

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

Agenda and Meeting Materials

October 4, 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: October 4, 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. 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. 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.

**CERTIFIED FLORIDA COLLECTOR
ADMISSIONS AND CERTIFICATIONS COMMITTEE**



MEETING

**Florida Department of Revenue – Property Tax Oversight
October 4, 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
Chuck Perdue, 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 Zwayner, C.F.C.

AGENDA

Welcome: Chair (5 minutes)

Roll call: Secretary (3 minutes)

June 7, 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. In the subject line of your email, please use "October 4, 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.

**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

1 **COMMITTEE MEMBER APPEARANCES:**

2 Rene Lewis, Chair, Program Director, Property Tax
3 Oversight, Florida Department of Revenue

4 Peter Cam, C.F.C.
5 Lisa Cullen, C.F.C.
6 Dennis Hollingsworth, C.F.C.
7 Vickie Potts, C.F.C.
8 Becky Smith, C.F.C.
9 Celeste Watford, C.F.C.
10 Eric Zwayer, C.F.C

11 **ALSO PRESENT:**

12 Rachel Goldstein, Chief Legal Counsel for the Property
13 Tax Oversight Program
14 Meghan Miller, Revenue Program Administrator
15 Kelly McLean, Intra-Departmental Projects Administrator
16 Jenna Harper, Process Manager

17 **AGENDA**

18 **Welcome:** Chair (5 minutes)

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

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

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

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

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

28 **Adjourn:** Chair (2 minutes)

29

30

1 **CERTIFIED FLORIDA**
2 **ADMISSIONS AND CERTIFICATIONS COMMITTEE SCRIPT**

3 June 7, 2023, 3:00 p.m.

4 **WELCOME**

5 MS. LEWIS: Good afternoon, everyone.

6 Welcome to the Certified Florida Collector Admissions
7 and Certifications committee. My name is Rene Lewis. I
8 am the director of the Property Tax Oversight Program
9 and the chair for today's proceeding.

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

17 Ms. Rachel Goldstein, Chief Legal Counsel
18 for the Property Tax Oversight Program is on the phone.
19 Also present are staff members from the program in the
20 Department of Revenue. Will our staff please introduce
21 themselves by stating their names and titles.

22 MS. MILLER: Meghan Miller, Revenue Program
23 Administrator.

24 MS. McLEAN: Kelly McLean,
25 Intra-Departmental Projects Administrator.

 MS. HARPER: Jenna Harper, Process Manager.

1 MS. LEWIS: If you are part of the public
2 participating by telephone and want to submit a written
3 comment pertaining to the material being presented
4 today, please send an email to ptotraining@ -
5 floridarevenue.com. In the subject line of your email
6 please use June 7, Committee meeting.

7 We are monitoring that email account during
8 the meeting and will read aloud all comments we received
9 during the meeting. If you prefer to speak, please,
10 state that in your email and we will recognize you for
11 comments.

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

17 **ROLL CALL**

18 MS. LEWIS: Meghan Miller, the Secretary of
19 the Committee, will you please call the roll.

20 MS. MILLER: Rene Lewis.

21 MS. LEWIS: Here.

22 MS. MILLER: Linda Myers.

23 MS. MILLER: Peter Cam.

24 MR. CAM: Here.

25 MS. MILLER: Lisa Cullen.

1 MS. CULLEN: Here.

2 MS. MILLER: Dennis Hollingsorth.

3 MR. HOLLNGSWORTH: Here.

4 MS. MILLER: Sharon Jordan.

5 MS. MILLER: Vicki Potts.

6 MS. POTTS: Here.

7 MS. MILLER: Beck Smith.

8 MS. SMITH: Here.

9 MS. MILLER: Celeste Watford.

10 MS. WATFORD: Here.

11 MS. MILLER: And Eric Zwayer.

12 MR. ZWAYER: Here.

13 MS. LEWIS: Did we have Linda Myers join us

14 or Sharon Jordan join us during role call? Okay. I

15 thought I heard I beep.

16 According to rule 12D-19.0002(6) Florida

17 Administrative Code, five members of the Admissions and

18 Certification Committee constitute a quorum. Meghan, do

19 we have a quorum?

20 MS. MILLER: Yes.

21 **APPROVAL OF PRIOR MEETING MINUTES**

22 MS. LEWIS: Great. Our first order of

23 business today is a approval of the March 8th, 2023,

24 Certified Florida Collector Admissions and

25 Certifications Committee meeting minutes.

1 Do I have a motion to approve the March 8th,
2 2023, Committee meeting minutes? Please state your name
3 if you make a motion.

4 MS. CULLEN: This is Lisa. I'll move to
5 approve.

6 [Committee member motions.]

7 MS. LEWIS: Thank you. We have a motion by
8 Lisa Cullen. Do I have a second?

9 MS. WATFORD: Celeste Watford, second.

10 [Committee member seconds.]

11 MS. LEWIS: Thank you. We have a second by
12 Celeste Watford. All those in favor signify by indicate
13 by saying aye.

14 [Ayes]

15 MS. LEWIS: All opposed, indicate by saying
16 nay.

17 [Nays]

18 MS. LEWIS: Thank you.

19 **PRESENTATION OF APPLICANTS**

20 Our next item of business is the
21 presentation and recommendation of applicants. The
22 program posted the list of applicants along with the
23 completed applications on the Department's website and
24 sent the meeting materials linked to each of you. Each
25 application has a checklist at the front to assist you

1 in your review of the applicants.

2 This checklist has the certification
3 criteria required and Rule Chapter 12-D19, Florida
4 Administrative Code.

5 Meghan, will you please list the
6 requirements of the Certified Florida Collector and
7 Certified Florida Collector Assistant designation.

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

18 **DISCUSSION OF ANY POSSIBLE CONFLICTS OF INTEREST AND**
19 **APPLICANTS' CREDENTIALS**

20 MS. LEWIS: Thank you, Meghan. Now, I need
21 for each Committee Member to individually answer the
22 following question on the record. After I read the
23 question. Meghan will call the name of each member.
24 Please state your answer of yes or no.

25 The question is: Are you aware of any

1 facts, or situations, or reasons which you feel may
2 disqualify or otherwise make it improper for you to hear
3 and deliberate on any of the applicants scheduled to be
4 reviewed today?

5 MS. MILLER: Rene Lewis.

6 MS. LEWIS: No.

7 MS. MILLER: Linda Myers.

8 MS. MILLER: Peter Cam.

9 MR. CAM: No.

10 MS. MILLER: Lisa Cullen.

11 MS. CULLEN: No.

12 MS. MILLER: Dennis Hollingsworth.

13 MR. HOLLINGSWORTH: No.

14 MS. MILLER: Sharon Jordan.

15 MS. MILLER: Vickie Potts.

16 MS. POTTS: No.

17 MS. MILLER: Becky Smith.

18 MS. SMITH: No.

19 MS. MILLER: And Eric Zwayer.

20 MR. ZWAYER: No.

21 MS. LEWIS: Thank you. Do any committee
22 members have anything they wish to discuss about the
23 applicants' credentials?

24 **PUBLIC COMMENT PERIOD**

25 MS. LEWIS: Does the public have any

1 comments on any of the applicants? If you are attending
2 by telephone, please send us an email so we can
3 recognize you. Again, that email address is
4 ptotraining@floridarevenue.com.

5 Jenna, have we received any email comments?

6 MS. HARPER: No, we have not.

7 MS. LEWIS: Thank you.

8 **VOTE TO RECOMMEND THE APPLICANT LIST**

9 MS. LEWIS: Hearing no additional comments
10 or discussion of the credentials. The Committee will
11 now vote on consideration of the applicant list. Do I
12 have a motion for recommendation of the applicant?
13 Please say your name when making your motion.

14 MS. CULEN: This is Lisa. I'll move to
15 approve.

16 [Committee member motions to recommend all applicants]

17 MS. LEWIS: Thank you. We have a motion by
18 Lisa Cullen. Do we have a second?

19 MS. WATFORD: Celeste Watord, I second.

20 [Committee member seconds]

21 MS. LEWIS: Thank you. We have a second by
22 Celeste Watford. All those in favor indicate by saying
23 aye.

24 [Ayes]

25 MS. LEWIS: All opposed indicate by saying

1 nay.

2 [Nays]

3 MS. LEWIS: Let the record reflect that the
4 committee has recommended all applicants for
5 certification. Congratulations to the new certified
6 Florida Collectors and Certified Florida Collector
7 Assistants. The professional designees will receive
8 documentation of their certification from the
9 Department.

