	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
<b>Total Hours</b>	164	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



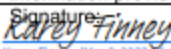


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <b>KAREY FINNEY</b>					
Business email address: <b>karey.finney@charlottecountyfl.gov</b>				Business phone number: <b>941-743-1350</b>	
Job title: <b>TECHNICAL SPECIALIST II</b>					
Employed by: <b>CHARLOTTE COUNTY TAX COLLECTOR</b>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <b>CHARLOTTE COUNTY TAX COLLECTOR</b>					
Your Title: <b>TECHNICAL SPECIALIST II</b>				Employment Dates: <b>01/08/2020</b>	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-00040C	TCC-501 D & R	30	TC-0024C	DRIVER'S LICENSE PREPARATORY TRAINING	64
TC-0038C	TCC-503 C & D	30	TC-0022C	DRIVER'S LICENSE (DL) TRAINING SERIES PHASE I	45
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:  <small>Karey Finney (Mar 8, 2023 10:42 EST)</small>				Date: <b>Mar 8, 2023</b>	



# Certificate of Completion

*Presented to*

*Karey Finney*

*On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office*

*For the successful completion of 40 hours of*

***DL Transformed Phase I Training***

*On this 9<sup>th</sup> day of October 2020*

*Sonya Caldwell*

Your Name, Instructor  
Operations Review Specialist



*This certificate is awarded to*

**KAREY FINNEY**

*for the successful completion of*

**Driver License Preparatory Training - Virtual Instructor-Led Training**

by FLHSMV

64 Hours 0 Minutes

***Date of Course Completion:*** 4/19/2021

# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Karey Finney**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours



**Congratulations,**

**Karey Finney**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

March 7, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Harrison Flynn		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Pasco	Job Title: Customer Service Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 08/15/17	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Birth Certificates	0.5	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1.0	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Security Features	1.0	Attended Course
AAMVA - Introduction to Fraud	1.0	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
<b>Total Hours</b>	96.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

120.5 Total hours of approved courses



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Harrison Flynn
Previous Name(s)(if applicable):	
Documentation Included:	
County: Pasco	Job Title: Customer Service Supervisor
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	05/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 08/15/17	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
<b>90-hours per 12D-19.003(3)(b)</b>		
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Expanding the Review	0.5	Attended Course
AAMVA - Social Security Cards	0.5	Attended Course
AAMVA - Vehicle Identification Documents	0.5	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
Driver License Preparatory Training (Online)	12	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.75	Attended Course
<b>Total Hours</b>	22	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:





Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

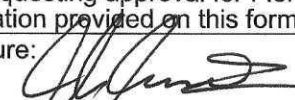


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Harrison Flynn					
Business email address: hflynn@pascotaxes.com			Business phone number: 352-521-4360		
Job title: Customer Service Supervisor					
Employed by: Pasco County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Pasco County Tax Collector					
Your Title: Customer Service Supervisor			Employment Dates: 08/15/17 - current		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0037C	TCC001- Bankruptcy	15	TC-0039C	TCC003 - Customer Service Training	5
TC-0038C	TCC002 - Effective Decision Making	10	TC-0040C	TCC501 - Duties & Responsibilities	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 			Date: 04/17/2023		

**Applicant:**       HARRISON FLYNN      

Number	Course Title	Hours
TC-0001C	Counterfeits and Alterations	0.75
TC-0002C	Driver's License and ID Cards	0.75
TC-0003C	Vehicle Identification Documents	0.5
TC-0004C	Expanding the Review	0.5
TC-0005C	Birth Certificates	0.5
TC-0006C	Canadian Birth Certificates, Driver and Vehicle Documents	0.75
TC-0007C	Canadian Travel, Citizenship, and Immigration Documents	1
TC-0008C	Internal Fraud for Staff	0.75
TC-0009C	Introduction to Covert Features	0.75
TC-0010C	Introduction to Fraud	1
TC-0011C	Mexican Documents	0.75
TC-0012C	Military ID Cards	0.5
TC-0013C	People and Actions	0.75
TC-0014C	Security Features	1
TC-0015C	Social Security Cards	0.5
TC-0016C	Travel Documents	0.75
TC-0017C	U.S. Immigration Documents	0.75
TC-0018C	CDL (Commercial Driver's License) Module 1	2.5
TC-0019C	CDL Module 2	0.75
TC-0020C	CDL Module 3	0.75
TC-0021C	CDL Module 4	0.75
TC-0025C	Driver's License Preparatory Training	12
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1
TC-0045C	Information and Cyber Security Awareness Training	0.6
TC-0036C	TCC503 Collection of Current Ad Valorem Taxes	30





FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Mexican Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 4/28/2021***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Birth Certificates**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 7/26/2022***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Canadian Birth Certificates, Driver, and Vehicle Docs**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 7/26/2022***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Canadian Travel, Citizenship, and Immigration Docs**

by External Training

1 Hours 0 Minutes

***Date of Course Completion: 7/26/2022***





FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Military ID Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 7/27/2022***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: People and Actions**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 7/27/2022***

*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Security Features**

by External Training

1 Hours 0 Minutes

***Date of Course Completion: 7/27/2022***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Introduction to Fraud**

by External Training

1 Hours 0 Minutes

**Date of Course Completion:** 7/27/2022



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Introduction to Covert Features**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 7/27/2022***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Internal Fraud for Staff**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 7/27/2022***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Counterfeits and Alterations**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 7/28/2022***





FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Driver Licenses and ID Cards**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 7/28/2022***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Expanding the Review**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 7/28/2022***

*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Social Security Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 8/4/2022



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Vehicle Identification Documents**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 8/5/2022***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: US Immigration Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 8/5/2022



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA FDR 2020: Travel Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 8/5/2022



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**Driver License Preparatory Training - OLT**

by FLHSMV

12 Hours

***Date of Course Completion: 8/15/2022***



# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

# iLearn

*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**Information and Cyber Security Awareness for External Entities - 2022**

by FLHSMV

0 Hours 30 Minutes

***Date of Course Completion:*** 8/25/2022

**Congratulations,**  
**Harrison Flynn**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

March 25, 2023  
30 credit hours





FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA CDL 2021: Module 1 - Introduction to CDL Licensing**

by MS

2 Hours 30 Minutes

***Date of Course Completion: 12/23/2022***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA CDL 2021: Module 2 - Overview of the CDL Tests**

by MS

0 Hours 45 Minutes

***Date of Course Completion:*** 12/23/2022

*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA CDL 2021: Module 3 - CDL Knowledge Tests Overview**

by MS

0 Hours 45 Minutes

*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**AAMVA CDL 2021: Module 4 - CKE End-of-Course Exam Overview**

by MS

0 Hours 45 Minutes

***Date of Course Completion:*** 12/23/2022

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Harrison Flynn**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours





**Congratulations,**

**Harrison Flynn**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

April 7, 2023  
10 credit hours



**Congratulations,**

**Harrison Flynn**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

March 25, 2023

5 credit hours





FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**HARRISON FLYNN**

*for the successful completion of*

**Heavy Vehicle Use Tax (HVUT) - 2021**

by FLHSMV

1 Hours 0 Minutes

***Date of Course Completion: 3/22/2023***

**Congratulations,**

**Harrison Flynn**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

April 7, 2023  
15 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Tanner Foster		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Jr. Systems Administrator		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 07/19/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



# **Application for Florida Professional Certification** Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Tanner Foster					
Business email address: tanner.foster@brevardtc.com			Business phone number: 321-264-6712		
Job title: Jr. Systems Administrator					
Employed by: Brevard County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Brevard County Tax Collector					
Your Title: Jr. Systems Administrator			Employment Dates: July 19, 2020 - Present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TCC 0036C	Coll and Dist of PT and Spe. Asst.	30	TC-0038C	Effective Decision Making	10
TC- 0037C	Bankruptcy	15	TC-0039C	Customer Service Training	5
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: 4-3-2023	



# Application for Florida Professional Certification Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification - \$25 fee</b> <input type="checkbox"/> <b>Annual Recertification - \$5 fee</b> <input type="checkbox"/> <b>Reinstatement of Certification - \$5 fee</b>					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <div style="text-align: right;">Tanner Foster</div>					
Business email address: tanner.foster@brevardtc.com				Business phone number: 321-264-6712	
Job title: Jr. Systems Administrator					
Employed by: Brevard County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Brevard County Tax Collector					
Your Title: Jr. Systems Administrator				Employment Dates: July 19, 2020 - Present	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	Duties and Responsibilities of Florida Tax Collectors	30			
TC-0041C	Management of a Florida Tax Collector's Office	30			
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: 4-3-2023	



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

## **Tanner Foster**

has successfully completed

### **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours



**Congratulations,**

**Tanner Foster**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

August 2, 2022  
30 credit hours



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

## **Tanner Foster**

has successfully completed

### **TCC 502 - MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours



**Congratulations,**

**Tanner Foster**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

March 17, 2023  
15 credit hours



**Congratulations,**

**Tanner Foster**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

March 24, 2023

5 credit hours





**Congratulations,**

**Tanner Foster**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

March 21, 2023  
10 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Erika Giles		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake		Job Title:	Human Resource Manager
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	05/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 04/12/21	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Erika Giles					
Business email address: erika.giles@laketax.com			Business phone number: 352-343-9602		
Job title: Human Resources Manager					
Employed by: Office of the Lake County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; flex-wrap: wrap;"><div style="width: 33%;"><input type="checkbox"/> Certified Florida Appraiser</div><div style="width: 33%;"><input type="checkbox"/> Certified Florida Evaluator</div><div style="width: 33%;"><input type="checkbox"/> Certified Cadastralist of Florida</div><div style="width: 33%;"><input type="checkbox"/> Certified Florida Collector</div><div style="width: 33%;"><input checked="" type="checkbox"/> Certified Florida Collector Assistant</div></div>					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Office of the Lake County Tax Collector					
Your Title: Human Resources Manager			Employment Dates: 4/12/2021 - Present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0037C	TCC 0-01 - Bankruptcy	15	TC-0038C	TCC 002 - Effective Decision Making	10
TC-0039C	TCC 003 - Customer Service Training	5	TC-0040C	TCC 501 - Duties and Responsibilities of FL Tax Collectors	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <i>Erika Giles</i>				Date: April 14, 2021	

TC-0041C	TCC 502 - Management of a FL Tax Collector's Office	30
TC-0042C	TCC 504 - Collection of Licenses, Taxes, and Fees	30

**Congratulations,**

**Erika Giles**

on completing

**TCC 001 - BANKRUPTCY**

on

January 23, 2022  
15 credit hours



**Congratulations,**

**Erika Giles**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

on

January 24, 2022  
10 credit hours



**Congratulations,**

**Erika Giles**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

on

January 24, 2022  
5 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Erika Giles**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Erika Giles**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Erika Giles**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Application for Certified Florida Professional 04142023 with certificates

Final Audit Report


2023-04-14

Created:	2023-04-14
By:	Heather Culbreath (heather.culbreath@laketax.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAgY8v2gfF577FOHYow9HPwLS9LM-8vbO

## "Application for Certified Florida Professional 04142023 with certificates" History

 Document created by Heather Culbreath (heather.culbreath@laketax.com)

2023-04-14 - 4:34:05 PM GMT

 Document emailed to Erika Giles (erika.giles@laketax.com) for signature

2023-04-14 - 4:34:32 PM GMT

 Email viewed by Erika Giles (erika.giles@laketax.com)

2023-04-14 - 4:42:27 PM GMT

 Document e-signed by Erika Giles (erika.giles@laketax.com)

Signature Date: 2023-04-14 - 4:42:57 PM GMT - Time Source: server

 Agreement completed.

2023-04-14 - 4:42:57 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Richard Gorga		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Collier	Job Title: Network Administrator		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 03/01/21	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



**Application for  
Florida Professional Certification  
Property Tax Oversight Certification and Training**

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Richard Gorga					
Business email address: rgorga@colliertax.com			Business phone number: 239-252-8174		
Job title: Network Administrator					
Employed by: Collier County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Collier County Tax Collector					
Your Title: Network Administrator			Employment Dates: March 2021 - Present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0040	CCC 501 – Duties and Responsibilities of	30	TC0042	CCC 504 – Collection of Licenses, Taxes,	30
TC0041	CCC 502 – Management of a Florida Tax	30	TC0037	C, 0038C TCC 001, 002, 003	30
0039C					
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <i>Richard Gorga</i>				Date: 3/16/23	

The Florida Department of Revenue (Department) provides training and certification for Florida

- county property appraisers and employees
- county tax collectors and employees

## Certification

To become certified as one of the following Florida professional designees, you must have two years of experience employed in a Florida property appraiser office, a Florida tax collector office, or with the Department and meet certain requirements:

- Certified Florida Appraiser
- Certified Florida Evaluator
- Certified Cadastralist of Florida
- Certified Florida Collector
- Certified Florida Collector Assistant

To become a Certified Florida Appraiser or Certified Florida Evaluator you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on basic appraisal principles, types of value, and economic principles pertaining to the valuation of real property
- a minimum of 30 hours of approved courses which include instruction and examination on procedures and methods regarding the income approach to estimating the value of real property
- an additional 60 hours of approved elective courses which include instruction and examination related to the professional designation

To become a Certified Cadastralist of Florida you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on mathematic principles for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on the Public Land Survey System for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on real property descriptions
- a minimum of 30 hours of approved courses which include instruction and examination on basic map compilation
- a minimum of 30 hours of approved elective courses which include instruction and examination on principles, techniques, or applications of cadastral mapping

To become a Certified Florida Collector or Florida Certified Collector Assistant you must complete:

- a minimum of 30 hours of approved courses which includes instruction and examination on the duties and responsibilities of a Florida tax collector
- a minimum of 90 hours of approved elective courses which include instruction and examination designed to impart expertise in the areas of tax administration, assessment, or collection in Florida

## Course Approval and Examinations

All courses for certification or reinstatement must be approved by the Department. Courses that are determined by the Department to meet the requirements and are approved courses for certification, recertification or reinstatement are published on the Department's Certification and Training webpage [https://floridarevenue.com/property/Pages/Cofficial\\_Training.aspx](https://floridarevenue.com/property/Pages/Cofficial_Training.aspx). You must pass all required examinations for each required course to obtain course credit.

## Annual Recertification Due January 1

To be recertified each calendar year, all Florida professional designees must certify their governmental employment and pay the \$5 recertification fee each January 1. Recertification fees become delinquent April 1.

Florida county property appraisers and tax collectors must complete a minimum of 24 hours of approved courses. In addition to the approved courses listed on the Department's Certification and Training webpage, continuing education courses, seminars, workshops, and conferences will be approved on a case-by-case basis. See Form DR-4002, *Application for Approval of a Course or Continuing Education Credit Hours*.

## Special Salary for Officials

To qualify for and receive the special qualification salary provided in Section 145.10 or 145.11, Florida Statutes, property appraisers and tax collectors must meet all certification requirements within four years after taking office.

## Reinstatement

Each certification is conditional upon governmental employment and expires automatically if you leave governmental employment or you fail to meet the annual recertification requirements. Once your professional certification has expired, you may apply for reinstatement.

Property appraisers and tax collectors must complete 24 hours of continuing education courses. All applicants must certify their governmental employment and pay the reinstatement fee.

**If you are unable to submit your completed application or pay the fee online**, mail your completed application, copies of certificates of completed courses, and a check or money order for the required fee to:

Florida Department of Revenue  
Property Tax Oversight  
Certification and Training  
PO Box 3294  
Tallahassee, FL 32315-3294

## Need Assistance?

Email: [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com)

To speak with a Department of Revenue representative, call Certification and Training at 850-717-6570.

*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certificate of Completion*

*Rich Gorga*

*MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE*

*TCC 502, 30 Hours*

*September 13-16, 2021*



**Congratulations,**

**Richard Gorga**

on completing

**TCC 001 - BANKRUPTCY**

on

November 10, 2021  
15 credit hours



**Congratulations,**

**Richard Gorga**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

on

November 10, 2021  
5 credit hours





**Congratulations,**

**Richard Gorga**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

on

November 12, 2021  
10 credit hours



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Richard Gorga**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Richard Gorga**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Margie Griffin
Previous Name(s)(if applicable):	
Documentation Included:	
County: Pasco	Job Title: Accounting Manager
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	04/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 06/07/1999	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Birth Certificates	0.5	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1.0	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Security Features	1.0	Attended Course
AAMVA - Introduction to Fraud	1.0	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
<b>Total Hours</b>	96.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

120 Total hours of approved courses



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Margie Griffin		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Pasco		Job Title:	Accounting Manager
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 06/07/1999	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
<b>90-hours per 12D-19.003(3)(b)</b>		
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Expanding the Review	0.5	Attended Course
AAMVA - Social Security Cards	0.5	Attended Course
AAMVA - Vehicle Identification Documents	0.5	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
Driver License Preparatory Training (Online)	12	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.25	Attended Course
<b>Total Hours</b>	21.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Margie Griffin
Previous Name(s)(if applicable):	
Documentation Included:	
County: Pasco	Job Title: Accounting Manager
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	04/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 06/07/1999	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
FLHSMV - Heavy Vehicle Use Tax	1.0	Attended Course
Information and Cyber Security Awareness for External Entities	0.5	Attended Course
AAMVA - Military ID Cards	0.5	Attended Course
<b>Total Hours</b>	2.0	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



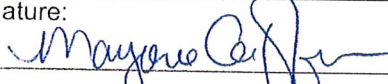


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Margie Griffin					
Business email address: mgriffin@pascotaxes.com			Business phone number: 3525214360		
Job title: Accounting Manager					
Employed by: Pasco County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Pasco County Tax Collector					
Your Title: Accounting Manager			Employment Dates: 06/07/99 - current		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0037C	TCC001- Bankruptcy	15	TC-0039C	TCC003 - Customer Service Training	5
TC-0038C	TCC002 - Effective Decision Making	10	TC-0040C	TCC501 - Duties & Responsibilities	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 4/13/2023	



**Applicant:**       MARGIE GRIFFIN      

<b>Number</b>	<b>Course Title</b>	<b>Hours</b>
TC-0001C	Counterfeits and Alterations	0.75
TC-0002C	Driver's License and ID Cards	0.75
TC-0003C	Vehicle Identification Documents	0.5
TC-0004C	Expanding the Review	0.5
TC-0005C	Birth Certificates	0.5
TC-0006C	Canadian Birth Certificates, Driver and Vehicle Documents	0.75
TC-0007C	Canadian Travel, Citizenship, and Immigration Documents	1
TC-0008C	Internal Fraud for Staff	0.75
TC-0009C	Introduction to Covert Features	0.75
TC-0010C	Introduction to Fraud	1
TC-0011C	Mexican Documents	0.75
TC-0012C	Military ID Cards	0.5
TC-0013C	People and Actions	0.75
TC-0014C	Security Features	1
TC-0015C	Social Security Cards	0.5
TC-0016C	Travel Documents	0.75
TC-0017C	U.S. Immigration Documents	0.75
TC-0018C	CDL (Commercial Driver's License) Module 1	2.5
TC-0019C	CDL Module 2	0.75
TC-0020C	CDL Module 3	0.75
TC-0021C	CDL Module 4	0.75
TC-0025C	Driver's License Preparatory Training	12
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1
TC-0045C	Information and Cyber Security Awareness Training	0.6
TC-0036C	TCC503 Collection of Current Ad Valorem Taxes	30

*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Internal Fraud for Staff**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 8/15/2021***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Introduction to Covert Features**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 8/15/2021***

*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Introduction to Fraud**

by External Training

1 Hours 0 Minutes

***Date of Course Completion: 8/15/2021***

*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Birth Certificates**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 8/8/2021***

*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Counterfeits and Alterations**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 8/15/2021***

*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: People and Actions**

by External Training

0 Hours 45 Minutes

**Date of Course Completion:** 8/15/2021



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Security Features**

by External Training

1 Hours 0 Minutes

***Date of Course Completion: 8/15/2021***

# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

# iLearn

*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Social Security Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 8/15/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Travel Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 8/15/2021***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: US Immigration Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 8/15/2021***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Driver Licenses and ID Cards**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 8/15/2021***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Canadian Travel, Citizenship, and Immigration Docs**

by External Training

1 Hours 0 Minutes

***Date of Course Completion:*** 8/15/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Vehicle Identification Documents**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 9/20/2021***





FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Mexican Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 9/21/2021***



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**Driver License Preparatory Training - OLT**

by FLHSMV

12 Hours

***Date of Course Completion:*** 10/17/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Military ID Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 12/14/2021

# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

# iLearn

*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Expanding the Review**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 12/29/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA FDR 2020: Canadian Birth Certificates, Driver, and Vehicle Docs**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 12/29/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA CDL 2015 for 2020 Recertification: Module 4 - CKE End-of-Course Exam**

by External Training

0 Hours 15 Minutes

***Date of Course Completion:*** 12/29/2021

*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA CDL 2015 for 2020 Recertification: Module 3 - CDL Knowledge Tests**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 12/30/2021



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA CDL 2015 for 2020 Recertification: Module 1 - Introduction to CDL Licensing**

by External Training

2 Hours 30 Minutes

***Date of Course Completion:*** 12/30/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**AAMVA CDL 2015 for 2020 Recertification: Module 2 - Overview of the CDL Tests**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 12/30/2021

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Marjorie Griffin**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours



**Congratulations,**

**Marjorie Griffin**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

February 19, 2022  
15 credit hours



**Congratulations,**

**Marjorie Griffin**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

February 19, 2022  
10 credit hours





**Congratulations,**

**Marjorie Griffin**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

February 19, 2022

5 credit hours



**Congratulations,**

**Marjorie Griffin**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

April 9, 2022  
30 credit hours





*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**Heavy Vehicle Use Tax (HVUT) - 2021**

by FLHSMV

1 Hours 0 Minutes

***Date of Course Completion:*** 12/22/2022

*This certificate is awarded to*

**MARGIE GRIFFIN**

*for the successful completion of*

**Information and Cyber Security Awareness for External Entities - 2022**

by FLHSMV

0 Hours 30 Minutes

***Date of Course Completion:*** 3/31/2023



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Allyson Harris		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Citrus		Job Title: Customer Service Representative III	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 08/10/21	To: Present
From: 3/17/15	To: 7/17/21

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



**Application for  
Florida Professional Certification  
Property Tax Oversight Certification and Training**

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Allyson Harris					
Business email address: aharris@citrustc.us			Business phone number: 352-341-6510		
Job title: Customer Service Representative III					
Employed by: Citrus County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Citrus County Tax Collector					
Your Title: Customer Service Representative III			Employment Dates: 8/10/2021 to present		
Employer: Osceola County Tax Collector					
Your Title: Customer Service Rep III			Employment Dates: 3/17/2015 - 7/17/2021		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TCC501	TC0040C Duties & Responsibilities of FL Tax Collectors	30	TCC503	TC0036C Collection & Distribution of Property Taxes & Special Assessments	30
TCC502	TC0041C Management of a FL Tax Collector's Office	30	TCC504	TC0042C The Collection of Licenses, Taxes and Fees	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: Allyson Harris				Date: 2/8/23	

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Allyson Harris**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours



**Congratulations,**  
**Allyson Harris**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

July 19, 2022  
30 credit hours





**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Allyson Harris**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Allyson Harris**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours







# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Jennifer Hayden		
Previous Name(s)(if applicable):	Jennifer Lowe		
Documentation Included:			
County: Escambia		Job Title:	Management Support Agent I
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	06/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 09/30/22	To: Present
From: 8/4/14	To: 7/29/22

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

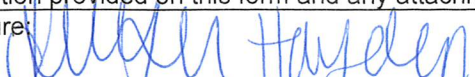


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Jennifer Hayden					
Business email address: jlowe@escambiatatxcollector.com			Business phone number: 850-438-6500		
Job title: Management Support Agent I					
Employed by: Escambia County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Escambia County Tax Collector					
Your Title: Management Support Agent I			Employment Dates: 8/4/14 - 7/29/22		
Employer: Escambia County Tax Collector					
Your Title: Management Support Agent I			Employment Dates: 9/30/22 - Current		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0041C	Management of a FL TC's Office	30	TC-0042C	Collection of Licenses, Taxes, & Fees	30
TC-0040C	Duties & Responsibilities of FL TCs	30	TC-0036C	Collection and Distribution of PT & SA	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 5/15/23	

*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certificate of Completion*

*Jennifer Lowe*

*MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE*

*TCC 502, 30 Hours*

*September 13-16, 2021*

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Jennifer Lowe**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Jennifer Lowe**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours



**Congratulations,**  
**Jennifer Lowe**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

May 5, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Penny Hersey		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Union		Job Title:	Driver License Manager
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 06/16/14	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503.01 - Current Ad Valorem Taxes	4	Attended Course
TCC 503.02 - Tangible Personal Property	4	Attended Course
TCC 503.03 - Non-Ad Valorem Assessments	4	Attended Course
TCC 503.04 - Delinquent Taxes	4	Attended Course
TCC 503.06 - Annual Tax Rolls	4	Attended Course
TCC 503.07 - Tax Deeds	2	Attended Course
TCC 503.08 - Mapping Basics	2	Attended Course
TCC 503.09 - Distribution of Taxes	2	Attended Course
TCC 503.05 - Refunds	4	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:





4/3/23

Application for  
Florida Professional Certification  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Penny Hersey					
Business email address: phersey@unioncountytcc.com			Business phone number: 3864964256		
Job title: Driver License Manager					
Employed by: Union County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Union County Tax Collector					
Your Title: Driver License Manager			Employment Dates: 06/16/2014 thru current		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C					
TCC501	Duties & Resp of FI Tax Coll	30	TCC503.03	Coll of non advalorem assess	4
TCC503.01	Coll of current advalorem tax	4	TCC503.02	Coll & enfor of tangible PP	4
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:			Date: 02/08/2023		
<div><div><p>TC0037C</p><p>TCC 001 - Bankruptcy</p><p>TCC 502 - Manag of Tax Coll of</p><p>TCC 003 - Customer svc train</p><p>TCC 002 - eff. decision making</p><p>TCC 503.04 - Coll of delg tax</p><p>TCC 503.05 - Ref of ad valorem</p><p>TCC 503.06 - annual tax rolls</p><p>TCC 503.07 - tax deeds</p><p>TCC 503.08 - basic mapping</p></div><div><p>15 hrs</p><p>30 hrs</p><p>5 hrs</p><p>10 hrs</p><p>4 hrs</p><p>4 hrs</p><p>4 hrs</p><p>2 hrs</p><p>2 hrs</p></div><div><p>TC0041C</p><p>TC0039C</p><p>TC0038C</p><p>TC0036C</p><p>TC0036C</p><p>TC0036C</p><p>TC0036C</p><p>TC0036C</p><p>TC0036C</p></div></div> <div><p>TC0036C</p><p>TCC 503.09 dist of prop</p><p>2 hrs</p><p>total 120</p></div>					





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Penny Hersey					
Business email address: phersey@unioncountytcc.com			Business phone number: 3864963331		
Job title: Driver License Manager					
Employed by: Union County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Union County Tax Collector					
Your Title: Driver License Manager			Employment Dates: 06/16/2014 thru current		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
tcc503.04	coll of delq taxes	4	tcc503.05	ref of ad val tax	4
tcc503.06	annual tax rolls	4	tcc503.07	tax deeds	2
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: 02/08/2023	





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Penny Hersey					
Business email address: phersey@unioncountytcc.com			Business phone number: 3864963331		
Job title: Driver License Manager					
Employed by: Union County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Union County Tax Collector					
Your Title: Driver License Manager			Employment Dates: 06/16/2014 thru current		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
tcc503.08	basic mapping	2	tcc503.09	dist of prop tax	2
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: 02/08/2023	





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Penny Hersey					
Business email address: phersey@unioncountytct.com			Business phone number: 3864963331		
Job title: Driver License Manager					
Employed by: Union County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Union County Tax Collector					
Your Title: Driver License Manager			Employment Dates: 06/16/2014 thru current		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
tcc001	bankruptcy	15	tcc502	man of fl tax coll off	30
tcc003	cust svc train	5	tcc002	eff dec making	10
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: 02/08/2023	



Congratulations,

PENNY HERSEY,

on completing

**TCC 503.02 - COLLECTION & ENFORCEMENT OF TANGIBLE  
PERSONAL PROPERTY**

course on

Wednesday, June 10, 2020

4.00 credit hours

COLLECTION OF CURRENT AD VALOREM TAXES Certificate

LMSadmin@dor.state.fl.us  
Wed 5/10/2020 3:39 PM  
To: Penny Hersey

👍 ↻ ⏮ → ...

Congratulations,

PENNY HERSEY,

on completing

**TCC 503.01 - COLLECTION OF CURRENT AD VALOREM TAXES**

course on

Wednesday, June 10, 2020

4.00 credit hours

COLLECTION OF NON-AD VALOREM ASSESSMENTS Certificate

LMSadmin@dor.state.fl.us  
Tue 6/16/2020 11:06 AM  
To: Penny Hersey

👍 ↻ ⏮ → ...

Congratulations,

PENNY HERSEY,

on completing

**TCC 503.03 - COLLECTION OF NON-AD VALOREM ASSESSMENTS**

course on

Tuesday, June 16, 2020

4.00 credit hours



Congratulations,

PENNY HERSEY,

on completing

**TCC 503.05 - REFUND OF AD VALOREM PROPERTY TAXES**

course on

Wednesday, June 24, 2020

4.00 credit hours

Congratulations,

PENNY HERSEY,

on completing

**TCC 503.06 - ANNUAL TAX ROLLS**

course on

Wednesday, September 16, 2020

4.00 credit hours

Congratulations,

PENNY HERSEY,

on completing

**TCC 503.04 - COLLECTION OF DELINQUENT PROPERTY TAXES  
AND TAX CERTIFICATES**

course on

Tuesday, June 16, 2020

4.00 credit hours



DISTRIBUTION OF PROPERTY TAXES Certificate

LMSAdmin@dor.state.fl.us  
Fri 9/18/2020 10:28 AM  
To: Penny Hersey

👍 🔄 ⏪ ⏩ ...

Congratulations,

PENNY HERSEY,

on completing

**TCC 503.09 - DISTRIBUTION OF PROPERTY TAXES**

course on

Friday, September 18, 2020

2.00 credit hours

Congratulations,

PENNY HERSEY,

on completing

**TCC 503.07 - TAX DEEDS**

course on

Friday, July 10, 2020

2.00 credit hours

Congratulations,

PENNY HERSEY,

on completing

**TCC 503.08 - BASIC MAPPING**

course on

Wednesday, September 16, 2020

2.00 credit hours

NOTIFICATION TO RECIPIENTS: The subject line of this email may indicate that this email has been sent unsecure. This is a default setting which in no way indicates that this communication is unsafe, but rather that the email has been sent unencrypted in clear text form. Revenue does provide secure email exchange. Please contact us if you need to exchange confidential information electronically.

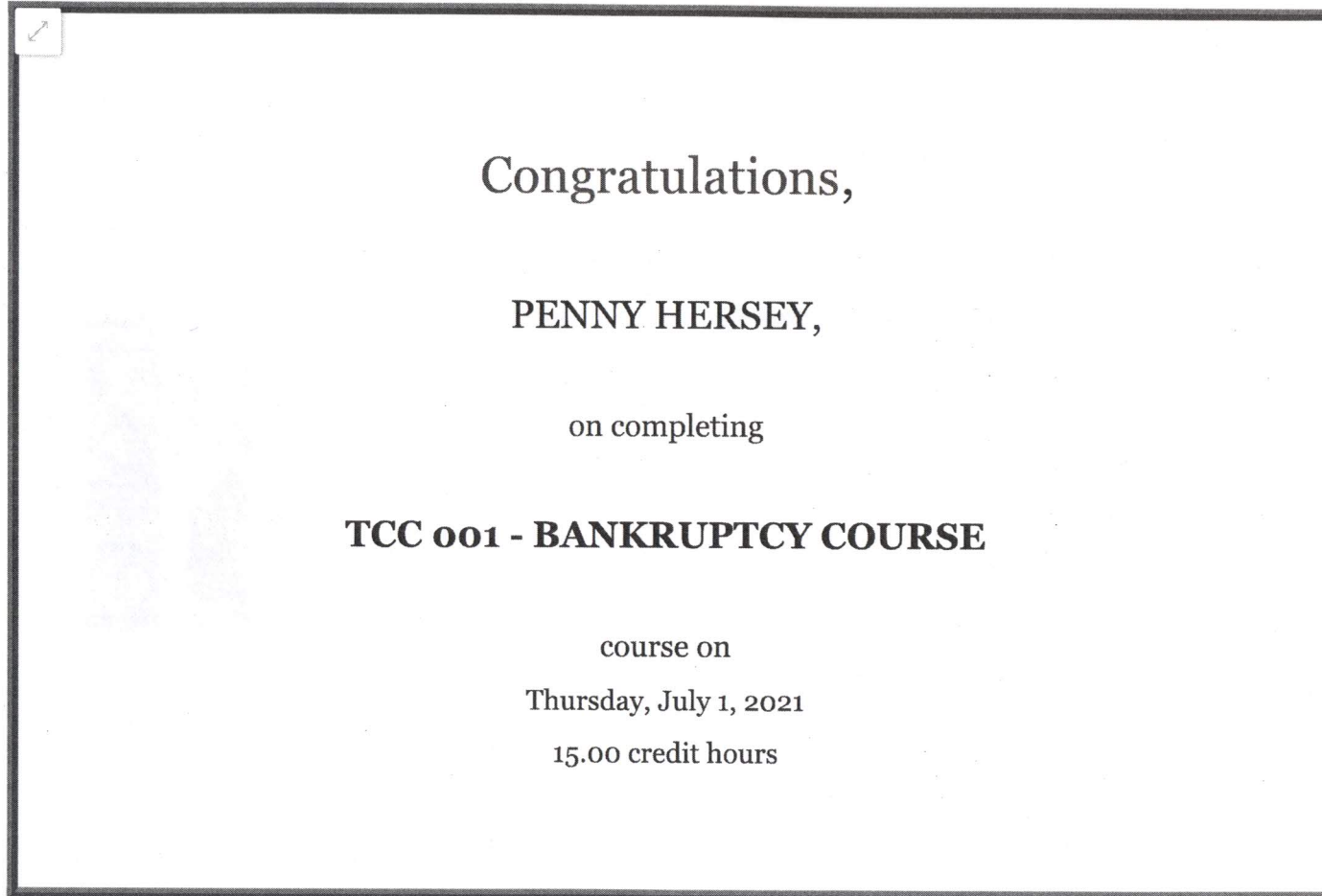
If you have received this email in error, please notify us immediately by return email. If you receive a Florida Department of Revenue communication that contains personal or confidential information, and that information is prohibited from being used in any way. All record of any such communication (electronic or otherwise) should be destroyed in its entirety.

**BANKRUPTCY COURSE Certificate**

LMSadmin@dor.state.fl.us

Thu 7/1/2021 9:50 AM

To: Penny Hersey



NOTIFICATION TO RECIPIENTS: The subject line of this email may indicate that this email has been sent unsecure. This is a default setting which in no way indicates that this communication is unsafe, but rather that the email has been sent unencrypted in clear text form. Revenue does provide secure email exchange. Please contact us if you need to exchange confidential information electronically.

If you have received this email in error, please notify us immediately by return email. If you receive a Florida Department of Revenue communication that contains personal or confidential information, and you are not the intended recipient, you are prohibited from using the information in any way. All record of any such communication (electronic or otherwise) should be destroyed in its entirety.

**Congratulations,**

**Penny Hersey**

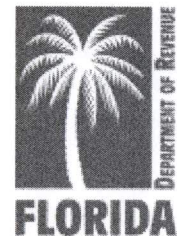
on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

May 20, 2022  
5 credit hours





**Congratulations,**

**Penny Hersey**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

July 15, 2022  
10 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Penny Hersey**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Penny Hersey**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Camilya Highland		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Leon		Job Title: Customer Service Manager	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	2/1/2023		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 04/20/09	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
CPM Levels 1-4 (Certified Supervisory Manager)	90	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



REC'D FEB 27 2023

DR-4001

N. 10/21

Rule 12D-16.002, F.A.C.

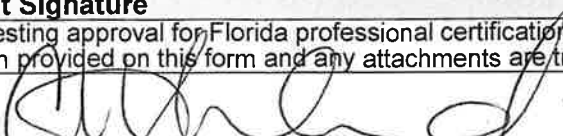
Effective 10/21

Page 1 of 2

**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>						
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee						
<b>Applicant Information</b>						
Applicant's name (as you would like it to appear on the certificate): Camilya Highland						
Business email address: HighlandC@leoncountyfl.gov			Business phone number: 850-606-4775			
Job title: Customer Service Manager						
Employed by: Leon County Tax Collector						
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:						
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida		
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant				
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.						
Employer: Leon County Tax Collector						
Your Title: Customer Service Manager			Employment Dates: 04/20/2009 to current			
Employer:						
Your Title:			Employment Dates:			
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.						
No.	TC0040C	Course Title	Hours	No.	Course Title	Hours
TCC501		Duties and Responsibilities of FL Tax Collectors	30			
CPM	TC0043C	Levels 1 thru 8	90			
<b>Applicant Signature</b>						
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.						
Signature: 				Date: 2/9/2023		



The Florida Department of Revenue (Department) provides training and certification for Florida

- county property appraisers and employees
- county tax collectors and employees

### Certification

To become certified as one of the following Florida professional designees, you must have two years of experience employed in a Florida property appraiser office, a Florida tax collector office, or with the Department and meet certain requirements:

- Certified Florida Appraiser
- Certified Florida Evaluator
- Certified Cadastralist of Florida
- Certified Florida Collector
- Certified Florida Collector Assistant

To become a Certified Florida Appraiser or Certified Florida Evaluator you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on basic appraisal principles, types of value, and economic principles pertaining to the valuation of real property
- a minimum of 30 hours of approved courses which include instruction and examination on procedures and methods regarding the income approach to estimating the value of real property
- an additional 60 hours of approved elective courses which include instruction and examination related to the professional designation

To become a Certified Cadastralist of Florida you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on mathematic principles for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on the Public Land Survey System for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on real property descriptions
- a minimum of 30 hours of approved courses which include instruction and examination on basic map compilation
- a minimum of 30 hours of approved elective courses which include instruction and examination on principles, techniques, or applications of cadastral mapping

To become a Certified Florida Collector or Florida Certified Collector Assistant you must complete:

- a minimum of 30 hours of approved courses which includes instruction and examination on the duties and responsibilities of a Florida tax collector
- a minimum of 90 hours of approved elective courses which include instruction and examination designed to impart expertise in the areas of tax administration, assessment, or collection in Florida

### Course Approval and Examinations

All courses for certification or reinstatement must be approved by the Department. Courses that are determined by the Department to meet the requirements and are approved courses for certification, recertification or reinstatement are published on the Department's Certification and Training webpage [https://floridarevenue.com/property/Pages/Cofficial\\_Training.aspx](https://floridarevenue.com/property/Pages/Cofficial_Training.aspx). You must pass all required examinations for each required course to obtain course credit.

### Annual Recertification Due January 1

To be recertified each calendar year, all Florida professional designees must certify their governmental employment and pay the \$5 recertification fee each January 1. Recertification fees become delinquent April 1.

Florida county property appraisers and tax collectors must complete a minimum of 24 hours of approved courses. In addition to the approved courses listed on the Department's Certification and Training webpage, continuing education courses, seminars, workshops, and conferences will be approved on a case-by-case basis. See Form DR-4002, *Application for Approval of a Course or Continuing Education Credit Hours*.

### Special Salary for Officials

To qualify for and receive the special qualification salary provided in Section 145.10 or 145.11, Florida Statutes, property appraisers and tax collectors must meet all certification requirements within four years after taking office.

### Reinstatement

Each certification is conditional upon governmental employment and expires automatically if you leave governmental employment or you fail to meet the annual recertification requirements. Once your professional certification has expired, you may apply for reinstatement.

Property appraisers and tax collectors must complete 24 hours of continuing education courses. All applicants must certify their governmental employment and pay the reinstatement fee.

**If you are unable to submit your completed application or pay the fee online**, mail your completed application, copies of certificates of completed courses, and a check or money order for the required fee to:

Florida Department of Revenue  
Property Tax Oversight  
Certification and Training  
PO Box 3294  
Tallahassee, FL 32315-3294

### Need Assistance?

Email: [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com)

To speak with a Department of Revenue representative, call Certification and Training at 850-717-6570.