10 ADJOURN

11 That concludes today's agenda for the
12 Certified Florida Collector Admissions and
13 Certifications Committee meeting.

14 Again, thank you very much for your
15 leadership and service today on the committee. We are
16 adjourned. Have a great afternoon.

17 (Whereupon, the meeting was concluded at 3:08 p.m.)

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CERTIFICATE OF REPORTER

I, Samantha Adams, court reporter, certify that I was authorized to and did stenographically report the following meeting, and that the transcript is a true and complete record of my stenographic notes.

I further certify that I am not a relative, employee, attorney, or counsel of any of the parties, nor am I a relative or employee of any of the parties' attorney or counsel connected with the action, nor am I financially interested in the action.

DATED this 22nd day of JUNE, 2023

Samantha Adams

SAMANTHA ADAMS Court Reporter



OCTOBER 4, 2023
CERTIFIED FLORIDA COLLECTOR ADMISSIONS AND CERTIFICATIONS COMMITTEE
DESIGNATION APPLICANT CONSIDERATIONS

CERTIFIED FLORIDA COLLECTOR ASSISTANT

JEFF ALBENZIO
JESSICAL ALGENI
ERICA BRYAN
JENNIFER BRYANT
TAYLOR BURGIN
SARAH CARLISLE
APRIL CARROLL
AZRA DAY
ASHTON BLAKE EVANS
MELINDA FEIGEL
YESENIA FERNANDEZ

ANDREA FLOWERS
MICHAEL FORTE
ALEXANDRA FRANKENFIELD
NEEKO GAINNEY
SUSANNAH GRACE GIFFIN
KEVIN GRIFFITH
AMANDA KALE
ANDREW LOPEZ
TONI MAY
LISA MORRIS
GEMMA NIEMUTH

CARRIE PAUL
JESSICA PEARCE
NEECI PONDER
JAZMINE SANCHEZ
SCOTTY SIMMONS
CHARLOTTE STANFORD
SHANNON SUTLIFF
KIM THOMAS
VALERIA WHEELER
MELISSA WHITE



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jeffrey R. Albenzio
Previous Name(s)(if applicable):	
Documentation Included:	
County: Pinellas	Job Title: Lead Tax Technician 3
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	08/01/23

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: 08/14/14	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
CPM Levels 1-8	240	Attended Course
Total Hours	270	

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

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): Jeffrey R Albenzio					
Business email address: jalbenzio@pinellastaxcollector.gov				Business phone number: 727-464-5600	
Job title: Lead Tax Technician 3					
Employed by: Pinellas 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 checked="" type="checkbox"/> Certified Florida Collector		<input type="checkbox"/> 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: Pinellas County Tax Collector					
Your Title: Lead Tax Technician 3				Employment Dates: 8/14/2014- Present	
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-0043C	Certified Public Manager	240			
TC-0036C	Collection and Distribution of Property Taxes Special Assessments	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: 07/26/2023	

The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Jeff Albenzio

THE DESIGNATION OF

Certified Supervisory Manager

January 2022



Handwritten signature of Governor Ron DeSantis in black ink.

GOVERNOR

Handwritten signature of the Director in black ink.

DIRECTOR

Handwritten signature of President Richard McCallough in black ink.

PRESIDENT

Handwritten signature of the Vice-President in black ink.

VICE-PRESIDENT



The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Jeffrey Ryan Albenzio

THE DESIGNATION OF

Certified Public Manager

WITH ALL THE RIGHTS, PRIVILEGES, AND HONORS THEREUNTO GRANTED BY
THE STATE OF FLORIDA AND
THE NATIONAL CERTIFIED PUBLIC MANAGER® CONSORTIUM

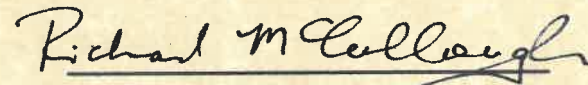
August 2022



GOVERNOR



DIRECTOR



PRESIDENT



VICE PRESIDENT



Congratulations,

Jeff Albenzio

on completing

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

Course Number: TC-0036C

on

July 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:	Jessica Algeni		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Manatee	Job Title: Subject Matter Expert		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/23		

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: 01/31/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(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	
Total Hours	120	

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

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): Jessica Algeni

Business email address: jessicaa@taxcollector.com

Business phone number: 941.741.4800

Job title: Subject Matter Expert

Employed by: MANATEE 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: MANATEE COUNTY TAX COLLECTOR

Your Title: Subject Matter Expert

Employment Dates: 01/31/2020 - 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	TCC 501 Duties & Responsibilities of Florida Tax Collectors	30	TC-0041C	TCC 502 Management of a Florida Tax Collector's Office	30
TC-0036C	TCC 503 Collection & Distributions of Property Taxes & Special Assessments	30	TC-0042C	TCC 504 Collection of Licenses, Taxes, & Fees	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: *J Algeni*

Date: 06/30/2023

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 Cadastral 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 Cadastral 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. 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

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

Certifies that

Jessica Algeni

has successfully completed

TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

Course Number: TC-0040C

February 7-10, 2022
30 credit hours



Congratulations,

Jessica Algeni

on completing

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

Course Number: TC-0036C

on

September 7, 2022
30 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Jessica Algeni

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

Jessica Algeni

has successfully completed

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

Course Number: TC-0042C

June 16-21, 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:	Erica Bryan		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Walton	Job Title: Customer Service Representative		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	09/01/23		

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: 04/23/18	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(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
Total Hours	120	

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

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): Erica Bryan					
Business email address: Erica@waltontaxcollector.com				Business phone number: (850)892-8121	
Job title: Customer Service Representative					
Employed by: Walton County Tax Collector's Office					
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			
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: Walton County Tax Collector					
Your Title: Customer Service Representative				Employment Dates: 04-23-2018 to current date	
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
TCC 501	Duties and Responsibilities Of Florida Tax Collectors	30	TCC503	Collection and Distribution of Property Taxes and Special Assessments	30
TCC 502	Management of Florida Tax Collector's Office	30	TCC504	Collection of Licenses, Taxes, and Fees	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: 08-22-2023	

INSTRUCTIONS

DR-4001
Page 2 of 2

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. 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

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

Certifies that

Erica Bryan

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

Erica Bryan

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

Erica Bryan

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



Congratulations,

Erica Bryan

on completing

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

Course Number: TC-0036C

on

August 18, 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 B. Bryant
Previous Name(s)(if applicable):	
Documentation Included:	
County: Pinellas	Job Title: Deputy Innovation and Technology
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: 07/27/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
CPM Levels 1-4 (Certified Supervisory Manager)	120	Attended Course
CPM Levels 5-8	120	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
Total Hours	300	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: The applicant completed the Certified Supervisory Manager program (four levels of the Certified Public Manager) in May of 2022. Once the applicant completed the TCC 503 course in May of 2023, the applicant had completed the experience and education requirements to qualify for the Certified Florida Collector Assistant certification (12D-19.003(1) and (2), Florida Administrative Code)



**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

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): Jennifer B Bryant					
Business email address: jrbryant@pinellastaxcollector.gov			Business phone number: 727-464-3040		
Job title: Deputy, Innovation and Technology					
Employed by: Pinellas 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			
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: Pinellas County Tax Collector					
Your Title: Deputy, Innovation and Technology			Employment Dates: 7/27/2020-Present		
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-0042C	DOR 503	30	TC-0043C	CPM Levels 1-8	240
TC-0036C	DOR 504	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: <u>Jennifer B Bryant</u> <small>Jennifer B Bryant (Sep 1, 2023 16:42 EDT)</small>				Date: 09/01/2023	







dr4001-JBB-CFCA

Final Audit Report

2023-09-01

Created:	2023-09-01
By:	Heather Leon (hleon@taxcollect.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJ6kMzRO0MB1A5Sj78yLSlnKRKtkDDoyz

"dr4001-JBB-CFCA" History

-  Document created by Heather Leon (hleon@taxcollect.com)
2023-09-01 - 8:27:43 PM GMT- IP address: 136.174.187.5
-  Document emailed to jbryant@pinellastaxcollector.gov for signature
2023-09-01 - 8:28:39 PM GMT
-  Email viewed by jbryant@pinellastaxcollector.gov
2023-09-01 - 8:32:50 PM GMT- IP address: 104.47.64.254
-  Signer jbryant@pinellastaxcollector.gov entered name at signing as Jennifer B Bryant
2023-09-01 - 8:42:39 PM GMT- IP address: 97.96.30.80
-  Document e-signed by Jennifer B Bryant (jbryant@pinellastaxcollector.gov)
Signature Date: 2023-09-01 - 8:42:41 PM GMT - Time Source: server- IP address: 97.96.30.80
-  Agreement completed.
2023-09-01 - 8:42:41 PM GMT

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team



Certifies that

Jennifer Bryant

has successfully completed

THE COLLECTION OF LICENSES, TAXES AND FEES

TCC 504, 30 Hours

June 7-10, 2021

The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

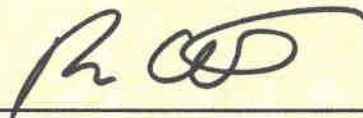
HEREBY CONFER UPON

Jennifer B. Bryant

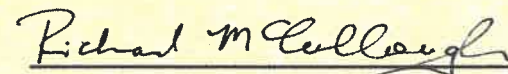
THE DESIGNATION OF

Certified Supervisory Manager

May 2022



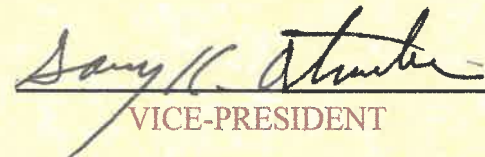
GOVERNOR



PRESIDENT



DIRECTOR



VICE-PRESIDENT



Congratulations,
Jennifer Bryant

on completing

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

Course Number: TC-0036C

on

May 14, 2023
30 credit hours



The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Jennifer Bryant

THE DESIGNATION OF

Certified Public Manager

WITH ALL THE RIGHTS, PRIVILEGES, AND HONORS THEREUNTO GRANTED BY
THE STATE OF FLORIDA AND
THE NATIONAL CERTIFIED PUBLIC MANAGER® CONSORTIUM

August 2023



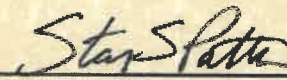
GOVERNOR



DIRECTOR



PRESIDENT



VICE PRESIDENT





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Taylor Burgin		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Alachua	Job Title: Customer Service Agent		
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: 08/17/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
Driver License Preparatory Training (Instructor Led)	64	Attended Course
Total Hours	124	

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

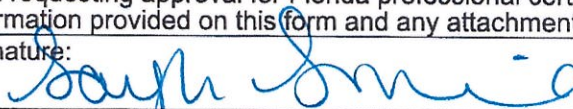


Application for
Florida Professional Certification
Property Tax Oversight Certification and Training

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

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): TAYLOR BURGIN					
Business email address: TBURGIN@ALACHUACOLLECTOR.COM				Business phone number: 352-374-5282	
Job title: CUSTOMER SERVICE AGENT					
Employed by: ALACHUA 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			
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: ALACHUA COUNTY TAX COLLECTOR					
Your Title: CUSTOMER SERVICE AGENT				Employment Dates: 08/17/2020-PRESENT	
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-0042C	TCC 504-COLLECTION OF LICENSES, TAXES, AND FEES	30	TC-0024C	DRIVERS LICENSE PREPARATORY TRAINING	64
TC-0040C	TCC 501- DUTIES AND RESPONSIBILITIES OF 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: 06/22/2023	



This certificate is awarded to

TAYLOR BURGIN

for the successful completion of

Driver License Preparatory Training - Virtual Instructor-Led Training

by FLHSMV

64 Hours 00 Minutes

Date of Course Completion: 6/11/2021

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

Certifies that

Taylor Burgin

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

Taylor Burgin

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:	Sarah Carlisle		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake	Job Title: Branch Manager		
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: 05/24/21	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
Driver License Preparatory Training (Online)	12	Attended Course
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
Total Hours	132	

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

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): Sarah Carlisle					
Business email address: sarah.carlisle@laketax.com			Business phone number: 352-343-9602		
Job title: Branch Manager					
Employed by: The 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; 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>					
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: The Office of the Lake County Tax Collector					
Your Title: Branch Manager			Employment Dates: 5/24/2021 - present		
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-0041C	TCC 502 - Management of a Florida Tax Collector's Office	30	TC-0042C	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
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: <u>Sarah Carlisle</u> <small>Sarah Carlisle (May 18, 2023 14:03 EDT)</small>				Date: May 24, 2023	

TC-0038C	TCC 002 - Effective Decision-Making in the Workplace	10 hours
TC-0039C	TCC 003 - Customer Service Training	5 hours
TC-0025C	Driver License Preparatory Training - OLT	12 hours

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. 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

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



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

Sarah Carlisle

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 9/14/2021

Congratulations,

Sarah Carlisle

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

April 14, 2022
15 credit hours



Congratulations,

Sarah Carlisle

on completing

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

Course Number: TC-0038C

on

April 17, 2022
10 credit hours



Congratulations,

Sarah Carlisle

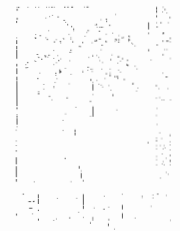
on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 4, 2022
5 credit hours



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

Certifies that

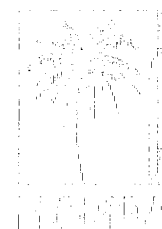
Sarah Carlisle

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

Sarah Carlisle

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,

Sarah Carlisle

on completing

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

Course Number: TC-0036C

on

May 11, 2023
30 credit hours




CFCA Application


Final Audit Report


2023-05-18


Created:	2023-05-18
By:	Heather Culbreath (heather.culbreath@laketax.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvB3PIFwJvUbSaqW_Vu3bret5LXR_xaM5


"CFCA Application" History


 Document created by Heather Culbreath (heather.culbreath@laketax.com)
2023-05-18 - 5:00:28 PM GMT

 Document emailed to sarah.carlisle@laketax.com for signature
2023-05-18 - 5:00:57 PM GMT

 Email viewed by sarah.carlisle@laketax.com
2023-05-18 - 6:02:17 PM GMT

 Signer sarah.carlisle@laketax.com entered name at signing as Sarah Carlisle
2023-05-18 - 6:03:20 PM GMT

 Document e-signed by Sarah Carlisle (sarah.carlisle@laketax.com)
Signature Date: 2023-05-18 - 6:03:22 PM GMT - Time Source: server

 Agreement completed.
2023-05-18 - 6:03:22 PM GMT



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	April L. Carroll		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Escambia	Job Title: Senior Manager		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/23		

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: 06/22/97	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(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
Total Hours	120	

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

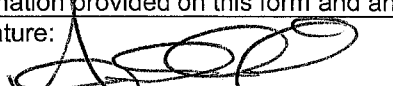


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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): April L. Carroll					
Business email address: acarroll@escambiatatxcollector.com			Business phone number: (850) 438-6500		
Job title: Senior 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			
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: Escambia County Tax Collector					
Your Title: Senior Manager			Employment Dates: 6/28/21 - Present		
Employer: Polk County Tax Collector					
Your Title: Supervisor			Employment Dates: 6/22/97 - 6/22/21		
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-0041C	Management of a FL Tax Collector's Office	30	TC-0036C	Collection & Distribution of Property Taxes & Special Assessments	30
TC-0040C	Duties & Responsibilities of FL Tax Collectors	30	TC-0042C	Collection of Licenses, Taxes, and Fees	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: 11/5/23	

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

Certifies that

April L Carroll

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

April L Carroll

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



Congratulations,

April L Carroll

on completing

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

Course Number: TC-0036C

on

May 8, 2023
30 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

April L Carroll

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023

30 credit hours





Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: The applicant completed the Certified Supervisory Manager program (four levels of the Certified Public Manager) in June of 2022. The applicant completed an additional 30 hours of approved course work in May of 2023. At that point, the applicant completed the experience and education requirements to qualify for the Certified Florida Collector Assistant certification (12D-19.003(1) and (2), Florida Administrative Code)




**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

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): Azra Day					
Business email address: aday@pinellastaxcollector.gov			Business phone number: 727-464-5602		
Job title: Tax Collector Supervisor					
Employed by: Pinellas 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	
Certified Florida Collector		<input checked="" type="checkbox"/> 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: Pinellas County Tax Collector					
Your Title: Tax Collector Supervisor			Employment Dates: 08/10/2015-present		
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-0043C	Certified Public Manager	240			
TC-0036C	Collection and Distribution of Property Taxes; Special Assessments	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: 08/15/2023	