The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Camilya C. Highland

THE DESIGNATION OF

Certified Supervisory Manager

May 2020



*[Signature]*

GOVERNOR

*[Signature]*

DIRECTOR

*[Signature]*

PRESIDENT

*[Signature]*

VICE-PRESIDENT





**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Camilya Highland**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Naomi Jimenez		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade	Job Title: Accountant 2		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 08/20/20	To: Present
From: 7/19/19	To: 8/19/20

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

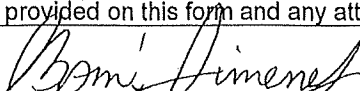


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <b>NAOMI JIMENEZ</b>					
Business email address: <b>naomi.jimenez@miamidade.gov</b>		Business phone number: <b>305-375-1517</b>			
Job title: <b>ACCOUNTANT 2</b>					
Employed by: <b>MIAMI-DADE COUNTY TAX COLLECTOR</b>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser <input type="checkbox"/> Certified Florida Evaluator <input type="checkbox"/> Certified Cadastralist of Florida					
<input type="checkbox"/> Certified Florida Collector <input checked="" type="checkbox"/> Certified Florida Collector Assistant					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <b>MIAMI DADE COUNTY TAX COLLECTOR</b>					
Your Title: <b>TAX RECORD SPECIALIST 2</b>		Employment Dates: <b>7/19/2019</b>			
Employer: <b>MIAMI DADE COUNTY TAX COLLECTOR</b>					
Your Title: <b>ACCOUNTANT 1</b>		Employment Dates: <b>8/20/2020</b>			
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TCC 001.002.003	BANKRUPTCY, EFFECTIVE DECISION-MAKING IN THE WORKPLACE, & CUSTOMER SERVICE TRAINING	30	TCC 502	MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE	30
TCC 501	DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS	30	TCC 503	COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: <b>2/24/23</b>	

## Meghan Miller

---

**From:** Chuck, Paulette (TC) <Paulette.Chuck@miamidade.gov>  
**Sent:** Tuesday, March 7, 2023 2:00 PM  
**To:** Meghan Miller  
**Cc:** Kelly McLane  
**Subject:** RE: Jimenez

**Caution:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Meghan,

Yes – she’s been with TC since 2019 – she listed her promotion to Acct. 1 in 2020. Thanks

I have asked Marcus Oses to redo his application – pending him sending it back.

---

**From:** Meghan Miller <Meghan.Miller@floridarevenue.com>  
**Sent:** Tuesday, March 7, 2023 1:57 PM  
**To:** Chuck, Paulette (TC) <Paulette.Chuck@miamidade.gov>  
**Cc:** Kelly McLane <Kelly.McLane@floridarevenue.com>  
**Subject:** Jimenez

### EMAIL RECEIVED FROM EXTERNAL SOURCE

Hi Paulette. Could you confirm that Naomi Jimenez worked for the Miami-Dade Tax Collector 07/19/19 – 08/19/20, 08/20/20 – current?

Here application just shows start dates so I need to confirm.

Thank you.



**Meghan Miller, CMP, CPM, MS**  
*Training Director*  
Property Tax Oversight  
Florida Department of Revenue  
(727) 229-1482  
[Meghan.Miller@floridarevenue.com](mailto:Meghan.Miller@floridarevenue.com)

How was my customer service? Please take a moment to let us [know](#).

### Upcoming Courses

March 20-23, 2023 – IAAO 102  
April 10-13, 2023 – IAAO 101  
April 24-27, 2023 – IAAO 600  
May 8-11, 2023 – IAAO 101

May 22-25, 2023 – IAAO 311

June 12-16, 2023 – TCC 504

June 20-23, 2023 – IAAO 402

---

NOTIFICATION TO RECIPIENTS: The subject line of this email may indicate that this email has been sent unsecure. This is a default setting which in no way indicates that this communication is unsafe, but rather that the email has been sent unencrypted in clear text form. Revenue does provide secure email exchange. Please contact us if you need to exchange confidential information electronically.

If you have received this email in error, please notify us immediately by return email. If you receive a Florida Department of Revenue communication that contains personal or confidential information, and you are not the intended recipient, you are prohibited from using the information in any way. All record of any such communication (electronic or otherwise) should be destroyed in its entirety.

Cautions on corresponding with Revenue by email: Under Florida law, emails received by a state agency are public records. Both the message and the email address it was sent from (excepting any information that is exempt from disclosure under state law) may be released in response to a public records request.

Internet email is not secure and may be viewed by someone other than the person you send it to. Please do not include your social security number, federal employer identification number, or other sensitive information in an email to us.

---

*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certificate of Completion*

*Naomi Jimenez*

*MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE*

*TCC 502, 30 Hours*

*September 13-16, 2021*

**Congratulations,**

**Naomi Jimenez**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

March 7, 2022  
15 credit hours





**Congratulations,**

**Naomi Jimenez**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

March 9, 2022  
10 credit hours



**Congratulations,**

**Naomi Jimenez**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

March 9, 2022

5 credit hours



**Congratulations,**  
**Naomi Jimenez**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

March 31, 2022  
30 credit hours



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Naomi Jimenez**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Maureen Johnson		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Alachua		Job Title:	Motorist Services Administrator
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/01/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
Driver License Preparatory Training (Instructor Led)	64	Attended Course
<b>Total Hours</b>	124	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



**Application for**  
**Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <b>Maureen Johnson</b>					
Business email address: <b>MaureenJohnson@alachuacollector.com</b>			Business phone number: <b>352-548-3745</b>		
Job title: <b>Motorist Services Administrator</b>					
Employed by: <b>Alachau County Tax Collector</b>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <b>Alachua County Tax Collector</b>					
Your Title: <b>Motorist Services Administrator</b>			Employment Dates: <b>10/01/2020</b>		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0042C	TCC 504-Collection of licenses, taxes and fees	30	TC0024C	Driver License Preparatory Training	64
TC0040C	TCC 501Duties and responsibilities	30			
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <b>Maureen Johnson</b>				Date: <b>5/8/2023</b>	



*This certificate is awarded to*

**MAUREEN JOHNSON**

*for the successful completion of*

**Driver License Preparatory Training - Virtual Instructor-Led Training**

by FLHSMV

64 Hours 00 Minutes

***Date of Course Completion:*** 2/26/2021



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Maureen Johnson**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Maureen Johnson**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Leslie G. Jones		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hamilton	Job Title: DL/MV Clerk		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	03/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 02/01/06	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
Driver License Preparatory Training (Online)	12	Attended Course
FLHSMV - DL Transformed: Fraudulent Document Recognition	8	Attended Course
Driver Licenses Examiner Training	40	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:






DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

**Application for**  
**Florida Professional Certification**  
Property Tax Oversight Certification and Training

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Leslie G. Jones					
Business email address: ljones@hamiltoncountytaxcollector.com				Business phone number: 386-792-1284	
Job title: DL/MV Clerk					
Employed by: Hamilton County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Hamilton County Tax Collector					
Your Title: DL/MV Clerk				Employment Dates: 02/01/2006	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	Duties and Responsibilities	30	TC-0041C	Management of a FL Tax Coll Off	30
TC-0022C TC-0023C	DL Examiner Training	40	TC-0025C TC-0029C	OLT and FDR	12/8
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 04/14/2023	



*State of Florida*



*Department of Highway Safety and Motor Vehicles  
Division of Driver Licenses*

Presents this

***Certificate of Completion***

To

***Leslie Jones***

In recognition of successful completion of

***Driver Licenses Examiner Training***

This certificate is awarded the sixteenth of February, 2007

A handwritten signature in dark ink, appearing to read "Hector L. Quiñones".

Hector Quiñones, Training Specialist II



*This certificate is awarded to*

**LESLIE JONES**

*for the successful completion of*

**DL Transformed: Fraudulent Document Recognition (FDR)**

by N/A (StarNet)

8 Hours 0 Minutes

***Date of Course Completion: 9/12/2007***

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Leslie G Jones**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours





**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Leslie G Jones**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





*This certificate is awarded to*

**LESLIE JONES**

*for the successful completion of*

**Driver License Preparatory Training - OLT**

by FLHSMV

12 Hours

***Date of Course Completion: 2/17/2023***



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Christopher Kirk		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Pasco	Job Title: IT Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/01/12	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Driver License Preparatory Training (Online)	12	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
AAMVA - Birth Certificates	0.5	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - People and Actions	0.75	Attended Course
<b>Total Hours</b>	108.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes: 120 Approved Course Hours  
 Applicant included certificates not on approved course list. These courses do not qualify toward the approved course hours and are not listed.



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Christopher Kirk
Previous Name(s)(if applicable):	
Documentation Included:	
County: Pasco	Job Title: IT Supervisor
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	05/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/01/12	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
<b>90-hours per 12D-19.003(3)(b)</b>		
AAMVA - Vehicle Identification Documents	0.5	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Security Features	1.0	Attended Course
AAMVA - Social Security Cards	0.5	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.25	Attended Course
AAMVA - Expanding the Review	0.5	Attended Course
<b>Total Hours</b>	10.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



Name to Appear on Certificate:	Christopher Kirk		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Pasco	Job Title: IT Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="checked" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/23		

Application		
<input checked="" type="checkbox"/>		Application with Required Signatures
<input checked="" type="checkbox"/>		Application Fee
<input checked="" type="checkbox"/>		Courses Listed on Application
<input checked="" type="checkbox"/>		Employment Dates Listed
	<input checked="" type="checkbox"/>	Includes Current Employment
	<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/01/12		To: Present
From:		To:

<b>Course Information</b>		
<b>Course Name</b>	<b>Hours Credited</b>	<b>Documentation</b>
<b>30-hours per 12D-19.003(3)(a)</b>		
<b>90-hours per 12D-19.003(3)(b)</b>		
AAMVA - Military ID Cards	0.5	Attended Course
Information and Cyber Security Awareness for External Entities	0.5	Attended Course
<b>Total Hours</b>	1	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:





FLORIDA

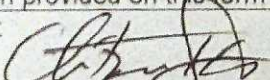
## Application for Florida Professional Certification

### Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-18.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Christopher Kirk					
Business email address: ckirk@pascotaxes.com			Business phone number: 352-521-4360		
Job title: IT Systems Supervisor					
Employed by: Pasco County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Pasco County Tax Collector					
Your Title: OT Suste,s Si(ervosp / IT Supervisor			Employment Dates: 10/01/12 - current		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0037C	TCC001- Bankruptcy	15	TC-0039C	TCC003 - Customer Service Training	5
TC-0038C	TCC002 - Effective Decision Making	10	TC-0040C	TCC501 - Duties & Responsibilities	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 			Date: 4/24/2023		



Applicant: CHRISTOPHER KIRK

Number	Course Title	Hours
TC-0001C	Counterfeits and Alterations	0.75
TC-0002C	Driver's License and ID Cards	0.75
TC-0003C	Vehicle Identification Documents	0.5
TC-0004C	Expanding the Review	0.5
TC-0005C	Birth Certificates	0.5
TC-0006C	Canadian Birth Certificates, Driver and Vehicle Documents	0.75
TC-0007C	Canadian Travel, Citizenship, and Immigration Documents	1
TC-0008C	Internal Fraud for Staff	0.75
TC-0009C	Introduction to Covert Features	0.75
TC-0010C	Introduction to Fraud	1
TC-0011C	Mexican Documents	0.75
TC-0012C	Military ID Cards	0.5
TC-0013C	People and Actions	0.75
TC-0014C	Security Features	1
TC-0015C	Social Security Cards	0.5
TC-0016C	Travel Documents	0.75
TC-0017C	U.S. Immigration Documents	0.75
TC-0018C	CDL (Commercial Driver's License) Module 1	2.5
TC-0019C	CDL Module 2	0.75
TC-0020C	CDL Module 3	0.75
TC-0021C	CDL Module 4	0.75
TC-0025C	Driver's License Preparatory Training	12
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1
TC-0045C	Information and Cyber Security Awareness Training	0.6
TC-0036C	TCC503 Collection of Current Ad Valorem Taxes	30



*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: Introduction to Fraud**

by External Training

1 Hours 0 Minutes

***Date of Course Completion: 8/17/2021***

*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: Birth Certificates**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 8/17/2021

*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: Canadian Travel, Citizenship, and Immigration Docs**

by External Training

1 Hours 0 Minutes

***Date of Course Completion:*** 8/20/2021

*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: Introduction to Covert Features**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 8/23/2021



*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: Counterfeits and Alterations**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 8/23/2021

*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: Driver Licenses and ID Cards**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 8/23/2021





*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: High Quality Counterfeits Level 2**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 8/23/2021

*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: High Quality Counterfeits Level 1**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 8/23/2021

*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: People and Actions**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 8/24/2021***

*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: Internal Fraud for Staff**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 8/24/2021

*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: Security Features**

by External Training

1 Hours 0 Minutes

***Date of Course Completion: 8/25/2021***



*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: Social Security Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 8/25/2021



*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: Travel Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 8/26/2021

*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2020: US Immigration Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 8/26/2021

*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**Information and Cyber Security Awareness for External Entities - 2021**

by FLHSMV

0 Hours 30 Minutes

***Date of Course Completion:*** 9/20/2021

*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2019: Canadian Birth Certificates, Driver, and Vehicle Docs**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 11/8/2021



*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2019: Internal Fraud for Managers**

by External Training

0 Hours 15 Minutes

***Date of Course Completion:*** 12/3/2021

*This certificate is awarded to*

**Christopher Kirk**

*for the successful completion of*

**AAMVA FDR 2019: Mexican Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 12/28/2021



*This certificate is awarded to*

**CHRISTOPHER KIRK**

*for the successful completion of*

**AAMVA CDL 2021: Module 1 - Introduction to CDL Licensing**

by MS

2 Hours 30 Minutes

***Date of Course Completion:*** 4/11/2022

*This certificate is awarded to*

**CHRISTOPHER KIRK**

*for the successful completion of*

**AAMVA CDL 2021: Module 2 - Overview of the CDL Tests**

by MS

0 Hours 45 Minutes

***Date of Course Completion:*** 4/11/2022

*This certificate is awarded to*

**CHRISTOPHER KIRK**

*for the successful completion of*

**AAMVA CDL 2021: Module 3 - CDL Knowledge Tests**

by MS

0 Hours 45 Minutes

***Date of Course Completion: 4/11/2022***

*This certificate is awarded to*

**CHRISTOPHER KIRK**

*for the successful completion of*

**AAMVA CDL 2021: Module 4 - CKE End-of-Course Exam**

by MS

0 Hours 45 Minutes

***Date of Course Completion: 4/12/2022***



*This certificate is awarded to*

**CHRISTOPHER KIRK**

*for the successful completion of*

**AAMVA CDL 2021: Module 5 - CKE Course Completion**

by MS

0 Hours 15 Minutes

***Date of Course Completion: 4/12/2022***

*This certificate is awarded to*

**CHRISTOPHER KIRK**

*for the successful completion of*

**AAMVA FDR 2020: Expanding the Review**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 4/11/2022



*This certificate is awarded to*

**CHRISTOPHER KIRK**

*for the successful completion of*

**AAMVA FDR 2020: Vehicle Identification Documents**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 4/8/2022

*This certificate is awarded to*

**CHRISTOPHER KIRK**

*for the successful completion of*

**AAMVA FDR 2020: Military ID Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 4/8/2022***



*This certificate is awarded to*

**CHRISTOPHER KIRK**

*for the successful completion of*

**Driver License Preparatory Training - OLT**

by FLHSMV

12 Hours

***Date of Course Completion:*** 4/11/2022

*This certificate is awarded to*

**CHRISTOPHER KIRK**

*for the successful completion of*

**Heavy Vehicle Use Tax (HVUT) - 2021**

by FLHSMV

1 Hours 0 Minutes

***Date of Course Completion:*** 9/1/2022



**Congratulations,**

**Christopher Kirk**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

April 21, 2022  
15 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Christopher Kirk**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours





**Congratulations,**

**Christopher Kirk**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

February 21, 2023  
10 credit hours



**Congratulations,**

**Christopher Kirk**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

March 7, 2023  
5 credit hours



**Congratulations,**  
**Christopher Kirk**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

April 13, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Courtney Klayson		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Volusia		Job Title: Quality Assurance & Training Manager	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	03/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 01/05/21	To: Present
From: 2/16/15	To: 1/4/21

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

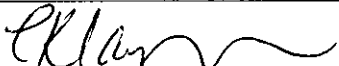


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>							
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee							
<b>Applicant Information</b>							
Applicant's name (as you would like it to appear on the certificate): COURTNEY KLAYSON							
Business email address: CKLAYSON@VCTAXCOLLECTOR.ORG			Business phone number: 386-254-4610				
Job title: QUALITY ASSURANCE & TRAINING MANAGER							
Employed by: WILL ROBERTS, TAX COLLECTOR							
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:							
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida			
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.							
Employer: WILL ROBERTS, TAX COLLECTOR							
Your Title: QUALITY ASSURANCE & TRAINING MANAGER			Employment Dates: 01/05/21-CURRENT				
Employer: VOLUSIA COUNTY							
Your Title: REVENUE SPECIALIST			Employment Dates: 2/16/15-1/04/21				
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.							
No.	TC0040C	Course Title	Hours	No.	TC0042C	Course Title	Hours
TCC501	DUTIES & RESPONSIBILITIES OF FLORIDA TAX COLLECTORS		30	TCC504	THE COLLECTION OF LICENSES, TAXES, AND FEES		30
TCC502	MANAGEMENT OF A FL TAX COLLECTORS OFFICE		30	TCC001	BANKRUPTCY		15
<b>Applicant Signature</b>							
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.							
Signature: 				Date: 2/21/2023			

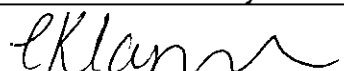


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>						
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee						
<b>Applicant Information</b>						
Applicant's name (as you would like it to appear on the certificate): COURTNEY KLAYSON						
Business email address: CKLAYSON@VCTAXCOLLECTOR.ORG			Business phone number: 386-254-4610			
Job title: QUALITY ASSURANCE & TRAINING MANAGER						
Employed by: WILL ROBERTS, TAX COLLECTOR						
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:						
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida		
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant				
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.						
Employer: WILL ROBERTS, TAX COLLECTOR						
Your Title: QUALITY ASSURANCE & TRAINING MANAGER			Employment Dates: 01/05/21-CURRENT			
Employer: VOLUSIA COUNTY						
Your Title: REVENUE SPECIALIST			Employment Dates: 2/16/15-1/04/21			
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.						
No.	TC0038C	Course Title	Hours	No.	Course Title	Hours
TCC002	TC0038C	EFFECTIVE DECISION-MAKING IN THE WORKPLACE	10			
TCC003	TC0039C	CUSTOMER SERVICE TRAINING	5			
<b>Applicant Signature</b>						
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.						
Signature: 				Date: 2/21/2023		



*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certifies that*

*Courtney Klayson*

*has successfully completed*

*THE COLLECTION OF LICENSES, TAXES AND FEES*

*TCC 504, 30 Hours*

*June 7-10, 2021*

*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certificate of Completion*

*Courtney Klayson*

*MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE*

*TCC 502, 30 Hours*

*September 13-16, 2021*

**Congratulations,**

**Courtney Klayson**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

August 27, 2022  
15 credit hours



**Congratulations,**

**Courtney Klayson**

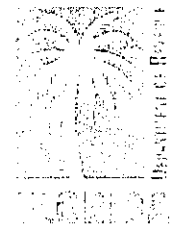
on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

October 16, 2022  
10 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

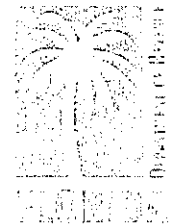
**Courtney Klayson**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours



**Congratulations,**

**Courtney Klayson**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

February 18, 2023

5 credit hours







# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Denice Lang		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Quality Assurance Analyst		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	06/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 09/15/15	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.5	Attended Course
AAMVA - Expanding the Review	0.5	Attended Course
AAMVA - Birth Certificates	0.5	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
<b>Total Hours</b>	96.25	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes: Total Approved Course Hours - 120



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Denice Lang		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Quality Assurance Analyst		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	06/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 09/15/15	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
<b>90-hours per 12D-19.003(3)(b)</b>		
AAMVA - Introduction to Fraud	1	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Military ID Cards	0.5	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Security Features	1	Attended Course
AAMVA - Social Security Cards	0.5	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.25	Attended Course
Driver License Preparatory Training (Online)	12	Attended Course
<b>Total Hours</b>	22.25	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Denice Lang		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Quality Assurance Analyst		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	06/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 09/15/15	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
<b>90-hours per 12D-19.003(3)(b)</b>		
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
Information and Cyber Security Awareness Training	0.5	Attended Course
<b>Total Hours</b>	1.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

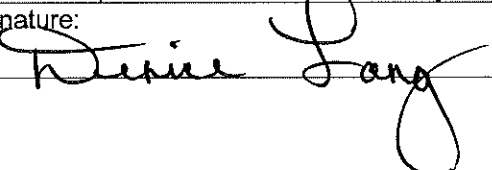


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Denise Lang					
Business email address: denise.lang@brevardtc.com			Business phone number: 321-449-4733		
Job title: Quality Assurance Analyst					
Employed by: Brevard County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Brevard County Tax Collector					
Your Title: Quality Assurance Analyst			Employment Dates: 09-15-2015 - Present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0040C	TCC 501-Duties & Responsibilities	30	TC0037C	TCC 001- Bankruptcy	15
TC0036C	TCC 503-Collection & Dist. of Property Ta	30	TC0038C	TCC 002-Effective Decision Making	10
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 05/09/2023	