Congratulations,

Azra Day

on completing

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

Course Number: TC-0036C

on

May 13, 2023
30 credit hours



The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

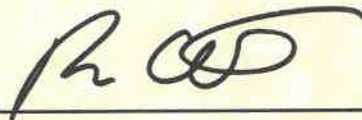
HEREBY CONFER UPON

Azra Day

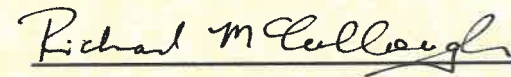
THE DESIGNATION OF

Certified Supervisory Manager

June 2022



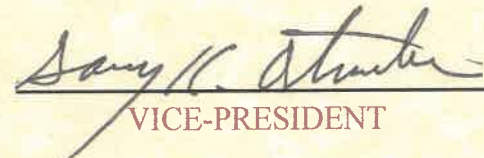
GOVERNOR



PRESIDENT



DIRECTOR



VICE-PRESIDENT



The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Azra Day

THE DESIGNATION OF


Certified Public Manager

WITH ALL THE RIGHTS, PRIVILEGES, AND HONORS THEREUNTO GRANTED BY
THE STATE OF FLORIDA AND
THE NATIONAL CERTIFIED PUBLIC MANAGER® CONSORTIUM

August 2023



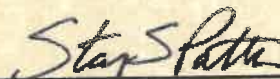
GOVERNOR



DIRECTOR



PRESIDENT



VICE PRESIDENT





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Ashton Blake Evans		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Walton	Job Title: Customer Service Representative		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	09/01/23		

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: 02/26/18	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(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
Total Hours	120	

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

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): Ashton Blake Evans					
Business email address: Ashton@waltontaxcollector.com			Business phone number: (850)892-8121		
Job title: Customer Service Representative					
Employed by: Walton County Tax Collector's Office					
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			
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: Walton County Tax Collector					
Your Title: Customer Service Representative			Employment Dates: 02-26-2018 to current date		
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 of Florida Tax Collectors	30	TC-0038C	Collection and Distribution of Property Taxes and Special Assessments	30
TC-0041C	Management of Florida Tax Collector's Office	30	TC-0042C	Collection of Licenses, Taxes, and Fees	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: 09/01/2023		

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Ashton Blake Evans

has successfully completed

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

Course Number: TC-0041C

September 12-15, 2022
30 credit hours



TCM

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

Certifies that

Ashton Blake Evans

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



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

Certifies that

Ashton Blake Evans

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



Congratulations,

Ashton Blake Evans

on completing

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

Course Number: TC-0036C

on

August 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:	Melinda Feigel
Previous Name(s)(if applicable):	
Documentation Included:	
County: Pinellas	Job Title: Tax Technician 3
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: 07/01/12	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
CPM Levels 1-8 (Certified Public Manager)	240	Attended Course
Total Hours	270	

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

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): Melinda Feigel					
Business email address: mfeigel@pinellastaxcollector.com				Business phone number: 727-464-8723	
Job title: Tax Technician 3					
Employed by: Pinellas 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			
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: Pinellas County Tax Collector					
Your Title: Tax Technician 3				Employment Dates: July 2012 to Present	
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-0043C	CPM Levels 1-8	240			
TC-0036C	Collection and Distribution of Property Taxes /Special Assessment	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: 05/31/2023	

The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

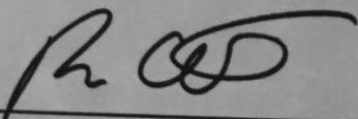
HEREBY CONFER UPON

Melinda Feigel

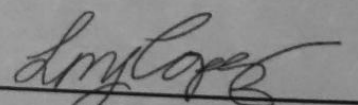
THE DESIGNATION OF

Certified Supervisory Manager

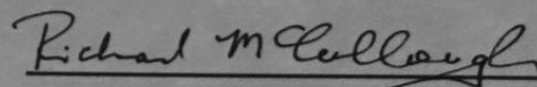
January 2022



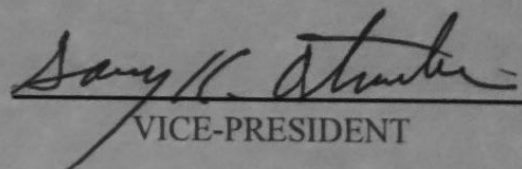
GOVERNOR



DIRECTOR



PRESIDENT



VICE-PRESIDENT



The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

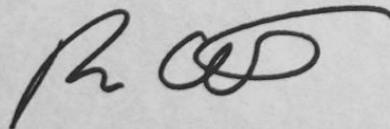
Melinda Feigel

THE DESIGNATION OF

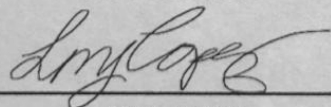
Certified Public Manager

WITH ALL THE RIGHTS, PRIVILEGES, AND HONORS THEREUNTO GRANTED BY
THE STATE OF FLORIDA AND
THE NATIONAL CERTIFIED PUBLIC MANAGER® CONSORTIUM

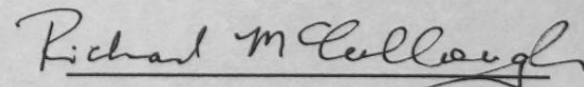
August 2022



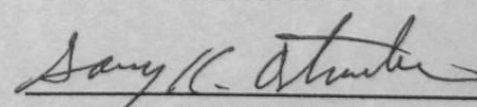
GOVERNOR



DIRECTOR



PRESIDENT



VICE PRESIDENT



Congratulations,

Melinda Feigel

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:	Yesenia Fernandez		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: Technical Specialist Part Time		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>		
Certification Date:	09/01/23		

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: 08/02/23	To: Present
From: 4/17/17	To: 6/1/22

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(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
Total Hours	140	

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

Reason for Applying					
<input type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input checked="" type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): YESENIA FERNANDEZ					
Business email address: jessy.fernandez@charlottecountyfl.gov			Business phone number: 941-743-1350		
Job title: TECHNICAL SPECIALIST PART TIME					
Employed by: CHARLOTTE 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; 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>					
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: CHARLOTTE COUNTY TAX COLLECTOR			***ORIGINAL APPLICATION ATTACHED		
Your Title: TECHNICAL SPECIALIST II			Employment Dates: 04/17/2017-06/2022		
Employer: CHARLOTTE COUNTY TAX COLLECTOR					
Your Title: TECHNICAL SPECIALIST PART TIME			Employment Dates: 08/02/2023		
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	No.	Course Title	Hours
TC-00040C	TCC-501 D&R	30	TC-0022C	DL PHASE I	40
TC-0036C	TCC-503 C&D	30	TC-0023C	DL PHASE II	40
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: <u>Yesenia Fernandez</u> <small>Yesenia Fernandez (Aug 22, 2023 10:57 EDT)</small>				Date: Aug 22, 2023	



**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

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): YESENIA FERNANDEZ					
Business email address: jessy.fernandez@charlottecountyfl.gov			Business phone number: 941-743-1350		
Job title: TECHNICAL SPECIALIST II					
Employed by: CHARLOTTE 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			
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: CHARLOTTE COUNTY TAX COLLECTOR					
Your Title: TECHNICAL SPECIALIST II			Employment Dates: 04/17/2017 - present		
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-00246C	TCC-601 D&R	30	TC-0022C	DL PHASE I	40
TC-0038C	TCC-503 C&D	30	TC-0023C	DL PHASE II	40
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: 3-11-2022		



CERTIFIED FLORIDA COLLECTOR ASSISTANT

The Florida Department of Revenue

Hereby Certifies That

Dessenia Fernandez

Has Successfully Completed the Requirements for the Designation

On This 1st Day of March, 2022

Jim Zingale
Executive Director
Florida Department of Revenue



Rene Lewis
Director, Property Tax Oversight
Florida Department of Revenue

FLORIDA

HIGHWAY SAFETY AND MOTOR VEHICLES

Certificate of Completion

Presented to

Yesenia Fernandez

*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 4th day of August 2017

Debra Ramos

Debra Ramos, Instructor
Research & Training Specialist

DRIVER LICENSE • MOTOR VEHICLES • FUEL SUPPORT CENTER

MOTORIST SERVICES

NOTES: SIGNATURE REQUIRED



FLORIDA

HIGHWAY SAFETY AND MOTOR VEHICLES

Certificate of Completion

Presented to

Yesenia Fernandez

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 6th day of October 2017

Debra Ramo

LEARNING
DEVELOPMENT

FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES

Congratulations,

Yesenia Fernandez

on completing

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

on

November 19, 2021
30 credit hours



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

Certifies that

Yesenia Fernandez

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:	Andrea Flowers		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: Customer Service Rep II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	09/01/23		

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: 08/26/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
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 (Instructor Led)	64	Attended Course
Total Hours	124	

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

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): Andrea Flowers					
Business email address: tax353@tclslc.com			Business phone number: 772-462-1650		
Job title: Customer Service Rep II					
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			
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: St. Lucie County Tax Collector					
Your Title: Customer Service Rep II			Employment Dates: August 26, 2020 - Present		
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-0024C	Driver License Preparatory Training	64	TC-0037C	TCC 001 - Bankruptcy	15
TC-0036C	TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	TC-0038C	TCC 002 - 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: Andrea Flowers				Date: 8/25/23	



**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

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): Andrea Flowers					
Business email address: tax353@tcscl.com			Business phone number: 772-462-1650		
Job title: Customer Service Rep II					
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			
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: St. Lucie County Tax Collector					
Your Title: Customer Service Rep II			Employment Dates: August 26, 2020 - Present		
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-0039C	TCC 003 - Customer Service Training	5			
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: Andrea Flowers				Date: 8/25/23	

This certificate is awarded to

ANDREA FLOWERS

for the successful completion of

Driver License Preparatory Training - Virtual Instructor-Led Training

by FLHSMV

64 Hours 00 Minutes

Date of Course Completion: 4/19/2021

Congratulations,
Andrea Flowers

on completing

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

Course Number: TC-0036C

on

June 15, 2023
30 credit hours



Congratulations,

Andrea Flowers

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

July 24, 2023
15 credit hours



Congratulations,

Andrea Flowers

on completing

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

Course Number: TC-0038C

on

August 1, 2023
10 credit hours



Congratulations,

Andrea Flowers

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

August 10, 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:	Michael Forte		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Manatee		Job Title: Associate III	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	07/01/23		

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: 12/31/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
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
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
Total Hours	120	

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

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): Michael Forte					
Business email address: michaelmf@taxcollector.com			Business phone number: 941.741.4800		
Job title: Associate III					
Employed by: MANATEE 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>					
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: MANATEE COUNTY TAX COLLECTOR					
Your Title: Associate III			Employment Dates: 12/31/2020 - Present		
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	TCC 501 Duties & Responsibilities of Florida Tax Collectors	30	TC-0041C	TCC 502 Management of a Florida Tax Collector's Office	30
TC-0036C	TCC 503 Collection & Distributions of Property Taxes & Special Assessments	30	TC-0042C	TCC 504 Collection of Licenses, Taxes, & Fees	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: Forte.Michael		Digitally signed by Forte.Michael Date: 2023.06.29 10:49:34 -04'00'		Date: 06/29/2023	

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Michael Forte

has successfully completed

TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

Course Number: TC-0040C

February 7-10, 2022
30 credit hours



Congratulations,

Michael Forte

on completing

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

Course Number: TC-0036C

on

August 30, 2022
30 credit hours



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

Certifies that

Michael Forte

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

Michael Forte

has successfully completed

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

Course Number: TC-0042C

June 16-21, 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:	Alexandra Frankenfield
Previous Name(s)(if applicable):	
Documentation Included:	
County: Lake	Job Title: Branch Coordinator
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	07/01/23

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: 02/24/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
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
Total Hours	120	

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

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): Alexandra Frankenfield				Alexa--	
Business email address: alexandra.frankenfield@laketax.com			Business phone number: 352-343-9602		
Job title: Branch Coordinator					
Employed by: The 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					
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: The Office of the Lake County Tax Collector					
Your Title: Branch Coordinator			Employment Dates: 02/24/2020 - present		
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-0037C	TCC 001 - Bankruptcy	15	TC-0039C	TCC 003 - Customer Service Training	5
TC-0038C	TCC 002 - Effective Decision Making	10	TC-0040C	TCC 501 - Duties & Responsibilities of FL 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: <u>A. Frankenfield</u> <small>A. Frankenfield (Jun 23, 2023 09:13 EDT)</small>				Date: Jun 23, 2023	

Additional Approved Courses -

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

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

Certifies that

Alexandra Mae Frankenfield

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

Alexandra Mae Frankenfield

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

Alexandra Mae Frankenfield

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



Congratulations,

Alexandra Mae Frankenfield

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

June 1, 2023
5 credit hours



Congratulations,

Alexandra Mae Frankenfield

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

June 19, 2023
15 credit hours



Congratulations,

Alexandra Mae Frankenfield

on completing

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

Course Number: TC-0038C

on

June 20, 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:	Neeko Gainey		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Alachua	Job Title: Client Services Associate Level 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: 03/03/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
Driver License Preparatory Training (Instructor Led)	64	Attended Course
Total Hours	124	

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

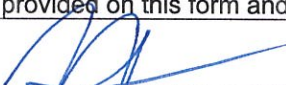


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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): NEEKO GAINNEY					
Business email address: NGAINEY@ALACHUACOLLECTOR.COM			Business phone number: 352-374-5236		
Job title: CLIENT SERVICES ASSOCIATE LEVEL II					
Employed by: ALACHUA 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			
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: ALACHUA COUNTY TAX COLLECTOR					
Your Title: CLIENT SERVICES ASSOCIATE LEVEL II			Employment Dates: 03/03/2020		
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
TC0042	Collection of Licenses, taxes	30	TC-0024	Driver license Training	64
TC0040	Duties + Responsibilities	30	(TC-0024C)		
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: 07/14/2023	

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Neeko Gainey

has successfully completed

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

Course Number: TC-0042C

June 21-24, 2022
30 credit hours



FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

NEEKO GAINES

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: 10/13/2022

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

Certifies that

Neeko Gainey

has attended

**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:	Susannah Giffin		
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:	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: 02/26/18	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
Driver License Preparatory Training (Instructor Led)	64	Attended Course
Total Hours	124	

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

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): Susannah Giffin

Business email address: giffins@hillstax.org

Business phone number: 813.612.6710

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:

☐ 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: Hillsborough County Tax Collector

Your Title: Supervisor

Employment Dates: 02/26/2018 to Present

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
TC00410	TCC502 Management of a Tax Collector	30	TC00420	TCC504 Collection of Licenses, Taxes, ar	30
TC00240	Driver's License Preparatory Training	64			

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:

06/28/2023

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

Certifies that

Susannah Grace Giffin

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

Susannah Grace Giffin

has successfully completed

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

Course Number: TC-0041C

September 12-15, 2022
30 credit hours



FLHSMV

[Home](#) [Learning](#) [Reports](#) [Admin](#) [Transcript](#)

iLearn

Completed Training: SUSANNAH GIFFIN

[Print](#)

Title	Type	Completion Date	Score	Status
AAMVA FDR 2020 (General Members)	Curriculum	5/4/2023		Completed
AAMVA CDL 2021	Curriculum	4/17/2023		Completed
Commercial Driver License Part III: Medical and Waivers	Online Class	4/14/2023	0	Completed
Commercial Driver License Part II: Issuance	Online Class	4/14/2023	100	Completed
DL Issuance Hands-on Practice: FR1 and FR7 Clearance Transaction	Online Class	3/30/2023	93	Completed
RS-45 Material Updates	Material	3/6/2023		Completed
Information and Cyber Security Awareness for External Entities - 2022	Online Class	6/19/2022	0	Completed
TL-09 PowerPoint	Material	3/28/2022		Completed
RS-50 PowerPoint	Material	12/20/2021		Completed
Driver License Preparatory Train-the-Trainer for Tax Collector Trainers	Curriculum	12/17/2021	64 hrs	Completed
Information and Cyber Security Awareness for External Entities - 2021	Online Class	10/12/2021	100	Completed
ORION Training for TC Supervisors	Curriculum	7/14/2021		Completed
Phase I MyDMV Portal: An Introduction Video_u	Online Class	7/6/2021	0	Completed
AAMVA FDR 2020: Introduction to Fraud	Online Class	7/2/2021	90	Completed
AAMVA FDR 2020: Canadian Travel, Citizenship, and Immigration Docs	Online Class	7/2/2021	80	Completed
AAMVA FDR 2020: US Immigration Documents	Online Class	7/2/2021	90	Completed
Legal Presence: Immigrant	Online Class	7/2/2021	90	Completed
AAMVA FDR 2020: Counterfeits and Alterations	Online Class	7/2/2021	90 6 hrs	Completed
AAMVA FDR 2020: Internal Fraud for Managers	Online Class	7/1/2021		Completed
ORION Training for TC Agents	Curriculum	9/15/2020		Completed
Information and Cyber Security Awareness for External Entities - 2020	Online Class	2/5/2020	0	Completed
Information and Cyber Security Awareness for External Entities - 2019	Online Class	9/26/2018	0	Completed
DL Transformed: Fraudulent Document Recognition (FDR) (Starts 9/6/2018)	Session	9/6/2018	0 8hrs	Completed
AAMVA CDL 2015: Module 5 - CKE Course Completion	Online Class	3/30/2018		Completed
AAMVA CDL 2015: Module 4 - CKE End-of-Course Exam	Online Class	3/30/2018	80	Completed
AAMVA CDL 2015: Module 3 - CDL Knowledge Tests	Online Class	3/30/2018	100	Completed
AAMVA CDL 2015: Module 2 - Overview of the CDL Tests	Online Class	3/30/2018	100	Completed
AAMVA CDL 2015: Module 1 - Introduction to CDL Licensing	Online Class	3/30/2018	100	Completed
AAMVA CDL 2015: Orientation	Online Class	3/30/2018		Completed