No.	Course Title	Hours
TC0039C	TCC 003-Customer Service Training	5

<b>Course No.</b>	<b>Course Title</b>	<b>Hours</b>
TC-0001C	Counterfeits and Alterations	0.75
TC-0002C	Driver's License and ID Cards	0.75
TC-0003C	Vehicle Identification Documents	0.50
TC-0004C	Expanding the Review	0.50
TC-0005C	Birth Certificates	0.50
TC-0006C	Canadian Birth Certificates, Driver and Vehicle Documents	0.75
TC-0007C	Canadian Travel, Citizenship and Immigration Documents	1.0
TC-0008C	Internal Fraud for Staff	0.75
TC-0009C	Introduction to Covert Features	0.75
TC-0010C	Introduction to Fraud	1.0
TC-0011C	Mexican Documents	0.75
TC-0012C	Military ID Cards	0.50
TC-0013C	People and Actions	0.75
TC-0014C	Security Features	1.0
TC-0015C	Social Security Cards	0.50
TC-0016C	Travel Documents	0.75
TC-0017C	U.S. Immigration Documents	0.75
TC-0018C	CDL Module 1	2.5
TC-0019C	CDL Module 2	0.75
TC-0020C	CDL Module 3	0.75
TC-0021C	CDL Module 4	0.75
TC-0025C	Driver's License Preparatory Training	12.0
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1.0
TC-0045C	Information and Cyber Security Awareness Training	0.6
TCC-0039C	TCC 003 – Customer Service Training	5.0
	<b>Total Hours:</b>	<b>121.35</b>



*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA CDL 2015 for 2019 Recertification: Module 1 - Introduction to CDL Licensing**

by External Training

2 Hours 30 Minutes

***Date of Course Completion:*** 8/7/2019

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA CDL 2015 for 2019 Recertification: Module 2 - Overview of the CDL Tests**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 8/14/2019

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA CDL 2015 for 2019 Recertification: Module 3 - CDL Knowledge Tests**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 8/21/2019

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA CDL 2015 for 2019 Recertification: Module 4 - CKE End-of-Course Exam**

by External Training

0 Hours 15 Minutes

***Date of Course Completion:*** 8/22/2019

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Expanding the Review**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 2/18/2021***

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Social Security Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 2/18/2021***



*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Security Features**

by External Training

1 Hours 0 Minutes

***Date of Course Completion:*** 2/18/2021

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: People and Actions**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 2/18/2021***

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Introduction to Fraud**

by External Training

1 Hours 0 Minutes

***Date of Course Completion: 2/18/2021***

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Introduction to Covert Features**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 2/18/2021

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Internal Fraud for Staff**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 2/18/2021***

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Canadian Travel, Citizenship, and Immigration Docs**

by External Training

1 Hours 0 Minutes

***Date of Course Completion: 2/18/2021***



*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: US Immigration Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 2/18/2021

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Counterfeits and Alterations**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 2/18/2021



*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Driver Licenses and ID Cards**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 2/18/2021

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Travel Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 2/18/2021

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Birth Certificates**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 2/18/2021



*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**Driver License Preparatory Training - OLT**

by FLHSMV

12 Hours

***Date of Course Completion:*** 9/1/2021



*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Military ID Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 5/6/2022

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Mexican Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 5/6/2022

*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Vehicle Identification Documents**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 5/9/2022



*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**AAMVA FDR 2020: Canadian Birth Certificates, Driver, and Vehicle Docs**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 5/9/2022



*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**Information and Cyber Security Awareness for External Entities - 2022**

by FLHSMV

0 Hours 30 Minutes

***Date of Course Completion: 8/19/2022***

**Congratulations,**

**Denice Lang**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

September 21, 2022  
30 credit hours







FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**DENICE LANG**

*for the successful completion of*

**Heavy Vehicle Use Tax (HVUT) - 2021**

by FLHSMV

1 Hours 0 Minutes

***Date of Course Completion: 12/12/2022***

# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Denice Lang**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





**Congratulations,**

**Denice Lang**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

May 5, 2023  
10 credit hours



**Congratulations,**

**Denice Lang**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

April 28, 2023  
15 credit hours



**Congratulations,**

**Denice Lang**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

May 5, 2023  
5 credit hours







# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Chelsea Marie Leming		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Alachua	Job Title: Dealer Support Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 02/17/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
Driver License Preparatory Training (Instructor Led)	64	Attended Course
<b>Total Hours</b>	124	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

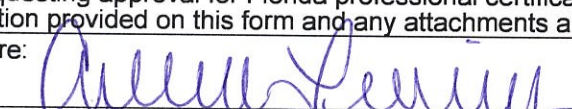


**Application for  
Florida Professional Certification  
Property Tax Oversight Certification and Training**

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <b>CHELSEA LEMING</b>					
Business email address: <b>CHELSEALEMING@ALACHUACOLLECTOR.COM</b>			Business phone number: <b>352-374-5288</b>		
Job title: <b>DEALER SERVICES SPECIALIST</b>					
Employed by: <b>ALACHUA COUNTY TAX COLLECTOR</b>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <b>ALACHUA COUNTY TAX COLLECTOR</b>					
Your Title: <b>DEALER SERVICES SPECIALIST</b>			Employment Dates: <b>02/17/2020-PRESENT</b>		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0042C	TCC 504 - COLLECTION OF LICENSES, TAXES, AND FEES	<b>30</b>	TC-0024C	DRIVERS LICENSE PREPARATORY TRAINING	<b>64</b>
TC-0040C	TCC 501 - DUTIES & RESPONSIBILITIES OF FLORIDA TAX COLLECTORS	<b>30</b>			
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: <b>04/26/2023</b>	

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Chelsea Leming**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours



*This certificate is awarded to*

**CHELSEA LEMING**

*for the successful completion of*

**Driver License Preparatory Training - TC Instructor-Led Training**

by Certified Tax Collector Trainers

64 Hours 00 Minutes

***Date of Course Completion:*** 12/7/2022

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Chelsea Leming**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Cynthia Long
Previous Name(s)(if applicable):	
Documentation Included:	
County: Citrus	Job Title: Customer Service Representative III
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	3/01/2023

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/30/17	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 003 - Customer Service Training	5	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Vehicle Identification Documents	1	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.25	Attended Course
Driver License Preparatory Training (Online)	12	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
<b>Total Hours</b>	123.75	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:





REC'D FEB 20 2023

**Application for**  
**Florida Professional Certification**  
**Property Tax Oversight Certification and Training**

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>							
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee							
<b>Applicant Information</b>							
Applicant's name (as you would like it to appear on the certificate): Cynthia Long							
Business email address: clong@citrustc.us				Business phone number: 352-341-6510			
Job title: Customer Service Representative III							
Employed by: Citrus County Tax Collector							
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:							
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida			
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.							
Employer: Citrus County Tax Collector							
Your Title: Customer Service Representative III				Employment Dates: 10/30/2017 to present			
Employer:							
Your Title:				Employment Dates:			
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.							
No.	TC0040C	Course Title	Hours	No.	TC0036C	Course Title	Hours
TCC501	TC0041C	Duties & Responsibilities of FL Tax Collectors	30	TCC503	TC0039C	Collection & Distribution of Property Taxes & Special Assessments	30
TCC502		Management of a FL Tax Collector's Office	30	TCC003		Customer Service	5
<b>Applicant Signature</b>							
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.							
Signature: Cynthia Long						Date: 02-09-2023	



**Approved Courses** – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.

No.	Course Title	Hours			
TCC 002 <sup>TC0038C</sup>	Effective Decision Making - 10 hours				
TC-0025C	Driver's License Preparatory Training – 12 hours				
TC-0001C	Counterfeits and Alterations – 0.75 hours				
TC-0002C	Driver Licenses and ID Cards – 0.75 hours				
TC-0003C	Vehicle Identification Documents – 0.50 hours				
TC-0018C	CDL (Commercial Driver's License) Module 1 – 2.5 hours				
TC-0019C	CDL Module 2 – 0.75 hours				
TC-0020C	CDL Module 3 – 0.75 hours				
TC-0021C	CDL Module 4 – 0.75 hours				

# Congratulations

Cynthia Long

on completing the  
**TCC 003 Customer Service** course on  
5/24/2018  
*5 credit hours*

Print

Print Help



PREV

NEXT

**Marian Nosal**

---

**From:** Jackie Rath  
**Sent:** Monday, July 15, 2019 4:04 PM  
**To:** Marian Nosal  
**Cc:** Rhonda Groves; Teresa Williams  
**Subject:** FW: COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS Certificate

**From:** Cynthia Long  
**Sent:** Monday, July 15, 2019 1:00 PM  
**To:** Jackie Rath <JRath@citrustc.us>  
**Subject:** FW: COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS Certificate

**From:** [LMSadmin@dor.state.fl.us](mailto:LMSadmin@dor.state.fl.us) <[LMSadmin@dor.state.fl.us](mailto:LMSadmin@dor.state.fl.us)>  
**Sent:** Monday, July 15, 2019 11:24 AM  
**To:** Cynthia Long <[clong@citrustc.us](mailto:clong@citrustc.us)>  
**Subject:** COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS Certificate

**Congratulations,**

**CYNTHIA LONG,**

**on completing**

**TCCO 503 - COLLECTION AND DISTRIBUTION OF P  
TAXES AND SPECIAL ASSESSMENTS**

course on

Wednesday, June 19, 2019

30.00 credit hours

**NOTIFICATION TO RECIPIENTS:** The subject line of this email may indicate that this email has been sent unsecure. This is a default setting which in no way indicates that this communication is unsafe, but rather that the email has been sent unencrypted in clear text form. Revenue does provide secure email exchange. Please contact us if you need to exchange confidential information electronically.

If you have received this email in error, please notify us immediately by return email. If you receive a Florida Department of Revenue communication that contains personal or confidential information, and you are not the intended recipient, you are prohibited from using the information in any way. All record of any such communication (electronic or otherwise) should be destroyed in its entirety.

**Cautions on corresponding with Revenue by email:** Under Florida law, emails received by a state agency are public records. Both the message and the email address it was sent from (excepting any information that is exempt from disclosure under state law) may be released in response to a public records request.

Internet email is not secure and may be viewed by someone other than the person you send it to. Please do not include your social security number, federal employer identification number, or other sensitive information in an email to us.

**NOTICE:** Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. This email message, including all attachments, is for the sole use of the intended recipient(s) and may contain confidential information. Any unauthorized review, use, disclosure, alteration, or distribution is strictly prohibited and may violate state or federal law. If you are not the intended recipient, please contact the sender by reply email, delete this email, and destroy all copies of the message.

**NOTICE:** Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. This email message, including all attachments, is for the sole use of the intended recipient(s) and may contain confidential information. Any unauthorized review, use, disclosure, alteration, or distribution is strictly prohibited and may violate state or federal law. If you are not the intended recipient, please contact the sender by reply email, delete this email, and destroy all copies of the message.



*This certificate is awarded to*

**Cynthia Long**

*for the successful completion of the course*

**AAMVA FDR 2019: Counterfeits and Alterations**

*By External Training*

**Date:** 2/17/2020



*This certificate is awarded to*

**Cynthia Long**

*for the successful completion of the course*

**AAMVA FDR 2019: Driver Licenses and ID Cards**

*By External Training*

**Date:** 2/17/2020



*This certificate is awarded to*

**Cynthia Long**

*for the successful completion of the course*

**AAMVA FDR 2019: Vehicle Identification Documents**

*By External Training*

**Date:** 2/17/2020





*This certificate is awarded to*

**Cynthia Long**

*for the successful completion of the course*

**AAMVA CDL 2015 for 2020 Recertification: Module 1 - Introduction to CDL Licensing**

*By External Training*

**Date:** 3/25/2020



*This certificate is awarded to*

**Cynthia Long**

*for the successful completion of the course*

**AAMVA CDL 2015 for 2020 Recertification: Module 2 - Overview of the CDL Tests**

*By External Training*

**Date:** 3/25/2020



*This certificate is awarded to*

**Cynthia Long**

*for the successful completion of the course*

**AAMVA CDL 2015 for 2020 Recertification: Module 3 - CDL Knowledge Tests**

*By External Training*

**Date:** 3/26/2020



*This certificate is awarded to*

**Cynthia Long**

*for the successful completion of the course*

**AAMVA CDL 2015 for 2020 Recertification: Module 4 - CKE End-of-Course Exam**

*By External Training*

**Date:** 3/26/2020

*This certificate is awarded to*

**CYNTHIA LONG**

*for the successful completion of*

**Driver License Preparatory Training - OLT**

by FLHSMV

12 Hours



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**CYNTHIA LONG**

*for the successful completion of*

**Driver License Preparatory Training - OLT**

by FLHSMV

11 Hours 32 Minutes

***Date of Course Completion: 8/3/2021***

## Transcript Report

**Name:** CYNTHIA LONG  
**Division/County:** Tax Collector - CITRUS  
**Job Title:** TC-AGENT  
**Date Criteria Type:** Date training is added to users' transcript  
**Start Date:**  
**End Date:**  
**Training Type:** Cohort, Curriculum, Event, External Training,  
 Library, Material, Online Class, Posting, Quick  
 Course, Session, Test, Online Content  
**Training Title:**  
**Subject(s):**  
**Archived Training Include:** Yes  
**Completed Training Only:** Yes, Show only most recent instance of  
 completion  
**Report Generated By:** TERESA WILLIAMS  
**Report Date:** 2/23/2023

TITLE	TYPE	REGISTERED	START DATE	END DATE	DUE DATE	TRAINING HOURS	SCORE	STATUS	COMPLETION DATE
Information and Cyber Security Awareness for External Entities - 2022	Online Class	8/18/2022	N/A	N/A	11/16/2022	0.5	0	Completed	9/22/2022
Information and Cyber Security Awareness for External Entities - 2021	Online Class	9/13/2021	N/A	N/A	12/12/2021	0.5	100	Completed	10/11/2021
Driver License Preparatory Training - OLT	Curriculum	6/11/2021	N/A	N/A	8/6/2021	11.53		Completed	8/3/2021
Commercial Driver License Part II: Issuance	Online Class	6/11/2021	N/A	N/A	N/A	0	100	Completed	7/23/2021
Transaction Details and Fees	Online Class	4/22/2021	N/A	N/A	N/A	0.25	0	Completed	7/23/2021
Driver License Preparatory Training Exam (OLT)	Test	8/3/2021	N/A	N/A	8/6/2021	0	90	Completed	8/3/2021
Introduction to Driver License Preparatory	Online Class	4/22/2021	N/A	N/A	N/A	0.25	0	Completed	7/1/2021
Hardship License	Online Class	4/22/2021	N/A	N/A	N/A	0.25	0	Completed	7/27/2021
Motorist Maintenance	Online Class	4/22/2021	N/A	N/A	N/A	0.5	0	Completed	8/3/2021
Eligibility	Online Class	4/22/2021	N/A	N/A	N/A	1	0	Completed	7/15/2021
REAL ID	Online Class	4/22/2021	N/A	N/A	N/A	0.5	100	Completed	7/13/2021
Commercial Driver License Part III: Medical and Waivers	Online Class	4/22/2021	N/A	N/A	N/A	0.5	0	Completed	7/23/2021
Fraudulent Document Recognition	Online Class	4/22/2021	N/A	N/A	N/A	0.5	0	Completed	7/16/2021
Revenue Management (FLHSMV only)	Online Class	4/22/2021	N/A	N/A	N/A	0.33	0	Completed	7/26/2021
Examining Acceptable Documents	Online Class	4/22/2021	N/A	N/A	N/A	1	0	Completed	7/16/2021
Class E Skills Exam Part III: Other Graded Criteria	Online Class	4/22/2021	N/A	N/A	N/A	0.75	0	Completed	7/20/2021
Class E Exams	Online Class	4/22/2021	N/A	N/A	N/A	0.3	0	Completed	7/19/2021
Related to Insurance	Online Class	4/22/2021	N/A	N/A	N/A	0.75	0	Completed	7/30/2021



Miscellaneous Transactions	Online Class	4/22/2021	N/A	N/A	N/A	0.2	0	Completed	7/26/2021
Class E Skills Exam Part II: Graded Maneuvers	Online Class	4/22/2021	N/A	N/A	N/A	0.5	0	Completed	7/19/2021
Driver License Preparatory: Commercial Driver License Part I: Requirements	Online Class	4/22/2021	N/A	N/A	N/A	0.5	90	Completed	7/22/2021
Foundations of Customer Service	Online Class	4/22/2021	N/A	N/A	N/A	0.5	0	Completed	7/2/2021
Final Exam Acknowledgement	Note	N/A	N/A	N/A	N/A	N/A		Completed	8/3/2021
Service Types	Online Class	4/22/2021	N/A	N/A	N/A	0.5	0	Completed	7/19/2021
Class E Skills Exam Part I: Introduction	Online Class	4/22/2021	N/A	N/A	N/A	0.25	0	Completed	7/19/2021
Related to Driving	Online Class	4/22/2021	N/A	N/A	N/A	1	90	Completed	7/27/2021
PartnerNet	Online Class	4/22/2021	N/A	N/A	N/A	0.2	0	Completed	8/2/2021
Closing	Online Class	4/22/2021	N/A	N/A	N/A	0.25	0	Completed	8/3/2021
Class E Skills Exam Part IV: Results, Reciprocation, and Assessments	Online Class	4/22/2021	N/A	N/A	N/A	0.75	90	Completed	7/21/2021
<b>ORION Hands-On Training</b>	Session	12/9/2020	12/8/2020	12/8/2020	N/A	8	0	Completed	12/8/2020
<b>ORION Hands-On Training</b>	Event	N/A	N/A	N/A	N/A	0		Completed	12/8/2020
<b>Driving Exam Part II - Vehicle Inspection</b>	Online Class	9/18/2020	N/A	N/A	N/A	0.25	100	Completed	9/18/2020
<b>Driving Exam Part I - Preparation</b>	Online Class	9/18/2020	N/A	N/A	N/A	0.25	75	Completed	9/18/2020
<b>ORION Training for TC Agents</b>	Curriculum	7/21/2020	N/A	N/A	N/A	1.87		Completed	9/3/2020
DL Issuance: Sanctions Clearance	Online Class	7/21/2020	N/A	N/A	N/A	0.18	0	Completed	8/19/2020
DL Issuance: Submitting ID Document Exceptions	Online Class	7/21/2020	N/A	N/A	N/A	0.05	0	Completed	8/19/2020
Legacy to Federal Restriction Codes	OMM	7/21/2020	N/A	N/A	N/A	0		Completed	9/3/2020
Motorist Maintenance: Seized Tag	OMM	7/21/2020	N/A	N/A	N/A	0		Completed	9/3/2020
DL Issuance: CDL and CLP Exams and License Details	Online Class	7/21/2020	N/A	N/A	N/A	0.08	0	Completed	8/17/2020
DL Issuance: Capture Summary	Online Class	6/5/2020	N/A	N/A	N/A	0.05	0	Completed	6/5/2020
DL Issuance: Identification Documents and Capture Scan Documents	Online Class	6/5/2020	N/A	N/A	N/A	0.05	0	Completed	6/5/2020
DL Issuance: Personal Details, Temporary Address, and Emergency Contact Information	Online Class	6/5/2020	N/A	N/A	N/A	0.08	0	Completed	8/6/2020
DL Issuance: FDLE Letter	Online Class	7/21/2020	N/A	N/A	N/A	0.07	0	Completed	9/2/2020
DL Issuance: Cashier Checkout	Online Class	7/21/2020	N/A	N/A	N/A	0.05	0	Completed	8/17/2020
Motorist Maintenance: Medical Queue for Field Users	Online Class	7/21/2020	N/A	N/A	N/A	0.08	0	Completed	8/19/2020
Motorist Maintenance: Search and Navigation for Examiners and Agents	Online Class	7/21/2020	N/A	N/A	N/A	0.23	0	Completed	8/25/2020
DL Issuance: Badge Transaction	Online Class	7/21/2020	N/A	N/A	N/A	0.05	0	Completed	9/2/2020
Motorist Maintenance: Bulk Transcript	OMM	7/21/2020	N/A	N/A	N/A	0		Completed	8/25/2020
DL Issuance: Customer Inquiry	Online Class	6/5/2020	N/A	N/A	N/A	0.05	0	Completed	6/5/2020
DL Issuance: Cashiering	Online Class	7/21/2020	N/A	N/A	N/A	0.12	0	Completed	9/2/2020
DL Issuance: Locate, Create, and Start a Transaction	Online Class	6/5/2020	N/A	N/A	N/A	0.07	0	Completed	6/5/2020
DL Issuance: Third-Party Cashiering	OMM	7/21/2020	N/A	N/A	N/A	0		Completed	8/17/2020