← TC0024C



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Kevin Griffith		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: Processing & Imaging Specialist I		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>		
Certification Date:	09/01/23		

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: 06/28/23	To: Present
From: 5/17/06	To: 1/1/16

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
PTO-002 - Bankruptcy	15	Attended Course
PTO-003- Effective Decision Making	15	Attended Course
FLHSMV - DL Transformed: Fraudulent Document Recognition	8	Attended Course
PTO-001B - Basic Tax Certificates & Tax Deeds	15	Attended Course
DL Issuance: Tax Collector Limited Services	79	Attended Course
Total Hours	192	

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

Reason for Applying					
<input type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input checked="" type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): KEVIN GRIFFITH					
Business email address: kevin.griffith@charlottecountyfl.gov				Business phone number: 941-743-1350	
Job title: PROCESSING & IMAGING SPECIALIST I					
Employed by: CHARLOTTE 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			
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: CHARLOTTE COUNTY TAX COLLECTOR ***ORIGINAL APPLICATION ATTACHED					
Your Title: SECURITY OFFICER/TECHINICAL SPECIALIST I				Employment Dates: 05/17/2006-2016	
Employer: CHARLOTTE COUNTY TAX COLLECTOR					
Your Title: PROCESSING & IMAGING SPECIALIST I				Employment Dates: Rehired 06/28/2023	
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	No.	Course Title	Hours
TC-0040C	TCC-501 D&R	30	TC-0042C	TCC-504 Coll OF L, T & F	30
TC-0036C	TCC-503 C&D	30	TC-0022C STCC-0023C	DL TRAINING I & II	79
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: <u>Kevin N Griffith</u> <small>Kevin N Griffith (Aug 22, 2023 10:34 EDT)</small>				Date: Aug 22, 2023	

**Application for Certified Florida Collector
or Certified Florida Collector Assistant****Property Tax Oversight Program
Florida Department of Revenue**Applications must have the signature of the Program Director,
Tax Collector (or designee) below.

Signature
Chief Deputy Tax Collector

Title

James McAdams
Chairman
Admissions CommitteeProperty Tax Oversight
Training Section
Post Office Box 3294
Tallahassee FL 32315-3294**\$25 fee must be enclosed for application to be processed**
(Make checks payable to Florida Department of Revenue)**PRINT YOUR FULL NAME AS YOU WOULD LIKE IT TO APPEAR ON THE CERTIFICATE**Name Griffith Kevin _____
(Last) (First) (Middle)E-mail Address Kevin.Griffith@charlottetf.comBusiness Phone Number 941-833-3083Employed By Vickie Potts Tax CollectorJob Title Security Officer/ Technical Specialist IName of High School Port Charlotte High School Graduated? ☒ Yes ☐ NoName of College _____ Graduated? ☐ Yes ☐ No

Professional Organizations (in the collection field) _____

List below all tax collection courses and **enclose a copy of the certificate of completion** Duties & Responsibilities of a Tax CollectorCollection of Licenses, Taxes and Fees, Effective Decision Making, Basic Tax Certificates & Tax DeedsBankruptcy, DL Issuance: Tax Collector Limited Services, Fraudulent Document Recognition

Professional Designations _____

Please list below your experience with *The Florida Department of Revenue and/or Florida County Tax Collector Office*Name of Employer Vickie Potts, Charlotte County Tax CollectorYour Title Security Officer/Technical Specialist I From 5-17-2006 To Present

Name of Employer _____

Your Title _____ From _____ To _____

I hereby certify the statements and documents contained herein are correct, and if qualified for the Certified Florida Collector/ Certified Florida Collector Assistant designation. I agree to subscribe to, and practice, the Certified Florida Collector/Certified Florida Collector Assistant code of ethics. I understand that the professional designation for which this application is made may not be used upon leaving employment with a Florida county property appraiser's office, tax collector's office, or the Florida Department of Revenue.

Signed: Date: June 5, 2012



Executive Director
Lisa Vickers



**The State of Florida
Department of Revenue**

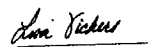
certifies that

Kevin Griffith

is a

Certified Florida Collector Assistant

with certification requirements met
through December 31, 2012.


Lisa Vickers
Executive Director


James McAdams, Chairman
Admissions & Certifications Committee

June 20, 2012

Kevin Griffith
Office of the Charlotte County Tax Collector
18500 Murdock Circle
Port Charlotte, Florida 33948

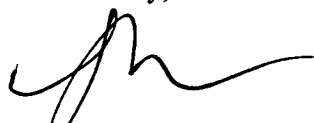
Dear Kevin:

Congratulations! The Certified Florida Collector Admissions Committee met via e-mail on June 20, 2012 and reviewed your application. The Committee is pleased to inform you that upon examination of your qualifications you are to be awarded the Certified Florida Collector Assistant designation. You are now responsible for maintaining this designation. Certified Florida Collector Assistants are required to submit a recertification dues payment of \$5.00 every year. Failure to complete this requirement will result in certification revocation.

I have enclosed your Certified Florida Collector Assistant designation certificate and membership card. Your designation pin is forthcoming. Your certification date is May 1, 2012.

Your participation in the Certified Florida Collector Assistant professional designation program is appreciated. If you have any questions, please contact me at 727/538-7312.

Sincerely,



Meghan Miller, Secretary
Certified Florida Collector
Admissions Committee

/mdm



*The Department of Revenue
of the State of Florida*

certifies that

Kevin Griffith

has successfully completed

"Duties & Responsibilities of a Tax Collector"

Course TCC 501, 30 Contact Hours

Friday, March 2, 2012

Lisa Vickers

*Lisa Vickers
Executive Director*

A stylized, handwritten signature of James McAdams, consisting of a large, sweeping loop followed by a few short strokes.

*James McAdams
Chairman
Admissions and Certifications Committee
for Certified Florida Collectors
and Certified Florida Collectors Assistants*



*The Department of Revenue
of the State of Florida*

certifies that

Kevin Griffith

has successfully completed

"Collection of Licenses, Taxes and Fees"

Course TCC 504, 30 Contact Hours

Friday, August 26, 2011

Lisa Vickers

*Lisa Vickers
Executive Director*

James McAdams

*James McAdams
Chairman
Admissions and Certifications Committee
for Certified Florida Collectors
and Certified Florida Collectors Assistants*



*The Department of Revenue
of the State of Florida*

certifies that

Kevin Griffith

has successfully completed

"Bankruptcy"

Course PTO-002, 15 Contact Hours

July 30, 2008

A handwritten signature in cursive script, reading "Lisa Echeverri", written over a horizontal line.

Lisa Echeverri
Executive Director

A handwritten signature in cursive script, reading "James McAdams", written over a horizontal line.

James McAdams
Chairman
Admissions and Certifications Committee
for Certified Florida Collectors
and Certified Florida Collector Assistants



*The Department of Revenue
of the State of Florida*

certifies that

Kevin Griffith

has successfully completed

"Effective Decision Making"

Course PTO-003, 15 Contact Hours

March 31, 2012

A handwritten signature in cursive script, reading "Lisa Vickers", written over a horizontal line.

Lisa Vickers

Executive Director

A handwritten signature in cursive script, reading "James McAdams", written over a horizontal line.

James McAdams

Chairman

*Admissions and Certifications Committee
for Certified Florida Collectors
and Certified Florida Collector Assistants*



*The Department of Revenue
of the State of Florida*

certifies that

Kevin Griffith

has successfully completed

"Basic Tax Certificates & Tax Deeds"

Course PTO-001B, 15 Contact Hours

April 8, 2012

A handwritten signature in cursive script that reads "Lisa Vickers".

Lisa Vickers
Executive Director

A handwritten signature in cursive script that reads "James McAdams".