DL Issuance: Transaction Inquiry	OMM	7/21/2020	N/A	N/A	N/A	0		Completed	8/17/2020
DL Issuance: Temporary Permits	Online Class	7/21/2020	N/A	N/A	N/A	0.07	0	Completed	8/17/2020
DL Issuance: Home Screen Overview	OMM	6/5/2020	N/A	N/A	N/A	0		Completed	6/5/2020
DL Issuance: Exam Only	Online Class	7/21/2020	N/A	N/A	N/A	0.1	0	Completed	8/17/2020
DL Issuance: Class E Exams and License Details	Online Class	7/21/2020	N/A	N/A	N/A	0.07	0	Completed	8/17/2020
DL Issuance: Class E Learner's License	Online Class	7/21/2020	N/A	N/A	N/A	0.17	0	Completed	9/2/2020
DL Issuance: Customer Summary	Online Class	6/5/2020	N/A	N/A	N/A	0.12	0	Completed	6/5/2020
DL Issuance: Completing a Transaction	Online Class	7/21/2020	N/A	N/A	N/A	0.07	0	Completed	8/17/2020
DL Issuance: Applicant Screening Questions	Online Class	6/5/2020	N/A	N/A	N/A	0.07	0	Completed	6/5/2020
<b>DL Phase II: Sanctions 5</b>	Online Class	4/1/2020	N/A	N/A	N/A	0.42	100	Completed	4/1/2020
<b>DL Phase II: Sanctions 4</b>	Online Class	4/1/2020	N/A	N/A	N/A	0.33	100	Completed	4/1/2020
<b>DL Phase II: Sanctions 3</b>	Online Class	3/31/2020	N/A	N/A	N/A	0.33	100	Completed	3/31/2020
<b>DL Phase II: Sanctions 2</b>	Online Class	3/31/2020	N/A	N/A	N/A	0.33	80	Completed	3/31/2020
<b>DL Phase II: Sanctions 1</b>	Online Class	3/31/2020	N/A	N/A	N/A	0.33	83	Completed	3/31/2020
<b>Driving Exam Part III - Scoring</b>	Online Class	3/27/2020	N/A	N/A	N/A	0.5	100	Completed	3/27/2020
<b>AAMVA CDL 2015 for Re-certification in 2020</b>	Curriculum	3/25/2020	N/A	N/A	N/A	5		Completed	3/26/2020
AAMVA CDL 2015 for 2020 Recertification:	Online Class	3/26/2020	N/A	N/A	N/A	0.25	80	Completed	3/26/2020
Module 4 - CKE End-of-Course Exam									
AAMVA CDL 2015 for 2020 Recertification:	Online Class	3/25/2020	N/A	N/A	N/A	0.75	100	Completed	3/25/2020
Module 2 - Overview of the CDL Tests									
AAMVA CDL 2015 for 2020 Recertification:	Online Class	3/25/2020	N/A	N/A	N/A	0.75	80	Completed	3/26/2020
Module 3 - CDL Knowledge Tests									
AAMVA CDL 2015 for 2020 Recertification:	Online Class	3/26/2020	N/A	N/A	N/A	0.25		Completed	3/26/2020
Module 5 - CKE Course Completion									
AAMVA CDL 2015 for 2020 Recertification:	Online Class	3/25/2020	N/A	N/A	N/A	0.5		Completed	3/25/2020
Orientation									
AAMVA CDL 2015 for 2020 Recertification:	Online Class	3/25/2020	N/A	N/A	N/A	2.5	100	Completed	3/25/2020
Module 1 - Introduction to CDL Licensing									
<b>AAMVA CDL 2015 for 2019 Recertification:</b>	Online Class	3/25/2020	N/A	N/A	N/A	2.5	100	Completed	3/25/2020
<b>Module 1 - Introduction to CDL Licensing</b>									
<b>AAMVA FDR 2019: Vehicle Identification Documents</b>	Online Class	2/17/2020	N/A	N/A	N/A	1	60	Completed	2/17/2020
<b>AAMVA FDR 2019: Driver Licenses and ID Cards</b>	Online Class	2/17/2020	N/A	N/A	N/A	0.75	100	Completed	2/17/2020
<b>AAMVA FDR 2019: Counterfeits and Alterations</b>	Online Class	2/17/2020	N/A	N/A	N/A	0.75	70	Completed	2/17/2020
<b>Information and Cyber Security Awareness for External Entities - 2020</b>	Online Class	1/30/2020	N/A	N/A	4/29/2020	0.5	0	Completed	2/17/2020
<b>Heavy Vehicle Use Tax (HVUT) - 2019</b>	Online Class	11/22/2019	N/A	N/A	N/A	1	100	Completed	11/22/2019
<b>Information and Cyber Security Awareness for External Entities - 2019</b>	Online Class	9/26/2018	N/A	N/A	12/25/2018	0.75	0	Completed	9/27/2018

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Cynthia Ann Long**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Cynthia Ann Long**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours



**Congratulations,**  
**Cynthia Ann Long**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

February 7, 2023  
10 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Emily Martinez		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Accounting Analyst		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 08/17/92	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:




REC'D FEB 20 2023

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Emily Martinez					
Business email address: martineze@hillstax.org				Business phone number: 813-635-5226	
Job title: Accounting Analyst					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Accounting Analyst				Employment Dates: 08/17/1992 -- Present	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0038C	TCC002 Effective Decision Making	10	TC-0039C	TCC003 Customer Service	5
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 2/8/2023	






**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Emily Martinez					
Business email address: martineze@hillstax.org			Business phone number: 813-635-5226		
Job title: Accounting Analyst					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Accounting Analyst			Employment Dates: 08/17/1992 -- Present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	TCC501 Duties And Responsibilities	30	TC-0041C	TCC502 Management of a Tax Collector	30
TC-0036C	TCC503 Collection and Distribution	30	TC-0037C	TCC001 Bankruptcy	15
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 2/8/2023	

**Congratulations,**

**Emily Martinez**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

June 23, 2022  
15 credit hours



**Congratulations,**

**Emily Martinez**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

May 19, 2022  
10 credit hours



**Congratulations,**

**Emily Martinez**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

June 9, 2022  
5 credit hours



**Congratulations,**

**Emily Martinez**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

July 6, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Emily Martinez**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Emily Martinez**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Kevin Martinez		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/26/15	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



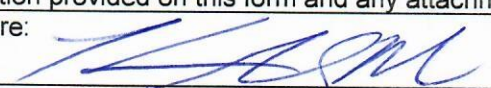
**FLORIDA**

**Application for  
Florida Professional Certification  
Property Tax Oversight Certification and Training**

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Kevin Martinez					
Business email address: martinezk@hillstax.org			Business phone number: 813.635.5210 x5449		
Job title: Supervisor					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 10/26/2015 to present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	TCC501 Duties And Responsibilities	30	TC-0041C	TCC502 Management of a Tax Collector	30
TC-0036C	TCC503 Collection and Distribution	30		TCC001 Bankruptcy	15
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 03/31/2023	



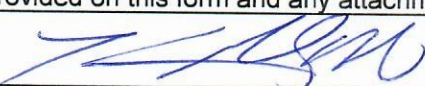


**Application for  
Florida Professional Certification  
Property Tax Oversight Certification and Training**

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Kevin Martinez					
Business email address: martinezk@hillstax.org			Business phone number: 813.635.5210 x5449		
Job title: Supervisor					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 10/26/2015 to present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0038C	TCC002 Decision Making	10	TC-0039C	TCC003 Customer Service	5
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 03/31/2023	



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Kevin Martinez**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Kevin Martinez**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours



**Congratulations,**

**Kevin Martinez**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

August 12, 2022  
15 credit hours



**Congratulations,**

**Kevin Martinez**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

September 2, 2022  
10 credit hours



**Congratulations,**

**Kevin Martinez**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

October 14, 2022  
5 credit hours



**Congratulations,**

**Kevin Martinez**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

March 29, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Kathy Mejia		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade	Job Title: Tax Records Specialist 2		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 11/04/19	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:






**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Kathy Mejia					
Business email address: kathy.mejia@miamidade.gov				Business phone number: 305.375.4676	
Job title: Tax Records Specialist 2					
Employed by: Miami-Dade Office of the Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Miami-Dade Office of the Tax Collector					
Your Title: Tax Records Specialist 2				Employment Dates: 11/04/2019 - CURRENT	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	TCC 501 Duties & Responsibilities of FL Tax Collectors	30	TC-0041C	TCC 502 Management of a FL Tax Collector's Office	30
TC-0036C	TCC 503 Collection & Distribution of Property Taxes	30	TC-0037C, 0038C, 0039	TCC 001, 002, 003 Bankruptcy, Effective Decision Making, Customer Service	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 02/28/2023	

*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certificate of Completion*

*Kathy Mejia*

*MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE*

*TCC 502, 30 Hours*

*September 13-16, 2021*

**Congratulations,**

**Kathy Mejia**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

March 9, 2022  
15 credit hours



**Congratulations,**

**Kathy Mejia**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

March 10, 2022

5 credit hours





**Congratulations,**

**Kathy Mejia**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

March 15, 2022  
10 credit hours



**Congratulations,**

**Kathy Mejia**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

March 15, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Kathy Mejia**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours







# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Michelle Ontiveros		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Putnam		Job Title: Customer Service Representative II	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	2/1/2023		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/22/18	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
FLHSMV - DL Training Series: Phase I	40	Attended Course
FLHSMV - DL Training Series: Phase II	40	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.75	Attended Course
AAMVA - Expanding the Review	0.5	Attended Course
AAMVA - Birth Certificates	0.5	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.5	Attended Course
AAMVA - Introduction to Fraud	0.75	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
<b>Total Hours</b>	117.75	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

Total approved course hours = 125



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Michelle Ontiveros
Previous Name(s)(if applicable):	
Documentation Included:	
County: Putnam	Job Title: Customer Service Representative II
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	2/1/2023

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/22/18	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
AAMVA - Security Features	1	Attended Course
AAMVA - Social Security Cards	0.5	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.75	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1.0	Attended Course
<b>Total Hours</b>	7.25	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

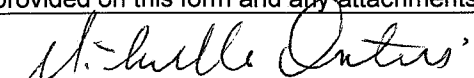


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Michelle Ontiveros					
Business email address: 323 St. Johns Avenue				Business phone number: 386-326-2722	
Job title: Customer Service Representative II					
Employed by: Putnam County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Putnam County Tax Collector					
Your Title: Customer Service Representative II				Employment Dates: 10/22/2018 - Current	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
	See Attached Transcript	125.5			
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 02.22.23	

**MICHELLE ONTIVEROS  
PUTNAM COUNTY TAX COLLECTOR**

Course #	COURSE DESCRIPTION	COMPLETED	HRS
<b>CLASSROOM</b>			
1 TCC-0022C	DL PHASE I	3/22/2019	40.00
1 TCC-0023C	DL PHASE II	4/5/2019	40.00
2 TCC-0040C	DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS (TCC 501)	1/17-20/2023	30.00
<b>ON-LINE</b>			
<b>AAMVA FDR 2017 or Newer:</b>			
3 TCC-0001C	AAMVA FDR 2018 COUNTERFEITS AND ALTERATIONS	1/30/2019	0.75
4 TCC-0002C	AAMVA FDR 2018 DRIVER LICENSE AND ID CARDS	3/19/2019	0.75
5 TCC-0003C	AAMVA FDR 218 VEHICLE IDENTIFICATION DOCUMENTS	3/19/2019	0.75
6 TCC-0004C	AAMVA FDR 2019 EXPANDING THE REVIEW	3/23/2020	0.50
	AAMVA FDR INTERNAL FRAUD FOR MANAGERS		
<b>AAMVA FDR 2018 or Newer:</b>			
7 TCC-0005C	AAMVA FDR 2019 BIRTH CERTIFICATES	3/20/2020	0.50
8 TCC-0006C	AAMVA FDR 2018: CANADIAN BIRTH CERTIFICATES, DRIVE AND VEHICLE DOCUMENTS	11/14/2019	0.75
9 TCC-0007C	AAMVA FDR 2018: CANADIAN TRAVEL, CITIZENSHIP AND IMMIGRATION DOCUMENTS	1/14/2020	1.00
10 TCC-0008C	AAMVA FDR 2018: INTERNAL FRAUD FOR STAFF	1/10/2019	0.75
11 TCC-0009C	AAMVA FDR 2018: INTRODUCTION TO COVERT FEATURES	5/29/2019	0.50
12 TCC-0010C	AAMVA FDR 2018: INTRODUCTION TO FRAUD	3/19/2019	0.75
13 TCC-0011C	AAMVA FDR 2018: MEXICAN DOCUMENTS	5/15/2019	0.75
14 TCC-0012C	AAMVA FDR 2018: MILITARY ID CARDS	7/11/2019	1.00
15 TCC-0014C	AAMVA FDR 2018: SECURITY FEATURES	3/21/2019	1.00
16 TCC-0015C	AAMVA FDR 2018: SOCIAL SECURITY CARDS	4/30/2019	0.50
17 TCC-0044C	HEAVY VEHICLE USE TAX (HVUT)	12/19/2018	1.00
<b>AAMVA CDL 2015 or Newer</b>			
18 TCC-0018C	MODULE 1	3/22/2019	2.50
19 TCC-0019C	MODULE 2	3/25/2019	0.75
20 TCC-0020C	MODULE 3	3/25/2019	0.75
21 TCC-0021C	MODULE 4	3/25/2019	0.25
	<b>TOTAL HOURS</b>		<b>125.50</b>

*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of*

**Heavy Vehicle Use Tax [HVUT]**

by FLHSMV

1 Hours 0 Minutes



*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA FDR 2018: Counterfeits and Alterations  
by External Training**

**0 Hours 45 Minutes**

Date: 1/30/2019



*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA FDR 2018: Driver Licenses and ID Cards**  
by External Training

**0 Hours 45 Minutes**

Date: 3/19/2019





*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA FDR 2018: Internal Fraud for Staff**  
by External Training

**0 Hours 45 Minutes**

Date: 1/10/2019



*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA FDR 2018: Vehicle Identification Documents  
by External Training**

**0 Hours 45 Minutes**

Date: 3/19/2019



*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA FDR 2019: Expanding the Review  
by External Training**

**0 Hours 30 Minutes**

Date: 3/23/2020



*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA FDR 2019: Birth Certificates  
by External Training**

**0 Hours 30 Minutes**

Date: 3/20/2020



*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA FDR 2018: Introduction to Fraud  
by External Training**

**0 Hours 45 Minutes**

Date: 3/19/2019



*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA FDR 2018: Security Features**  
by External Training

**1 Hours 0 Minutes**

Date: 3/21/2019



*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA CDL 2015: Module 1 - Introduction to CDL Licensing  
by MS**

**2 Hours 30 Minutes**

Date: 3/22/2019





*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA CDL 2015: Module 2 - Overview of the CDL Tests**  
by MS

**0 Hours 45 Minutes**

Date: 3/25/2019



*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA CDL 2015: Module 3 - CDL Knowledge Tests**  
by MS

**0 Hours 45 Minutes**

Date: 3/25/2019



*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA CDL 2015: Module 4 - CKE End-of-Course Exam**  
by MS

**0 Hours 45 Minutes**

Date: 3/25/2019

A SAFER  
**FLORIDA**  
HIGHWAY SAFETY AND MOTOR VEHICLES

# Certificate of Completion

*Presented to*

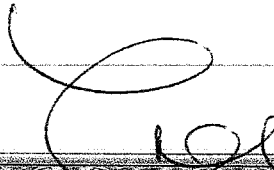
*Michelle ontiveros*

*On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office*

*For the successful completion of 40 hours of*

***Phase I***

*On this 22nd day of March 2019*



Colleen Ochimero, Instructor  
Education & Training Specialist



DRIVER LICENSES • MOTOR VEHICLES • FLEET SUPPORT CENTER  
**MOTORIST SERVICES**

A SAFER  
**FLORIDA**  
HIGHWAY SAFETY AND MOTOR VEHICLES

# Certificate of Completion

*Presented to*

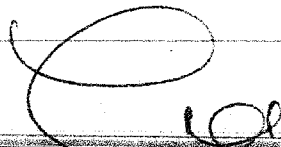
**Michelle Ontiveros**

*On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office*

*For the successful completion of 40 hours of*

**Phase II**

*On this 5th day of April 2019*



Colleen Delmoro, Instructor  
Education & Training Specialist

DRIVER SERVICES • MOTOR VEHICLES • FIELD SUPPORT CENTER  
**MOTORIST SERVICES**  
OFFICES CLOSING TEMPORARILY

LEARNING  
DEVELOPMENT

*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of*

**AAMVA FDR 2018: Mexican Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 5/15/2019***

*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of*

**AAMVA FDR 2018: Social Security Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 4/30/2019***





*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA FDR 2018: Introduction to Covert Features**  
by External Training

**0 Hours 30 Minutes**

Date: 5/29/2019



*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA FDR 2018: Canadian Birth Certificates, Driver and Vehicle Docs  
by External Training**

**0 Hours 45 Minutes**

Date: 11/14/2019



*This certificate is awarded to*

**MICHELLE ONTIVEROS**

*for the successful completion of the course*

**AAMVA FDR 2018: Canadian Travel, Citizenship, and Immigration Documents  
by External Training**

**1 Hours 0 Minutes**

Date: 1/14/2020

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Michelle ontiveros**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Marcus Oses
Previous Name(s)(if applicable):	
Documentation Included:	
County: Dade	Job Title: Accountant 2
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	02/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 01/01/17	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>							
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee							
<b>Applicant Information</b>							
Applicant's name (as you would like it to appear on the certificate): <span style="float: right;">Marcus Oses</span>							
Business email address: <span style="float: right;">Osesmar@miamidade.gov</span>			Business phone number: <span style="float: right;">305-375-3522</span>				
Job title: <span style="float: right;">Accountant 2</span>							
Employed by: <span style="float: right;">Miami Dade County (Tax Collector Department)</span>							
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:							
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida			
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.							
Employer: <span style="float: right;">Miami Dade County (Tax Collector)</span>							
Your Title: <span style="float: right;">Accountant 2</span>			Employment Dates: <span style="float: right;">01/01/2017-CURRENT</span>				
Employer:							
Your Title:			Employment Dates:				
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.							
No.	TC0040C	Course Title	Hours	No.	TC0036C	Course Title	Hours
TCC 501	TC0042C	Duties and responsibilities	30	TCCO 503	TC0037, 0038, 0039C	Collection and Distribution of Property Taxes	30
TCC 504		The Collection of Licenses, Taxes and Fees	30	001,002,003		Bankruptcy, Decision Making, Customer Service	30
<b>Applicant Signature</b>							
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.							
Signature: <span style="float: right;">Marcus Oses</span>						Date: <span style="float: right;">03/07/2023</span>	

The Florida Department of Revenue (Department) provides training and certification for Florida

- county property appraisers and employees
- county tax collectors and employees

### Certification

To become certified as one of the following Florida professional designees, you must have two years of experience employed in a Florida property appraiser office, a Florida tax collector office, or with the Department and meet certain requirements:

- Certified Florida Appraiser
- Certified Florida Evaluator
- Certified Cadastralist of Florida
- Certified Florida Collector
- Certified Florida Collector Assistant

To become a Certified Florida Appraiser or Certified Florida Evaluator you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on basic appraisal principles, types of value, and economic principles pertaining to the valuation of real property
- a minimum of 30 hours of approved courses which include instruction and examination on procedures and methods regarding the income approach to estimating the value of real property
- an additional 60 hours of approved elective courses which include instruction and examination related to the professional designation

To become a Certified Cadastralist of Florida you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on mathematic principles for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on the Public Land Survey System for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on real property descriptions
- a minimum of 30 hours of approved courses which include instruction and examination on basic map compilation
- a minimum of 30 hours of approved elective courses which include instruction and examination on principles, techniques, or applications of cadastral mapping

To become a Certified Florida Collector or Florida Certified Collector Assistant you must complete:

- a minimum of 30 hours of approved courses which includes instruction and examination on the duties and responsibilities of a Florida tax collector
- a minimum of 90 hours of approved elective courses which include instruction and examination designed to impart expertise in the areas of tax administration, assessment, or collection in Florida

### Course Approval and Examinations

All courses for certification or reinstatement must be approved by the Department. Courses that are determined by the Department to meet the requirements and are approved courses for certification, recertification or reinstatement are published on the Department's Certification and Training webpage [https://floridarevenue.com/property/Pages/Cofficial\\_Training.aspx](https://floridarevenue.com/property/Pages/Cofficial_Training.aspx). You must pass all required examinations for each required course to obtain course credit.