James McAdams
Chairman
Admissions and Certifications Committee
for Certified Florida Collectors
and Certified Florida Collector Assistants



Department of Highway Safety and Motor Vehicles

Presents this

Certificate

To

Kevin N Griffith

**In recognition of successful completion of
8 hours**

Fraudulent Document Recognition

This certificate is awarded on: **4/6/2012**



Department of Highway Safety and Motor Vehicles

Presents this

Certificate

To

Kevin N Griffith

**In recognition of successful completion of
79 hours**

DL Issuance: Tax Collector Limited Services

This certificate is awarded on: 4/5/2012



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Amanda Kale		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Manatee		Job Title: Associate III	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	07/01/23		

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: 08/14/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
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
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
Total Hours	120	

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

Reason for Applying					
<input 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):					
Business email address:			Business phone number:		
Job title:					
Employed by:					
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 type="checkbox"/> 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:					
Your Title:			Employment Dates:		
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
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:	



**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

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): AMANDA KALE					
Business email address: amandak@taxcollector.com			Business phone number: 941.741.4800		
Job title: Associate III					
Employed by: MANATEE 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>					
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: MANATEE COUNTY TAX COLLECTOR					
Your Title: Associate III			Employment Dates: 08/14/2020-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
501	Duties & Responsibilities of Florida Tax Collectors	30	502	Management of a Florida Tax Collector's Office	30
503	Collection & Distributions of Property Taxes & Special Assessments	30	504	Collection of Licenses, Taxes, & Fees	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: Kale.Amanda			Date: 06/29/2023		

Digitally signed by Kale.Amanda
DN: cn=Kale.Amanda, o, ou, email=amandak@taxcollector.com,
c=US
Date: 2023.06.29 08:56:20 -04'00'

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 Cadastral 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 Cadastral 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. 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

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

Certifies that

Amanda Kale

has successfully completed

TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

Course Number: TC-0040C

February 7-10, 2022
30 credit hours



Congratulations,

Amanda Kale

on completing

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

Course Number: TC-0036C

on

September 1, 2022
30 credit hours



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

Certifies that

Amanda Kale

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

Amanda Kale

has successfully completed

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

Course Number: TC-0042C

June 16-21, 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:	Andrew Lopez		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade	Job Title: Assistant Tax Collector		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	09/01/23		

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: 08/16/21	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(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
Total Hours	120	

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



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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

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): Andrew Lopez					
Business email address: Andrew.Lopez@miamidade.gov			Business phone number: 305-375-5564		
Job title: Assistant Tax Collector					
Employed by: Miami-Dade County					
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			
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: Assistant Tax Collector			Employment Dates: Aug. 16, 2021 to Present		
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
TCC 501	Duties and Responsibilities of Florida Tax Collectors	30	TCC 002	Effective Decision-Making in the Workplace	10
TCC 001	Bankruptcy	15	TCC 003	Customer Service Training	5
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: 8/16/23	



(2 of 2)

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

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): Andrew Lopez					
Business email address: Andrew.Lopez@miamidade.gov			Business phone number: 305-375-5564		
Job title: Assistant Tax Collector					
Employed by: Miami-Dade County					
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>					
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: Assistant Tax Collector			Employment Dates: Aug. 16, 2021 to Present		
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
TCC 503	Collection and Distribution of Property Taxes and Special Assessments	30			
TCC 502	Management of a Florida Tax Collector's Office	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: 8/16/23	

Congratulations,

Andrew Lopez

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

March 1, 2022
15 credit hours



Congratulations,

Andrew Lopez

on completing

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

Course Number: TC-0038C

on

March 3, 2022
10 credit hours



Congratulations,

Andrew Lopez

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

March 3, 2022

5 credit hours



Congratulations,
Andrew Lopez

on completing

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

Course Number: TC-0036C

on

March 10, 2022
30 credit hours



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

Certifies that

Andrew Lopez

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

Andrew Lopez

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:	Toni L. May		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Pinellas	Job Title: Executive Assistant		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/22		

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: 12/05/11	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
CPM Levels 1-4 (Certified Supervisory Manager)	120	Attended Course
CPM Levels 5-8 (completes Certified Public Manager program with levels 1-4)	120	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	300	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: The applicant completed the Certified Supervisory Manager program (four levels of the Certified Public Manager) in March of 2022. At that point, the applicant had completed the experience and education requirements to qualify for the Certified Florida Collector Assistant certification (12D-19.003(1) and (2), Florida Administrative Code)



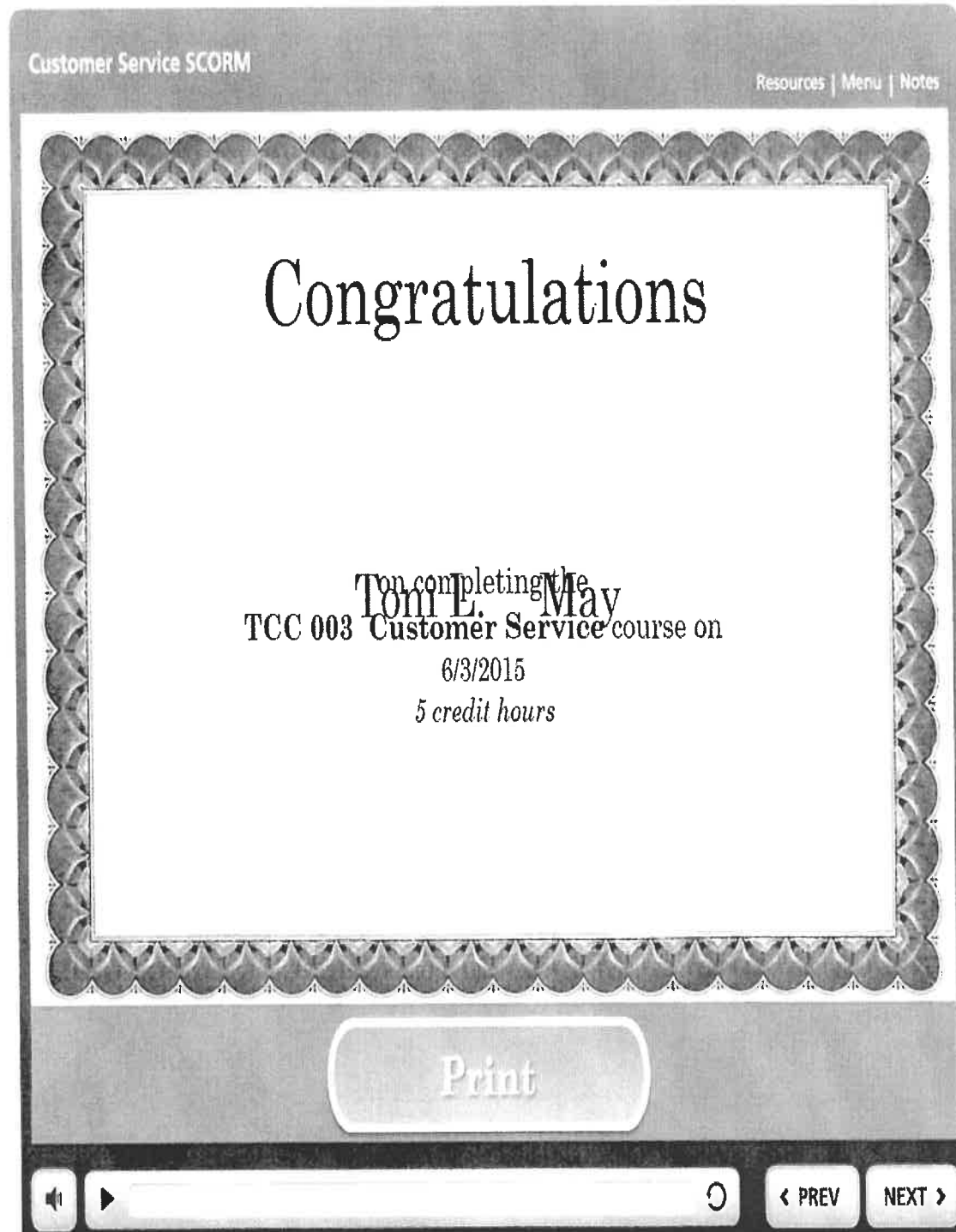
**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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Property Tax Oversight Certification and Training Online Registration at
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): Toni L. May					
Business email address: tmay@pinellastaxcollector.gov				Business phone number: 727-453-3363	
Job title: Executive Assistant					
Employed by: Pinellas 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			
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: Charles W. Thomas, CFC Pinellas County Tax Collector					
Your Title: Executive Assistant				Employment Dates: 12/5/2011 to present	
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-0043C	CPM Levels 1 - 8	240	TC - 0036C	TCC 503 - Collection & Distribution of Property Taxes and Special Assessments	30
TC-0037C	TCC 001 - Bankruptcy	15	TC-0038C	TCC 002 - Effective Decision Making	10
				TC-0039C Customer Service Training	5
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: <i>Toni L. May</i>				Date: <i>Sept. 1, 2023</i>	