### Annual Recertification Due January 1

To be recertified each calendar year, all Florida professional designees must certify their governmental employment and pay the \$5 recertification fee each January 1. Recertification fees become delinquent April 1.

Florida county property appraisers and tax collectors must complete a minimum of 24 hours of approved courses. In addition to the approved courses listed on the Department's Certification and Training webpage, continuing education courses, seminars, workshops, and conferences will be approved on a case-by-case basis. See Form DR-4002, *Application for Approval of a Course or Continuing Education Credit Hours*.

### Special Salary for Officials

To qualify for and receive the special qualification salary provided in Section 145.10 or 145.11, Florida Statutes, property appraisers and tax collectors must meet all certification requirements within four years after taking office.

### Reinstatement

Each certification is conditional upon governmental employment and expires automatically if you leave governmental employment or you fail to meet the annual recertification requirements. Once your professional certification has expired, you may apply for reinstatement.

Property appraisers and tax collectors must complete 24 hours of continuing education courses. All applicants must certify their governmental employment and pay the reinstatement fee.

**If you are unable to submit your completed application or pay the fee online**, mail your completed application, copies of certificates of completed courses, and a check or money order for the required fee to:

Florida Department of Revenue  
Property Tax Oversight  
Certification and Training  
PO Box 3294  
Tallahassee, FL 32315-3294

### Need Assistance?

Email: [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com)

To speak with a Department of Revenue representative, call Certification and Training at 850-717-6570.





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <span style="float: right;">Marcus Oses</span>					
Business email address: <span style="float: right;">Osesmar@miamidade.gov</span>			Business phone number: <span style="float: right;">305-375-3522</span>		
Job title: <span style="float: right;">Accountant 2</span>					
Employed by: <span style="float: right;">Miami Dade County (Tax Collector Department)</span>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <span style="float: right;">Miami Dade County (Tax Collector)</span>					
Your Title: <span style="float: right;">Accountant 2</span>			Employment Dates: <span style="float: right;">01/01/2017-12/31/2017</span>		
Employer: <span style="float: right;">Miami Dade County (Tax Collector)</span>					
Your Title: <span style="float: right;">Accountant 2</span>			Employment Dates: <span style="float: right;">01/01/2018-12/31/2018</span>		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TCC 501	Duties and responsibilities	30	TCCO 503	Collection and Distribution of Property Taxes	30
TCC 504	The Collection of Licenses, Taxes and Fees	30	001,002,003	Bankruptcy, Decision Making, Customer Service	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: <span style="float: right;">2-17-23</span>	

EMAIL RECEIVED FROM EXTERNAL SOURCE.

---

Congratulations,

MARCUS OSES,

on completing

**TCCO 503 - COLLECTION AND DISTRIBUTION OF PROPERTY  
TAXES AND SPECIAL ASSESSMENTS**

course on

Wednesday, February 12, 2020

30.00 credit hours



EMAIL RECEIVED FROM EXTERNAL SOURCE.

---

Congratulations,

MARCUS OSES,

on completing

**TCC 003 - CUSTOMER SERVICE COURSE**

course on

Thursday, February 13, 2020

5.00 credit hours



EMAIL RECEIVED FROM EXTERNAL SOURCE.

---

Congratulations,

MARCUS OSES,

on completing

**TCC 002 - EFFECTIVE DECISION MAKING**

course on

Tuesday, February 18, 2020

10.00 credit hours



EMAIL RECEIVED FROM EXTERNAL SOURCE.

---

Congratulations,

MARCUS OSES,

on completing

**TCC 001 - BANKRUPTCY COURSE**

course on

Thursday, February 20, 2020

15.00 credit hours



*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certifies that*

*Marcus Oses*

*has successfully completed*

*THE COLLECTION OF LICENSES, TAXES AND FEES*

*TCC 504, 30 Hours*

*July 6-29, 2020*

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Marcus Oses**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours







# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Raymond Padilla		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake	Job Title: Customer Representative II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/26/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
FLHSMV - DL Transformed: Fraudulent Document Recognition	8	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.25	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
<b>Total Hours</b>	105.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

Total approved course hours = 120



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Raymond Padilla		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake		Job Title: Customer Representative II	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	05/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/26/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
<b>90-hours per 12D-19.003(3)(b)</b>		
Driver License Preparatory Training (Online)	12	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Security Features	1	Attended Course
Information and Cyber Security Awareness for External Entities	0.75	Attended Course
<b>Total Hours</b>	14.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <span style="float: right;">Raymond Padilla</span>					
Business email address: ray.padilla@laketax.com			Business phone number: 352-343-9602		
Job title: Customer Representative II					
Employed by: Office of the Lake County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Office of the Lake County Tax Collector					
Your Title: Customer Representative II			Employment Dates: 10/26/2020 - present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0001C	Counterfeits and Alterations	.75	TC-0002C	Driver's License and ID Cards	.75
TC-0006C	Canadian Birth Certificates, Driver and Vehicle Documents	.75	TC-0008C	Internal Fraud for Staff	.75
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <u>Raymond Padilla</u> <small>Raymond Padilla (Apr 26, 2023 16:07 EDT)</small>				Date: April 26, 2023	

TC-0014C	Security Features	1.00	TC-0018C	CDL Module 1	2.50
TC-0019C	CDL Module 2	0.75	TC-0020C	CDL Module 3	0.75
TC-0021C	CDL Module 4	0.25	TC-0025C	Driver's License Preparatory Training	12.0
TC-0029C	Fraudulent Document Recognition	8.00	TC-0044C	Heavy Vehicle Use Tax (HVUT)	1.00
TC-0045C	Info & Cyber Security Awareness Training	0.75	TC-0037C	TCC 001 - Bankruptcy	15.0
TC-0038C	TCC 002 - Effective Decision Making	10.0	TC-0039C	TCC 003 - Customer Service Training	5.0
TC-0040C	TCC 501 - Duties & Responsibilities of Florida Tax Collectors	30.0	TC-0042C	TCC 504 - Collection of Licenses, Taxes, & Fees	30.0

The Florida Department of Revenue (Department) provides training and certification for Florida

- county property appraisers and employees
- county tax collectors and employees

### Certification

To become certified as one of the following Florida professional designees, you must have two years of experience employed in a Florida property appraiser office, a Florida tax collector office, or with the Department and meet certain requirements:

- Certified Florida Appraiser
- Certified Florida Evaluator
- Certified Cadastralist of Florida
- Certified Florida Collector
- Certified Florida Collector Assistant

To become a Certified Florida Appraiser or Certified Florida Evaluator you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on basic appraisal principles, types of value, and economic principles pertaining to the valuation of real property
- a minimum of 30 hours of approved courses which include instruction and examination on procedures and methods regarding the income approach to estimating the value of real property
- an additional 60 hours of approved elective courses which include instruction and examination related to the professional designation

To become a Certified Cadastralist of Florida you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on mathematic principles for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on the Public Land Survey System for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on real property descriptions
- a minimum of 30 hours of approved courses which include instruction and examination on basic map compilation
- a minimum of 30 hours of approved elective courses which include instruction and examination on principles, techniques, or applications of cadastral mapping

To become a Certified Florida Collector or Florida Certified Collector Assistant you must complete:

- a minimum of 30 hours of approved courses which includes instruction and examination on the duties and responsibilities of a Florida tax collector
- a minimum of 90 hours of approved elective courses which include instruction and examination designed to impart expertise in the areas of tax administration, assessment, or collection in Florida

### Course Approval and Examinations

All courses for certification or reinstatement must be approved by the Department. Courses that are determined by the Department to meet the requirements and are approved courses for certification, recertification or reinstatement are published on the Department's Certification and Training webpage  
[https://floridarevenue.com/property/Pages/Cofficial\\_Training.aspx](https://floridarevenue.com/property/Pages/Cofficial_Training.aspx). You must pass all required examinations for each required course to obtain course credit.

### Annual Recertification Due January 1

To be recertified each calendar year, all Florida professional designees must certify their governmental employment and pay the \$5 recertification fee each January 1. Recertification fees become delinquent April 1.

Florida county property appraisers and tax collectors must complete a minimum of 24 hours of approved courses. In addition to the approved courses listed on the Department's Certification and Training webpage, continuing education courses, seminars, workshops, and conferences will be approved on a case-by-case basis. See Form DR-4002, *Application for Approval of a Course or Continuing Education Credit Hours*.

### Special Salary for Officials

To qualify for and receive the special qualification salary provided in Section 145.10 or 145.11, Florida Statutes, property appraisers and tax collectors must meet all certification requirements within four years after taking office.

### Reinstatement

Each certification is conditional upon governmental employment and expires automatically if you leave governmental employment or you fail to meet the annual recertification requirements. Once your professional certification has expired, you may apply for reinstatement.

Property appraisers and tax collectors must complete 24 hours of continuing education courses. All applicants must certify their governmental employment and pay the reinstatement fee.

**If you are unable to submit your completed application or pay the fee online**, mail your completed application, copies of certificates of completed courses, and a check or money order for the required fee to:

Florida Department of Revenue  
Property Tax Oversight  
Certification and Training  
PO Box 3294  
Tallahassee, FL 32315-3294

### Need Assistance?

Email: [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com)

To speak with a Department of Revenue representative, call Certification and Training at 850-717-6570.

*This certificate is awarded to*

**RAYMOND PADILLA**

*for the successful completion of*

**DL Transformed: Fraudulent Document Recognition (FDR)**

by FLHSMV

8 Hours 0 Minutes

*This certificate is awarded to*

**RAYMOND PADILLA**

*for the successful completion of*

**Information and Cyber Security Awareness for External Entities - 2019**

by FLHSMV

0 Hours 45 Minutes

*This certificate is awarded to*

**RAYMOND PADILLA**

*for the successful completion of*

**AAMVA CDL 2015 for 2020 Recertification: Module 1 - Introduction to CDL Licensing**

by External Training

2 Hours 30 Minutes

***Date of Course Completion:*** 4/22/2020



*This certificate is awarded to*

**RAYMOND PADILLA**

*for the successful completion of*

**AAMVA CDL 2015 for 2020 Recertification: Module 2 - Overview of the CDL Tests**

by External Training

0 Hours 45 Minutes

*This certificate is awarded to*

**RAYMOND PADILLA**

*for the successful completion of*

**AAMVA CDL 2015 for 2020 Recertification: Module 3 - CDL Knowledge Tests**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 4/22/2020

*This certificate is awarded to*

**RAYMOND PADILLA**

*for the successful completion of*

**AAMVA CDL 2015 for 2020 Recertification: Module 4 - CKE End-of-Course Exam**

by External Training

0 Hours 15 Minutes

***Date of Course Completion:*** 4/22/2020

*This certificate is awarded to*

**RAYMOND PADILLA**

*for the successful completion of*

**Heavy Vehicle Use Tax (HVUT) - 2019**

by FLHSMV

1 Hours 0 Minutes

*This certificate is awarded to*

**RAYMOND PADILLA**

*for the successful completion of*

**AAMVA FDR 2019: Counterfeits and Alterations**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 4/23/2020

*This certificate is awarded to*

**RAYMOND PADILLA**

*for the successful completion of*

**AAMVA FDR 2019: Driver Licenses and ID Cards**

by External Training

0 Hours 45 Minutes

*This certificate is awarded to*

**RAYMOND PADILLA**

*for the successful completion of*

**AAMVA FDR 2019: Internal Fraud for Staff**

by External Training

0 Hours 45 Minutes



**Congratulations,**

**Raymond Padilla**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

March 4, 2023  
15 credit hours



**Congratulations,**

**Raymond Padilla**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

March 11, 2023  
10 credit hours



**Congratulations,**

**Raymond Padilla**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

March 12, 2023

5 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Raymond Padilla**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Raymond Padilla**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





*This certificate is awarded to*

**RAYMOND PADILLA**

*for the successful completion of*

**Driver License Preparatory Training - OLT**

by FLHSMV

12 Hours

***Date of Course Completion:*** 3/30/2023

*This certificate is awarded to*

**RAYMOND PADILLA**

*for the successful completion of*

**AAMVA FDR 2020: Canadian Birth Certificates, Driver, and Vehicle Docs**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 4/25/2023



*This certificate is awarded to*

**RAYMOND PADILLA**

*for the successful completion of*

**AAMVA FDR 2020: Security Features**

by External Training

1 Hours 0 Minutes

***Date of Course Completion:*** 4/25/2023


# Application for Certified Florida Professional\_RPadilla unsigned

Final Audit Report

2023-04-26

Created:	2023-04-26
By:	Heather Culbreath (heather.culbreath@laketax.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_FGX0gPQkUkm8M7I_5JRDj8NXv3W1gux

## "Application for Certified Florida Professional\_RPadilla unsigned" History

 Document created by Heather Culbreath (heather.culbreath@laketax.com)

2023-04-26 - 7:52:55 PM GMT

 Document emailed to ray.padilla@laketax.com for signature

2023-04-26 - 7:53:50 PM GMT

 Email viewed by ray.padilla@laketax.com

2023-04-26 - 8:06:32 PM GMT

 Signer ray.padilla@laketax.com entered name at signing as Raymond Padilla

2023-04-26 - 8:07:24 PM GMT

 Document e-signed by Raymond Padilla (ray.padilla@laketax.com)

Signature Date: 2023-04-26 - 8:07:26 PM GMT - Time Source: server

 Agreement completed.

2023-04-26 - 8:07:26 PM GMT



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Corey Petrock		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: Technical Specialist II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/21/19	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
FLHSMV - DL Training Series: Phase I	40	Attended Course
FLHSMV - DL Training Series: Phase II	40	Attended Course
<b>Total Hours</b>	140	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

Applicant indicated 45 hours for DL Phase 1 and Phase 2 on the applicaiton. Certificates show 40 hours each.



**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <b>COREY PETROCK</b>					
Business email address: <b>corey.petrock@charlottecountyfl.gov</b>			Business phone number: <b>941-743-1350</b>		
Job title: <b>TECHNICAL SPECIALIST II</b>					
Employed by: <b>CHARLOTTE COUNTY TAX COLLECTOR</b>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Certified Florida Appraiser</div><div><input type="checkbox"/> Certified Florida Evaluator</div><div><input type="checkbox"/> Certified Cadastralist of Florida</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Certified Florida Collector</div><div><input checked="" type="checkbox"/> Certified Florida Collector Assistant</div></div>					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <b>CHARLOTTE COUNTY TAX COLLECTOR</b>					
Your Title: <b>TECHNICAL SPECIALIST II</b>			Employment Dates: <b>10/21/2019</b>		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-00040C	TCC-501 D & R	30	TC-0022C	DRIVER'S LICENSE (DL) TRAINING SERIES:PHASE I	45
TC-0036C	TCC-503 C & D	30	TC-0023C	DL TRAINING SERIES:PHASE II	45
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <u>Corey A. Petrock</u> <small>Corey A. Petrock (Feb 28, 2023 10:54 EST)</small>				Date: <b>Feb 28, 2023</b>	

# COREY PETROCK DR-4001 N 10-21

## Application for Certified Florida Professional

Final Audit Report

2023-02-28

Created:	2023-02-28
By:	Danielle Coffelitto (danielle.coffelitto@charlottecountyfl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWtnuj67DC1k-XJSdQ_tNTDqdVvSW4_

### "COREY PETROCK DR-4001 N 10-21 Application for Certified Florida Professional" History

-  Document created by Danielle Coffelitto (danielle.coffelitto@charlottecountyfl.gov)  
2023-02-28 - 3:23:46 PM GMT - IP address: 161.129.18.19
-  Document emailed to corey.petrock@charlottecountyfl.gov for signature  
2023-02-28 - 3:24:47 PM GMT
-  Email viewed by corey.petrock@charlottecountyfl.gov  
2023-02-28 - 3:54:19 PM GMT - IP address: 104.47.65.254
-  Signer corey.petrock@charlottecountyfl.gov entered name at signing as Corey A. Petrock  
2023-02-28 - 3:54:42 PM GMT - IP address: 161.129.18.19
-  Document e-signed by Corey A. Petrock (corey.petrock@charlottecountyfl.gov)  
Signature Date: 2023-02-28 - 3:54:44 PM GMT - Time Source: server - IP address: 161.129.18.19
-  Agreement completed.  
2023-02-28 - 3:54:44 PM GMT





FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

# Certificate of Completion

*Presented to*

*Corey Petrock*

*On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office*

*For the successful completion of 40 hours of*

***DL Transformed Phase I Training***

*On this 25<sup>th</sup> day of October 2019*

*Debra Ramos*

Debra Ramos, Instructor  
Operations Review Specialist

DRIVER LICENSES • MOTOR VEHICLES • FIELD SUPPORT CENTER

**MOTORIST SERVICES**

VOICES COMING TOGETHER



# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

## Certificate of Completion

Presented to

*Corey Petrock*

*On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office*

*For the successful completion of 40 hours of*

***DL Transformed Phase II Training***

*On this 7<sup>th</sup> day of February 2020*

*Debora Ramos*

Debora Ramos, Instructor  
Operations Review Specialist

LEARNING  
DEVELOPMENT

DRIVER LICENSES • MOTOR VEHICLES • FIELD SUPPORT CENTER

**MOTORIST SERVICES**

VOICES COMING TOGETHER



**Congratulations,**

**Corey Petrock**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

April 21, 2022  
30 credit hours



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Corey Petrock**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Stephanie Ramos		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Volusia	Job Title: Motorist Services Branch Manager		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 08/22/22	To: Present
From: 8/14/18	To: 5/6/22

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:




**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Stephanie Ramos					
Business email address: sramos@vctaxcollector.org				Business phone number: (386)239-7860	
Job title: Motorist Services Branch Manager					
Employed by: Volusia County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Volusia County Tax Collector					
Your Title: Motorist Services Branch Manager				Employment Dates: 08/22/2022-Present	
Employer: Sarasota County Tax Collector					
Your Title: Customer Service Representative				Employment Dates: 08/14/2018-05/06/2022	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	TCC501-Duties & Responsibilities of Florida Tax Collectors	30	TC-0036C	TCC503 - Collection & Distribution of Property Taxes & Special Assessments	30
TC-0041C	TCC502 - Management of a Florida Tax Collectors Office	30	TC-0037C	TCC001 - Bankruptcy	15
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 04/20/2023	





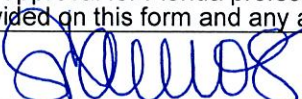


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Stephanie Ramos					
Business email address: sramos@vctaxcollector.org				Business phone number: (386)239-7860	
Job title: Motorist Services Branch Manager					
Employed by: Volusia County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Supervisor				Employment Dates: 09/25/2006-08/01/2018	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0038C	TCC002 - Effective Decision Making in the Workplace	10			
TC-0039C	TCC003 - Customer Service Training	35			
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 04/20/2023	

# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Stephanie Ramos**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours





**Congratulations,**

**Stephanie Ramos**

on completing

**TCC 001 - BANKRUPTCY**

Course Number: TC-0037C

on

September 9, 2022  
15 credit hours





# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

## **Stephanie Ramos**

has successfully completed

### **TCC 502 - MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours



**Congratulations,**  
**Stephanie Ramos**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

April 10, 2023  
10 credit hours



**Congratulations,**

**Stephanie Ramos**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

April 13, 2023

5 credit hours



**Congratulations,**  
**Stephanie Ramos**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

April 17, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Anna Robicheaux		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Escambia	Job Title: Assistant Manager		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 03/03/14	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



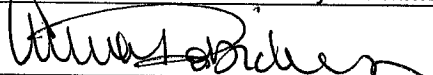


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Anna Robicheaux					
Business email address: arobicheaux@escambiatatxcollector.com			Business phone number: 850-438-6500		
Job title: Assistant Manager					
Employed by: Escambia County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Escambia County Tax Collector					
Your Title: Assistant Manager			Employment Dates: 3/3/2014 - Current		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0041C	Managment of a FL TC's Office	30	TC-0042C	Collection of Licenses, Taxes, & Fees	30
TC-0040C	Duties & Responsibilities of FL TCs	30	TC-0036C	Collection and Distribution of PT & SA	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 			Date: 8-9-23		

# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Anna Robicheaux**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours





*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certificate of Completion*

*Anna Robicheaux*

*MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE*

*TCC 502, 30 Hours*

*September 13-16, 2021*

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Anna Robicheaux**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours



**Congratulations,**

**Anna Robicheaux**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

April 28, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Maria J. Rodriguez		
Previous Name(s)(if applicable):	Maria Sanchez		
Documentation Included:			
County: Hamilton	Job Title: DL/MV Clerk		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/24/05	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
Driver License Preparatory Training (Online)	12	Attended Course
Fraudulent Documentation Recognition Training	8	Attended Course
Driver Licenses Examiner Training	40	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



**Application for**  
**Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

**Reason for Applying**

☒ **Initial Certification** - \$25 fee    ☐ **Annual Recertification** - \$5 fee    ☐ **Reinstatement of Certification** - \$5 fee

**Applicant Information**

Applicant's name (as you would like it to appear on the certificate): Maria J. Rodriguez

Business email address: mrodriguez@hamiltoncountytaxcollector.com    Business phone number: 386-792-1284

Job title: DL/MV Clerk

Employed by: Hamilton County Tax Collector

I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:

☐ Certified Florida Appraiser    ☐ Certified Florida Evaluator    ☐ Certified Cadastralist of Florida  
☐ Certified Florida Collector    ☒ Certified Florida Collector Assistant

**Experience for Certification** – If you are applying for your **initial certification**, list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for **recertification** or for **reinstatement**, provide your current employer and employment dates.

Employer: Hamilton County Tax Collector

Your Title: DL/MV Clerk    Employment Dates: 10/24/2005 - current

Employer:

Your Title:    Employment Dates:

**Approved Courses** – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.

No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	Duties and Responsibilities	30	TC-0041C	Management of a FL TC Office	30
	DL Examiner Training	40	TC-0025C	OLT and FDR Training TC-0029G2/8	

**Applicant Signature**

I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.

Signature:

Date: 04/14/2023



*State of Florida*



*Department of Highway Safety and Motor Vehicles  
Division of Driver Licenses*

Presents this  
*Certificate of Completion*

To

*Maria Sanchez*

In recognition of successful completion of

*Driver Licenses Examiner Training*

This certificate is awarded the sixteenth of February, 2007

*Hector L. Quiñones*

Hector Quiñones, Training Specialist II



# State of Florida



**Department of Highway Safety and Motor Vehicles  
Division of Driver Licenses  
Staff Training and Resources**

Presents this

## **Certificate of Completion**

to

**Maria Sanchez**

---

**For Completing The Required 8 Hours**

## **Fraudulent Documentation Recognition Training**

---

**on this date: September 11, 2007**

Deborah L. Roby  
Staff Development & Training Manager

Sandra C. Lambert  
Director of Driver Licenses



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Maria J Rodriguez**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Maria J Rodriguez**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





*This certificate is awarded to*

**MARIA RODRIGUEZ**

*for the successful completion of*

**Driver License Preparatory Training - OLT**

by FLHSMV

12 Hours

***Date of Course Completion: 4/13/2023***



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Chris Rogers
Previous Name(s)(if applicable):	
Documentation Included:	
County: Calhoun	Job Title: Assistant Tax Collector
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	05/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 06/01/10	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
FLHSMV - DL Transformed: Sanctions	8	Attended Course
FLHSMV - DL Transformed: Financial Responsibility	8	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
AAMVA - Vehicle Identification Documents	0.5	Attended Course
AAMVA - Social Security Cards	0.5	Attended Course
AAMVA - Birth Certificates	0.5	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Military ID Cards	0.5	
<b>Total Hours</b>	101.25	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

Total approved hours - 127.50



Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



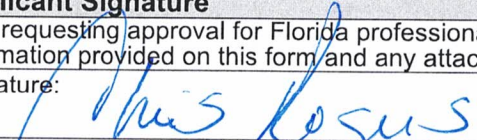


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Chris Rogers					
Business email address: crogers@calhountax.org				Business phone number: 850-674-8242	
Job title: Assistant Tax Collector					
Employed by: Calhoun County Tax Collector, Honorable Becky Smith, CFC					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Calhoun County Tax Collector					
Your Title: Assistant Tax Collector				Employment Dates: 06/01/2010 - current	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0040C	TCC501 DUTIES & RESPONSIBILITIES OF FL TC	30	TC0042C	TCC 504 COLLECTION OF LICENSE TAXES & FEES	30
TC0037C	TCC 001 BANKRUPTCY	15	TC0025C	DRIVER'S LICENSE PREPARATORY TRAINING	12
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 5/1/23	





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

**Reason for Applying**

☒ **Initial Certification** - \$25 fee    ☐ **Annual Recertification** - \$5 fee    ☐ **Reinstatement of Certification** - \$5 fee

**Applicant Information**

Applicant's name (as you would like it to appear on the certificate): Chris Rogers

Business email address: crogers@calhountax.org

Business phone number: 850-674-8242

Job title: Assistant Tax Collector

Employed by: Calhoun County Tax Collector, Honorable Becky Smith, CFC

I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:

- ☐ Certified Florida Appraiser    ☐ Certified Florida Evaluator    ☐ Certified Cadastralist of Florida  
☐ Certified Florida Collector    ☒ Certified Florida Collector Assistant

**Experience for Certification** – If you are applying for your **initial certification**, list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for **recertification** or for **reinstatement**, provide your current employer and employment dates.

Employer: Calhoun County Tax Collector

Your Title: Assistant Tax Collector

Employment Dates: 06/01/2010

Employer:

Your Title:

Employment Dates:

**Approved Courses** – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.

No.	Course Title	Hours	No.	Course Title	Hours
TC0039C	TCC503 CUSTOMER SERVICE TRAINING	5	TC0044C	HEAVY VEHICLE USE TAX	1
TC0034C	DL TRANSFORMED: SANTIONS	6	TC0028C	DL TRANSFORMED: FINANCIAL RESPONSIBILITY	8

**Applicant Signature**

I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.

Signature:

Date:

5-1-23



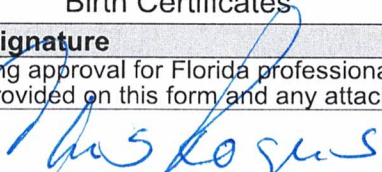


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Chris Rogers					
Business email address: crogers@calhountax.org				Business phone number: 850-674-8242	
Job title: Assistant Tax Collector					
Employed by: Calhoun County Tax Collector, Honorable Becky Smith, CFC					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Calhoun County Tax Collector					
Your Title: Assistant Tax Collector				Employment Dates: 06/01/2010	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0002C	Driver License & ID Cards	:45	TC0003C	Vehicle Identification Documents	:30
TC0005C	Birth Certificates	:30	TC0015C	Social Security Cards	:30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 5-1-23	





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Chris Rogers					
Business email address: crogers@calhountax.org				Business phone number: 850-674-8242	
Job title: Assistant Tax Collector					
Employed by: Calhoun County Tax Collector, Honorable Becky Smith, CFC					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div><input type="checkbox"/> Certified Florida Appraiser</div><div><input type="checkbox"/> Certified Florida Evaluator</div><div><input type="checkbox"/> Certified Cadastralist of Florida</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div><input type="checkbox"/> Certified Florida Collector</div><div><input checked="" type="checkbox"/> Certified Florida Collector Assistant</div></div>					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Calhoun County Tax Collector					
Your Title: Assistant Tax Collector				Employment Dates: 06/01/2010	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0012C	Mexican Documents	:45	TC0006C	Canadian Birth Certificates, Driver & Vehicle Docs	:45
TC0001C	Counterfeits & Alterations	:45	TC0005C	Expanding the Review	:30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: 5-1-23	





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

**Reason for Applying**

☒ **Initial Certification** - \$25 fee    ☐ **Annual Recertification** - \$5 fee    ☐ **Reinstatement of Certification** - \$5 fee

**Applicant Information**

Applicant's name (as you would like it to appear on the certificate): Chris Rogers

Business email address: crogers@calhountax.org

Business phone number: 850-674-8242

Job title: Assistant Tax Collector

Employed by: Calhoun County Tax Collector, Honorable Becky Smith, CFC

I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:

☐ Certified Florida Appraiser    ☐ Certified Florida Evaluator    ☐ Certified Cadastralist of Florida  
☐ Certified Florida Collector    ☒ Certified Florida Collector Assistant

**Experience for Certification** – If you are applying for your **initial certification**, list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for **recertification** or for **reinstatement**, provide your current employer and employment dates.

Employer: Calhoun County Tax Collector

Your Title: Assistant Tax Collector

Employment Dates: 06/01/2010

Employer:

Your Title:

Employment Dates:

**Approved Courses** – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.

No.	Course Title	Hours	No.	Course Title	Hours
TC0008C	Internal Fraud for Staff	:45	TC0012C	Military ID Cards	:30
TC0013C	People & Actions	:45	TC0014C	Security Features	1

**Applicant Signature**

I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.

Signature:

Date:

*Chris Rogers*

*5-1-23*



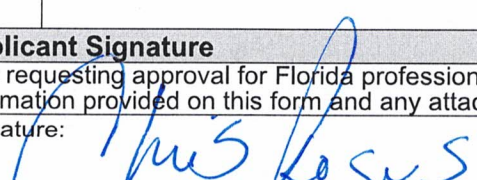


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Chris Rogers					
Business email address: crogers@calhountax.org				Business phone number: 850-674-8242	
Job title: Assistant Tax Collector					
Employed by: Calhoun County Tax Collector, Honorable Becky Smith, CFC					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Calhoun County Tax Collector					
Your Title: Assistant Tax Collector				Employment Dates: 06/01/2010	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0038C	TCC 002 EFFECTIVE DECISION MAKING	10	TCC0045C	Information & Cyber Security Awareness Training	:30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 5-1-23	

*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**DL Transformed: Sanctions**

by FLHSMV

8 Hours 0 Minutes

***Date of Course Completion:*** 9/15/2015

*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**DL Transformed: Financial Responsibility(FR)**

by FLHSMV

8 Hours 0 Minutes

***Date of Course Completion:*** 9/15/2015



*FOUNDATION FOR EXCELLENCE*

# *The Florida Department of Revenue*

*Property Tax Oversight, Certification & Training Team*

*Certifies that*

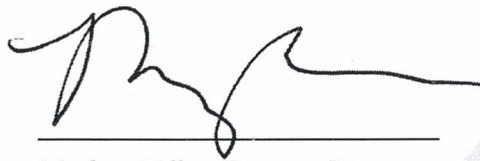
*Chris Rogers*

*has successfully completed*

*THE COLLECTION OF LICENSES, TAXES AND FEES*

*TCC 504, 30 Hours*

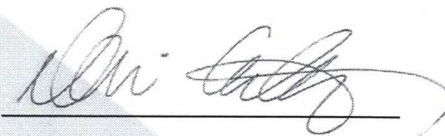
*August 21-25, 2017*



*Meghan Miller, Training Director*

*Property Tax Oversight*

*PROPERTY  
TAX  
OVERSIGHT*



*Danica Artaza, Research & Training Specialist*

*Property Tax Oversight*



Congratulations,

CHRIS ROGERS,

on completing

**TCC 001 - BANKRUPTCY COURSE**

course on

Tuesday, August 27, 2019

15.00 credit hours

# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

# iLearn

*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**Heavy Vehicle Use Tax (HVUT) - 2019**

by FLHSMV

1 Hours 0 Minutes

***Date of Course Completion:*** 10/18/2019

*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**Information and Cyber Security Awareness for External Entities - 2022**

by FLHSMV

0 Hours 30 Minutes

***Date of Course Completion:*** 8/18/2022

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Chris Rogers**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours



**Congratulations,**

**Chris Rogers**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

Course Number: TC-0039C

on

March 13, 2023

5 credit hours



# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

# iLearn

*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**AAMVA FDR 2020: Vehicle Identification Documents**

by External Training

0 Hours 30 Minutes

***Date of Course Completion:*** 3/8/2023



*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**AAMVA FDR 2020: Social Security Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 3/8/2023***



*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**AAMVA FDR 2020: Birth Certificates**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 3/8/2023***

*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**AAMVA FDR 2020: Counterfeits and Alterations**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 3/8/2023***

# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

# iLearn

*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**AAMVA FDR 2020: Mexican Documents**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 3/8/2023***

*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**AAMVA FDR 2020: Driver Licenses and ID Cards**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 3/8/2023***

*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**AAMVA FDR 2020: Military ID Cards**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 3/9/2023***

*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**AAMVA FDR 2020: Expanding the Review**

by External Training

0 Hours 30 Minutes

***Date of Course Completion: 3/9/2023***



*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**AAMVA FDR 2020: Canadian Birth Certificates, Driver, and Vehicle Docs**

by External Training

0 Hours 45 Minutes

***Date of Course Completion:*** 3/9/2023



*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**AAMVA FDR 2020: People and Actions**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 3/9/2023***



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**AAMVA FDR 2020: Internal Fraud for Staff**

by External Training

0 Hours 45 Minutes

***Date of Course Completion: 3/9/2023***

*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**AAMVA FDR 2020: Security Features**

by External Training

1 Hours 0 Minutes

***Date of Course Completion: 3/9/2023***

**Congratulations,**

**Chris Rogers**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

Course Number: TC-0038C

on

April 30, 2023  
10 credit hours



**FLHSMV**

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



*This certificate is awarded to*

**CHRISTINE ROGERS**

*for the successful completion of*

**Driver License Preparatory Training - OLT**

by FLHSMV

12 Hours

***Date of Course Completion: 4/26/2023***



# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Skyla Sapp		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: Technical Specialist II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 01/08/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
FLHSMV - DL Training Series: Phase I	40	Attended Course
FLHSMV - DL Training Series: Phase II	40	Attended Course
<b>Total Hours</b>	140	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:      Applicant indicated 45 hours for DL Phase 1 and Phase 2 on the applicaiton. Certificates show 40 hours each.



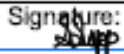


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <b>SKYLA SAPP</b>					
Business email address: <b>skyla.sapp@charlottecountyfl.gov</b>				Business phone number: <b>941-743-1350</b>	
Job title: <b>TECHNICAL SPECIALIST II</b>					
Employed by: <b>CHARLOTTE COUNTY TAX COLLECTOR</b>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <input type="checkbox"/> Certified Florida Appraiser <input type="checkbox"/> Certified Florida Evaluator <input type="checkbox"/> Certified Cadastralist of Florida <input type="checkbox"/> Certified Florida Collector <input checked="" type="checkbox"/> Certified Florida Collector Assistant					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <b>CHARLOTTE COUNTY TAX COLLECTOR</b>					
Your Title: <b>TECHNICAL SPECIALIST II</b>				Employment Dates: <b>01/08/2020</b> - current	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-00040C	TCC-501 D & R	30	TC-0022C	DRIVER'S LICENSE (DL) TRAINING SERIES:PHASE I	45
TC-0036C	TCC-503 C & D	30	TC-0023C	DL TRAINING SERIES:PHASE II	45
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:  SKYLA SAPP (Feb 28, 2023 11:03 EST)				Date: <b>Feb 28, 2023</b>	









# SKYLA SAPP DR-4001 N 10-21 Application for Certified Florida Professional

Final Audit Report

2023-02-28

Created:	2023-02-28
By:	Danielle Coffelitto (danielle.coffelitto@charlottecountyfl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1UOWtOLW6jFh4h5sACZZWUjCAW-hbi_m

## "SKYLA SAPP DR-4001 N 10-21 Application for Certified Florida Professional" History

-  Document created by Danielle Coffelitto (danielle.coffelitto@charlottecountyfl.gov)  
2023-02-28 - 3:29:25 PM GMT - IP address: 161.129.18.19
-  Document emailed to skyla.sapp@charlottecountyfl.gov for signature  
2023-02-28 - 3:29:49 PM GMT
-  Email viewed by skyla.sapp@charlottecountyfl.gov  
2023-02-28 - 4:00:45 PM GMT - IP address: 104.47.65.254
-  Signer skyla.sapp@charlottecountyfl.gov entered name at signing as SKYLA SAPP  
2023-02-28 - 4:03:16 PM GMT - IP address: 161.129.18.19
-  Document e-signed by SKYLA SAPP (skyla.sapp@charlottecountyfl.gov)  
Signature Date: 2023-02-28 - 4:03:18 PM GMT - Time Source: server - IP address: 161.129.18.19
-  Agreement completed.  
2023-02-28 - 4:03:18 PM GMT





FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

# Certificate of Completion

Presented to

*Skyla Sapp*

On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office

For the successful completion of 40 hours of

**DL Transformed Phase I Training**

On this 17<sup>th</sup> day of January 2020

*Debora Ramos*

FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
**MOTORIST SERVICES**  
VOICES COUNT TOGETHER

Debora Ramos, Instructor  
Operations Review Specialist





# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

## Certificate of Completion

*Presented to*

*Skyla Sapp*

*On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office*

*For the successful completion of 40 hours of*

***DL Transformed Phase II Training***

*On this 7<sup>th</sup> day of February 2020*

PERMITS • LICENSES • MOTOR VEHICLES • FIELD SUPPORT CENTER

**MOTORIST SERVICES**

*Debora Ramos, Director  
Operations Review Specialist*

LEARNING  
DEVELOPMENT

**Congratulations,**

**Skyla Sapp**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

June 17, 2022  
30 credit hours



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Skyla Sapp**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Jacquelyn Dawn Shipman
Previous Name(s)(if applicable):	
Documentation Included:	
County: Charlotte	Job Title: Technical Specialist II
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	02/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 12/04/19	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
FLHSMV - DL Training Series: Phase I	40	Attended Course
FLHSMV - DL Training Series: Phase II	40	Attended Course
<b>Total Hours</b>	140	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes: Applicant indicated 45 hours for DL Phase 1 and Phase 2 on the applicaiton. Certificates show 40 hours each.





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <b>JACQUELYN DAWN SHIPMAN</b>					
Business email address: <b>dawn.shipman@charlottecountyfl.gov</b>			Business phone number: <b>941-743-1350</b>		
Job title: <b>TECHNICAL SPECIALIST II</b>					
Employed by: <b>CHARLOTTE COUNTY TAX COLLECTOR</b>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div><input type="checkbox"/> Certified Florida Appraiser</div><div><input type="checkbox"/> Certified Florida Evaluator</div><div><input type="checkbox"/> Certified Cadastralist of Florida</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div><input type="checkbox"/> Certified Florida Collector</div><div><input checked="" type="checkbox"/> Certified Florida Collector Assistant</div></div>					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <b>CHARLOTTE COUNTY TAX COLLECTOR</b>					
Your Title: <b>TECHNICAL SPECIALIST II</b>			Employment Dates: <b>12/04/2019</b> - current		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-00040C	TCC-501 D & R	30	TC-0022C	DRIVER'S LICENSE (DL) TRAINING SERIES:PHASE I	45
TC-0036C	TCC-503 C & D	30	TC-0023C	DL TRAINING SERIES:PHASE II	45
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <small>Jacquelyn Dawn Shipman (Feb 28, 2023 10:51 EST)</small>				Date: <b>Feb 28, 2023</b>	







# JACQUELYN DAWN SHIPMAN DR-4001 N 10-21 Application for Certified Florida Professional

Final Audit Report

2023-02-28

Created:	2023-02-28
By:	Danielle Coffelitto (danielle.coffelitto@charlottecountyfl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5YJKYqAVs5wNB5LFRMD0LO3PreNp909Y

## "JACQUELYN DAWN SHIPMAN DR-4001 N 10-21 Application for Certified Florida Professional" History

-  Document created by Danielle Coffelitto (danielle.coffelitto@charlottecountyfl.gov)  
2023-02-28 - 3:26:05 PM GMT - IP address: 161.129.18.19
-  Document emailed to dawn.shipman@charlottecountyfl.gov for signature  
2023-02-28 - 3:26:46 PM GMT
-  Email viewed by dawn.shipman@charlottecountyfl.gov  
2023-02-28 - 3:49:37 PM GMT - IP address: 104.47.64.254
-  Signer dawn.shipman@charlottecountyfl.gov entered name at signing as Jacquelyn Dawn Shipman  
2023-02-28 - 3:50:58 PM GMT - IP address: 161.129.18.19
-  Document e-signed by Jacquelyn Dawn Shipman (dawn.shipman@charlottecountyfl.gov)  
Signature Date: 2023-02-28 - 3:51:00 PM GMT - Time Source: server - IP address: 161.129.18.19
-  Agreement completed.  
2023-02-28 - 3:51:00 PM GMT



Adobe Acrobat Sign



# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

## *Certificate of Completion*

*Presented to*

*Jacquelyn "Dawn" Shipman*

*On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office*

*For the successful completion of 40 hours of*

***DL Transformed Phase I Training***

*On this 17<sup>th</sup> day of January 2020*

*Debra Ramos*

LEARNING  
DEVELOPMENT



# FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

## Certificate of Completion

*Presented to*

*Jacquelyn "Dawn" Shipman*

*On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office*

*For the successful completion of 40 hours of*

***DL Transformed Phase II Training***

*On this 7<sup>th</sup> day of February 2020*

*D. Rosa Ramos*

LEARNING  
DEVELOPMENT

**Congratulations,**

**Dawn Shipman**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

May 20, 2022  
30 credit hours



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Dawn Shipman**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours







# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Holly Smith
Previous Name(s)(if applicable):	
Documentation Included:	
County: Volusia	Job Title: Public Affairs Administrator
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	03/01/23

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 02/15/21	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:




**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>							
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee							
<b>Applicant Information</b>							
Applicant's name (as you would like it to appear on the certificate):		HOLLY SMITH					
Business email address: hollysmith@vctaxcollector.org		Business phone number: 386-626-6658					
Job title: Public Affairs Administrator							
Employed by: Office of Will Roberts - Volusia County Tax Collector							
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:							
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator					
<input type="checkbox"/> Certified Florida Collector		<input type="checkbox"/> Certified Cadastralist of Florida					
		<input checked="" type="checkbox"/> Certified Florida Collector Assistant					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.							
Employer: Office of Will Roberts - Volusia County Tax Collector							
Your Title: Public Affairs Administrator		Employment Dates: 2/15/2021 - Present					
Employer:							
Your Title:		Employment Dates:					
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.							
No.	TC0040C	Course Title	Hours	No.	TC0041C	Course Title	Hours
TCC501		Duties, Responsibilities of FL Tax Collectors	30	TCC502		Management of FL Tax Collector's Office	30
TCC503		Collection, Distribution of Property Taxes	30	TCC504		Collection of Licenses, Taxes and Fees	30
<b>Applicant Signature</b> TC0036C				<b>Applicant Signature</b> TC0042C			
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.							
Signature: 				Date: 2/16/2023			

Congratulations,

HOLLY SMITH,

on completing

**TCC 503 - COLLECTION AND DISTRIBUTION OF PROPERTY  
TAXES AND SPECIAL ASSESSMETNS**

course on

Thursday, April 29, 2021

30.00 credit hours

*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certifies that*

*Holly Smith*

*has successfully completed*

*THE COLLECTION OF LICENSES, TAXES AND FEES*

*TCC 504, 30 Hours*

*June 7-10, 2021*

*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certificate of Completion*

*Holly Smith*

*MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE*

*TCC 502, 30 Hours*

*September 13-16, 2021*



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Holly E Smith**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours







# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Kimberly Telleria		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Lead Motorist Services Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 09/27/17	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

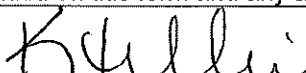


**Application for**  
**Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <b>KIMBERLY TELLERIA</b>					
Business email address: <b>KIMBERLY.TELLERIA@BREVARDTC.COM</b>			Business phone number: <b>321-264-6935</b>		
Job title: <b>LEAD MOTORIST SERVICES SPECIALISTS</b>					
Employed by: <b>BREVARD COUNTY TAX COLLECTOR</b>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>Initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <b>BREVARD COUNTY TAX COLLECTOR</b>					
Your Title: <b>LEAD MOTORIST SERVICES SPECIALISTS</b>			Employment Dates: <b>09/27/2017-current</b>		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
<b>TC 00400</b>	<b>TCC501 DUTIES AND RESP</b>	<b>30</b>	<b>TC0042C</b>	<b>TCC504 COLLECT OF LICENSES TAXE</b>	<b>30</b>
<b>TC0036C</b>	<b>TCC503 COLLECTION AND DISTRIBUT</b>	<b>30</b>	<b>TC0037C</b>	<b>TCC001 BANKRUPTCY</b>	<b>15</b>
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: <b>4/3/23</b>	




**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): KIMBERLY TELLERIA					
Business email address: KIMBERLY.TELLERIA@BREVARDTC.COM			Business phone number: 321-264-6935		
Job title: LEAD MOTORIST SERVICES SPECIALISTS					
Employed by: BREVARD COUNTY TAX COLLECTOR					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: BREVARD COUNTY TAX COLLECTOR					
Your Title: LEAD MOTORIST SERVICES SPECIALISTS			Employment Dates:		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0038C	TCC002 EFFECTIVE DECISION MAKING	10	TC0039C	TCC003 CUSTOMER SERVICE	5
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 4/3/23	

The Florida Department of Revenue (Department) provides training and certification for Florida

- county property appraisers and employees
- county tax collectors and employees

## Certification

To become certified as one of the following Florida professional designees, you must have two years of experience employed in a Florida property appraiser office, a Florida tax collector office, or with the Department and meet certain requirements:

- Certified Florida Appraiser
- Certified Florida Evaluator
- Certified Cadastralist of Florida
- Certified Florida Collector
- Certified Florida Collector Assistant

To become a Certified Florida Appraiser or Certified Florida Evaluator you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on basic appraisal principles, types of value, and economic principles pertaining to the valuation of real property
- a minimum of 30 hours of approved courses which include instruction and examination on procedures and methods regarding the income approach to estimating the value of real property
- an additional 60 hours of approved elective courses which include instruction and examination related to the professional designation

To become a Certified Cadastralist of Florida you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on mathematic principles for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on the Public Land Survey System for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on real property descriptions
- a minimum of 30 hours of approved courses which include instruction and examination on basic map compilation
- a minimum of 30 hours of approved elective courses which include instruction and examination on principles, techniques, or applications of cadastral mapping

To become a Certified Florida Collector or Florida Certified Collector Assistant you must complete:

- a minimum of 30 hours of approved courses which includes instruction and examination on the duties and responsibilities of a Florida tax collector
- a minimum of 90 hours of approved elective courses which include instruction and examination designed to impart expertise in the areas of tax administration, assessment, or collection in Florida

## Course Approval and Examinations

All courses for certification or reinstatement must be approved by the Department. Courses that are determined by the Department to meet the requirements and are approved courses for certification, recertification or reinstatement are published on the Department's Certification and Training webpage [https://floridarevenue.com/property/Pages/Cofficial\\_Training.aspx](https://floridarevenue.com/property/Pages/Cofficial_Training.aspx). You must pass all required examinations for each required course to obtain course credit.

## Annual Recertification Due January 1

To be recertified each calendar year, all Florida professional designees must certify their governmental employment and pay the \$5 recertification fee each January 1. Recertification fees become delinquent April 1.

Florida county property appraisers and tax collectors must complete a minimum of 24 hours of approved courses. In addition to the approved courses listed on the Department's Certification and Training webpage, continuing education courses, seminars, workshops, and conferences will be approved on a case-by-case basis. See Form DR-4002, *Application for Approval of a Course or Continuing Education Credit Hours*.

## Special Salary for Officials

To qualify for and receive the special qualification salary provided in Section 145.10 or 145.11, Florida Statutes, property appraisers and tax collectors must meet all certification requirements within four years after taking office.

## Reinstatement

Each certification is conditional upon governmental employment and expires automatically if you leave governmental employment or you fail to meet the annual recertification requirements. Once your professional certification has expired, you may apply for reinstatement.

Property appraisers and tax collectors must complete 24 hours of continuing education courses. All applicants must certify their governmental employment and pay the reinstatement fee.

**If you are unable to submit your completed application or pay the fee online**, mail your completed application, copies of certificates of completed courses, and a check or money order for the required fee to:

Florida Department of Revenue  
Property Tax Oversight  
Certification and Training  
PO Box 3294  
Tallahassee, FL 32315-3294

## Need Assistance?

Email: [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com)

To speak with a Department of Revenue representative, call Certification and Training at 850-717-6570.

**Congratulations,**  
**Kimberly Telleria**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

on

October 27, 2021  
30 credit hours



**Congratulations,**

**Kimberly Telleria**

on completing

**TCC 001 - BANKRUPTCY**

on

November 8, 2021  
15 credit hours





**Congratulations,**

**Kimberly Telleria**

on completing

**TCC 003 - CUSTOMER SERVICE TRAINING**

on

November 10, 2021

5 credit hours



**Congratulations,**

**Kimberly Telleria**

on completing

**TCC 002 - EFFECTIVE DECISION-MAKING  
IN THE WORKPLACE**

on

November 12, 2021  
10 credit hours



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Kimberly Telleria**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Kimberly Telleria**

has successfully completed

## **TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Monica Thomas		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: Technical Specialist II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	02/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/30/19	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
FLHSMV - DL Training Series: Phase I	40	Attended Course
FLHSMV - DL Training Series: Phase II	40	Attended Course
<b>Total Hours</b>	140	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:      Applicant indicated 45 hours for DL Phase 1 and Phase 2 on the applicaiton. Certificates show 40 hours each.

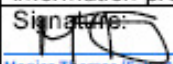


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): <b>MONICA THOMAS</b>					
Business email address: <b>monica.thomas@charlottecountyfl.gov</b>				Business phone number: <b>941-743-1350</b>	
Job title: <b>TECHNICAL SPECIALIST II</b>					
Employed by: <b>CHARLOTTE COUNTY TAX COLLECTOR</b>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; flex-wrap: wrap;"><div style="width: 50%;"><input type="checkbox"/> Certified Florida Appraiser</div><div style="width: 50%;"><input type="checkbox"/> Certified Florida Evaluator</div><div style="width: 50%;"><input type="checkbox"/> Certified Cadastralist of Florida</div><div style="width: 50%;"><input type="checkbox"/> Certified Florida Collector</div><div style="width: 50%;"><input checked="" type="checkbox"/> Certified Florida Collector Assistant</div></div>					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: <b>CHARLOTTE COUNTY TAX COLLECTOR</b>					
Your Title: <b>TECHNICAL SPECIALIST II</b>				Employment Dates: <b>10/30/2019</b> - current	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-00040C	TCC-501 D & R	30	TC-0022C	DRIVER'S LICENSE (DL) TRAINING SERIES:PHASE I	45
TC-0038C	TCC-503 C & D	30	TC-0023C	DL TRAINING SERIES:PHASE II	45
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:  <small>Monica Thomas (Feb 28, 2023 12:03 EST)</small>				Date: <b>Feb 28, 2023</b>	



# MONICA THOMAS DR-4001 N 10-21

## Application for Certified Florida Professional

Final Audit Report

2023-02-28

Created:	2023-02-28
By:	Danielle Coffelitto (danielle.coffelitto@charlottecountyfl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQ3p2lyAMldZS8iJOkCHyQUnPI4inmzld

### "MONICA THOMAS DR-4001 N 10-21 Application for Certified Florida Professional" History

-  Document created by Danielle Coffelitto (danielle.coffelitto@charlottecountyfl.gov)  
2023-02-28 - 3:27:37 PM GMT - IP address: 161.129.18.19
-  Document emailed to monica.thomas@charlottecountyfl.gov for signature  
2023-02-28 - 3:28:39 PM GMT
-  Email viewed by monica.thomas@charlottecountyfl.gov  
2023-02-28 - 5:01:12 PM GMT - IP address: 104.47.64.254
-  Signer monica.thomas@charlottecountyfl.gov entered name at signing as Monica Thomas  
2023-02-28 - 5:02:59 PM GMT - IP address: 161.129.18.19
-  Document e-signed by Monica Thomas (monica.thomas@charlottecountyfl.gov)  
Signature Date: 2023-02-28 - 5:03:01 PM GMT - Time Source: server - IP address: 161.129.18.19
-  Agreement completed.  
2023-02-28 - 5:03:01 PM GMT



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

# Certificate of Completion

Presented to

*Monica Thomas*

*On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office*

*For the successful completion of 40 hours of*

***DL Transformed Phase I Training***

*On this 25<sup>th</sup> day of October 2019*

A purple ink signature of Debora Ramos.

Debora Ramos, Instructor  
Operations Review Specialist

DRIVER LICENSES • MOTOR VEHICLES • FIELD SUPPORT CENTER  
**MOTORIST SERVICES**  
VOICES COMING TOGETHER





FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

# *Certificate of Completion*

*Presented to*

*Monica Thomas*

*On behalf of the Department of Highway Safety and Motor Vehicles,  
Division of Motorist Services, through the Learning and Development Office*

*For the successful completion of 40 hours of*

***DL Transformed Phase II Training***

*On this 7<sup>th</sup> day of February 2020*

A handwritten signature in black ink, appearing to read "Debora Ramos".

Debora Ramos, Instructor  
Operations Review Specialist

FLORIDA HIGHWAY SAFETY & MOTOR VEHICLES • FIELD SUPPORT CENTER  
**MOTORIST SERVICES**  
FORCES COMING TOGETHER

LEARNING  
DEVELOPMENT

**Congratulations,**  
**Monica Thomas**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

May 19, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Monica Thomas**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

January 17-20, 2023  
30 credit hours







# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Meagan Waller		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Citrus	Job Title: Finance Specialist II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	10/01/22		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 01/05/17	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:





**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>							
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee							
<b>Applicant Information</b>							
Applicant's name (as you would like it to appear on the certificate): Meagan Waller							
Business email address: mwaller@citrustc.us				Business phone number: 352-341-6510			
Job title: Finance Specialist II							
Employed by: Citrus County Tax Collector							
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:							
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida			
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.							
Employer: Citrus County Tax Collector							
Your Title: Finance Specialist II				Employment Dates: 6/19/2019 to present			
Employer:							
Your Title:				Employment Dates:			
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.							
No.	TC0040C	Course Title	Hours	No.	TC0036C	Course Title	Hours
TCC501	Duties & Responsibilities of FL Tax Collectors		30	TCC503	Collection & Distribution of Property Taxes & Special Assessments		30
TCC502	TC0041C Management of a FL Tax Collector's Office		30	TCC504	Collection of Licenses, Taxes and Fees		30
				TC0042C			
<b>Applicant Signature</b>							
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.							
Signature: Meagan Waller						Date: 1/24/23	

Congratulations,

MEAGAN WALLER,

on completing

**TCCO 503 - COLLECTION AND DISTRIBUTION OF PROPERTY  
TAXES AND SPECIAL ASSESSMENTS**

course on

Friday, February 14, 2020

30.00 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Meagan Waller**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours



# **The Florida Department of Revenue**

Property Tax Oversight, Certification and Training Team

Certifies that

**Meagan Waller**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Meagan Waller**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours





# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Erin Delores Wilkes		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Citrus	Job Title: Customer Service Representative III		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	10/01/22		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 01/05/17	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:



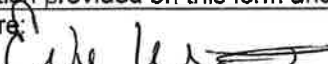


**Application for  
Florida Professional Certification  
Property Tax Oversight Certification and Training**

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>							
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee							
<b>Applicant Information</b>							
Applicant's name (as you would like it to appear on the certificate): Erin Delores Wilkes							
Business email address: ewilkes@citrustc.us			Business phone number: 352-341-6510				
Job title: Customer Service Representative III							
Employed by: Citrus County Tax Collector							
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:							
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida			
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant					
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.							
Employer: Citrus County Tax Collector							
Your Title: Customer Service Representative III			Employment Dates: 1/5/2017 to present				
Employer:							
Your Title:			Employment Dates:				
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.							
No.	TC0040C	Course Title	Hours	No.	TC0036C	Course Title	Hours
TCC501		Duties & Responsibilities of FL Tax Collectors	30	TCC503		Collection & Distribution of Property Taxes & Special Assessments	30
TCC502	TC0041C	Management of a FL Tax Collector's Office	30	TCC504		Collection of Licenses, Taxes and Fees	30
					TC0042C		
<b>Applicant Signature</b>							
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.							
Signature: 						Date: 1-27-23	



**Application for  
Florida Professional Certification  
Property Tax Oversight Certification and Training**

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Erin Delores Wilkes					
Business email address: ewilkes@citrustc.us				Business phone number: 352-341-6510	
Job title: Customer Service Representative III					
Employed by: Citrus County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Citrus County Tax Collector					
Your Title: Customer Service Representative III				Employment Dates: 1/5/2017 to present	
Employer:					
Your Title:				Employment Dates:	
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TCC501	Duties & Responsibilities of FL Tax Collectors	30	TCC503	Collection & Distribution of Property Taxes & Special Assessments	30
TCC502	Management of a FL Tax Collector's Office	30	TCC504	Collection of Licenses, Taxes and Fees	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date:	

Congratulations,

ERIN WILKES,

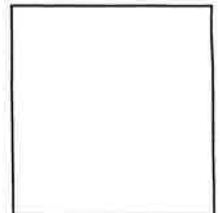
on completing

**TCCO 503 - COLLECTION AND DISTRIBUTION OF PROPERTY  
TAXES AND SPECIAL ASSESSMENTS**

course on

Tuesday, July 23, 2019

30.00 credit hours



*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certifies that*

*Erin Wilkes*

*has successfully completed*

*THE COLLECTION OF LICENSES, TAXES AND FEES*

*TCC 504, 30 Hours*

*July 6-29, 2020*

**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**erin delores wilkes**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**erin delores wilkes**

has successfully completed

**TCC 502 - MANAGEMENT OF A FLORIDA  
TAX COLLECTOR'S OFFICE**

Course Number: TC-0041C

September 12-15, 2022  
30 credit hours







# Certification Application Checklist

## Certified Florida Collector/Certified Florida Collector Assistant

Chapter 12D-19, F.A.C.

Name to Appear on Certificate:	Jacquelyn Wright		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Clay		Job Title: Finance Assistant	
Certification Requested:			
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	05/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 04/16/21	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
<b>30-hours per 12D-19.003(3)(a)</b>		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
<b>90-hours per 12D-19.003(3)(b)</b>		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
<b>Total Hours</b>	120	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	--------------------------	-----	--------------------------	----

Notes:

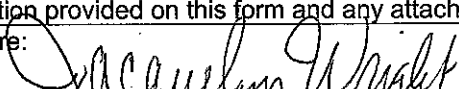


**Application for  
Florida Professional Certification**  
Property Tax Oversight Certification and Training

DR-4001  
N. 10/21  
Rule 12D-16.002, F.A.C.  
Effective 10/21  
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at  
[http://floridarevenue.com/property/Pages/Cofficial\\_Training\\_RegistrationAndPayment.aspx](http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx)

<b>Reason for Applying</b>					
<input checked="" type="checkbox"/> <b>Initial Certification</b> - \$25 fee <input type="checkbox"/> <b>Annual Recertification</b> - \$5 fee <input type="checkbox"/> <b>Reinstatement of Certification</b> - \$5 fee					
<b>Applicant Information</b>					
Applicant's name (as you would like it to appear on the certificate): Jacquelyn Wright					
Business email address: jwright@claycountytax.com			Business phone number: 904-284-3883		
Job title: Finance Assistant					
Employed by: Clay County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
<b>Experience for Certification</b> – If you are applying for your <b>initial certification</b> , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for <b>recertification</b> or for <b>reinstatement</b> , provide your current employer and employment dates.					
Employer: Clay County Tax Collector					
Your Title: Finance Assistance			Employment Dates: 04/16/21 - present		
Employer:					
Your Title:			Employment Dates:		
<b>Approved Courses</b> – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0041C	TCC 502	30	TC-0042C	TCC 504	30
TC-0036C	TCC 503	30	TC-0040C	TCC 501	30
<b>Applicant Signature</b>					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 2/15/23	



**Florida Department of Revenue**  
*Property Tax Oversight*

**Jim Zingale**  
Executive Director

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

### Payment Summary

Registration 1: TC		
Application:	Application - Certified Florida Collector or Certified Florida Collector Assistant Full Name - Jacquelyn Wright County - Clay Email - jwright@claycountytax.c om File Name - tcc503 certificate.pdf	25.00
Total:		25.00

**Total Cost: 25.00**

*The Florida Department of Revenue*  
*Property Tax Oversight, Certification and Training Team*



*Certificate of Completion*

*Jaquelyn Wright*

*MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE*

*TCC 502, 30 Hours*

*September 13-16, 2021*

**Congratulations,**  
**Jacquelyn Wright**

on completing

**TCC 503 - COLLECTION AND  
DISTRIBUTION OF PROPERTY TAXES AND  
SPECIAL ASSESSMENTS**

Course Number: TC-0036C

on

June 15, 2022  
30 credit hours



**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Jacquelyn Wright**

has successfully completed

**TCC 504 - COLLECTION OF LICENSES,  
TAXES, AND FEES**

Course Number: TC-0042C

June 21-24, 2022  
30 credit hours





**The Florida Department of Revenue**  
Property Tax Oversight, Certification and Training Team

Certifies that

**Jacquelyn Wright**

has successfully completed

**TCC 501 - DUTIES AND RESPONSIBILITIES  
OF FLORIDA TAX COLLECTORS**

Course Number: TC-0040C

February 7-10, 2022  
30 credit hours