Resources | Menu | Notes

Congratulations

Toni L. May

on completing the
TCC 001 Bankruptcy course on
8/4/2015
15 credit hours



PROPERTY
TAX
OVERSIGHT

Print

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▶

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< PREV

NEXT >

TCC 503.06 lms

Resources | Menu | Notes

Congratulations

Toni L. May

on completing the
TCC 503 Annual Tax Roll
course on
12/4/2015
4 credit hours

PROPERTY TAX OVERSIGHT

Print

◀ ▶ 🔊 🔍 ↺ ⏪ ⏩ ⏹

503.01

Congratulations


Toni L. May

on completing the

TCC 503 Non-Ad Valorem Assessments course on

2/23/2016

4 credit hours

The logo of Tallahassee Community College (TCC) is located in the bottom right corner. It features a stylized blue figure with arms raised, set against a circular background with the text "TALLAHASSEE COMMUNITY COLLEGE" around the perimeter.

Print

4/1/2016


https://learn.state.fl.us/courseware/pto/TCC%20503.02/index_lms.html 5/6/2014

TCC 503.04 lms



Resources | Menu | Notes


Congratulations


Toni L. May
on completing the
TCC 503 Delinquent Taxes course on
5/20/2016
4 credit hours




Print





 < PREV

NEXT > 

Congratulations

Toni L. May

on completing the
TCC 503 Refunds

course on

6/27/2016

4 credit hours



Print

PREV

NEXT

503.07

TCC 503.07 lms

Resources | Menu | Notes

Congratulations

Toni L. May
on completing the
TCC 503 Tax Deeds
course on
7/15/2016
2 credit hours



FOUNDATION FOR EXCELLENCE
PROPERTY TAX OVERSIGHT

Print **Print Help**

Speaker icon, Pause icon, Progress bar, Refresh icon, < PREV, NEXT >

Congratulations

Toni L. May

on completing the
TCC 503 Mapping Basics

course on

8/11/2016

2 credit hours



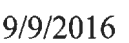
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< PREV

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The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Toni L. May

THE DESIGNATION OF

Certified Supervisory Manager

March 2022



A handwritten signature in black ink, appearing to read "Ron DeSantis", written over a horizontal line.

GOVERNOR

A handwritten signature in black ink, appearing to read "Amy Lopez", written over a horizontal line.

DIRECTOR

A handwritten signature in black ink, appearing to read "Richard M. Cullough", written over a horizontal line.

PRESIDENT

A handwritten signature in black ink, appearing to read "Sam H. Stuntz", written over a horizontal line.

VICE-PRESIDENT



The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Toni L. May

THE DESIGNATION OF

Certified Public Manager

WITH ALL THE RIGHTS, PRIVILEGES, AND HONORS THEREUNTO GRANTED BY
THE STATE OF FLORIDA AND
THE NATIONAL CERTIFIED PUBLIC MANAGER® CONSORTIUM

August 2023



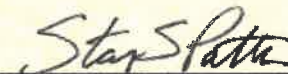
GOVERNOR



DIRECTOR



PRESIDENT



VICE PRESIDENT





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Lisa Morris		
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:	07/01/23		

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: 02/21/00	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
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
Total Hours	120	

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

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): Lisa Morris					
Business email address: morris@hillstax.org				Business phone number: 813.612.6742	
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			
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: Hillsborough County Tax Collector					
Your Title: Supervisor				Employment Dates: 02/21/2000 to Present	
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
TC0038	TCC002 Effective Decision Making	10	TC0039	TCC003 Customer Service Training	05
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: 6/6/2023	

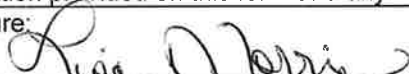


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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): Lisa Morris					
Business email address: morris@hillstax.org				Business phone number: 813.612.6742	
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			
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: Hillsborough County Tax Collector					
Your Title: Supervisor				Employment Dates: 02/21/2000 to Present	
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
TC0042	TCC504 Collection of Licenses, Taxes and	30	TC0041	TCC502 Management of a Tax Collector	30
TC0036	TCC503 Collection and Distribution	30	TC0037	TCC001 Bankruptcy	15
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: 6/6/2023	

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



Certifies that

Lisa Morris

has successfully completed

MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE

TCC 502, 30 Hours

September 18 - October 2, 2020

Congratulations,

Lisa Morris

on completing

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

Course Number: TC-0036C

on

**June 2, 2023
30 credit hours**



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

Certifies that

Lisa Morris

has successfully completed

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

Course Number: TC-0042C

**June 21-24, 2022
30 credit hours**



Congratulations,

Lisa Morris

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

**March 7, 2022
15 credit hours**



Congratulations,

Lisa Morris

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

**April 27, 2023
5 credit hours**



Congratulations,

Lisa Morris

on completing

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

Course Number: TC-0038C

on

**May 22, 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:	Gemma Niemuth		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake	Job Title: Customer Representative		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	08/01/23		

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: 03/31/21	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
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
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	120	

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

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): Gemma Niemuth					
Business email address: gemma.niemuth@laketax.com			Business phone number: 352-343-9602		
Job title: Customer Representative					
Employed by: The 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>					
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: The Office of the Lake County Tax Collector					
Your Title: Customer Representative			Employment Dates: 3/31/2021 - present		
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	TCC 503 - Collection and Distribution of Prop Taxes...	30	TC-0038C	TCC 002 - Effective Decision Making	10
TC-0037C	TCC 001 - Bankruptcy	15	TC-0039C	TCC 003 - Customer Service Training	5
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: <i>Gemma Niemuth</i>				Date: Jul 12, 2023	

Additional Coursework:

TC-0040C	TCC 501 - Duties and Responsibilities of FL Tax Collectors	30 hours
TC-0042C	TCC 504 - Collection of Licenses, Taxes, and Fees	30 hours

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 Cadastral 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 Cadastral 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. 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

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

Congratulations,

Gemma Ann Niemuth

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

May 17, 2023
15 credit hours



Congratulations,

Gemma Ann Niemuth

on completing

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

Course Number: TC-0038C

on

May 31, 2023
10 credit hours



Congratulations,

Gemma Ann Niemuth

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

June 7, 2023
5 credit hours



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

Certifies that

Gemma Ann Niemuth

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Gemma Ann Niemuth

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



Congratulations,
Gemma Ann Niemuth

on completing

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

Course Number: TC-0036C

on

July 11, 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:	Carrie Paul		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: Customer Service Rep II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/23		

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: 09/13/17	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
FLHSMV - DL Training Series: Phase I	45	Attended Course
FLHSMV - DL Training Series: Phase II	45	Attended Course
Total Hours	120	

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

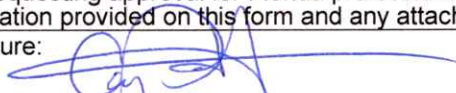


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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): Carrie Paul					
Business email address: tax185@tclsc.com			Business phone number: 772-462-1650		
Job title: Customer Service Rep II					
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			
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: St. Lucie County Tax Collector					
Your Title: Customer Service Rep II			Employment Dates: September 13, 2017 - Present		
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-0022C	DL Training Series: Phase I	45	TC-0036C	TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30
TC-0023C	DL Training Series: Phase II	45			
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: 08/30/2023	

This certificate is awarded to

CARRIE PAUL

for the successful completion of

DL Transformed: Phase I

by FLHSMV

45 Hours 0 Minutes

Date of Course Completion: 2/16/2018

This certificate is awarded to

CARRIE PAUL

for the successful completion of

DL Transformed: Phase II

by FLHSMV

45 Hours 0 Minutes

Date of Course Completion: 3/2/2018

Congratulations,

Carrie Paul

on completing

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

Course Number: TC-0036C

on

June 6, 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:	Jessica Pearce		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Walton	Job Title: Customer Service Representative		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	09/01/23		

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: 09/10/18	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(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
Total Hours	120	

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

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): Jessica Pearce					
Business email address: JessicaP@waltontaxcollector.com			Business phone number: (850)892-8121		
Job title: Customer Service Representative					
Employed by: Walton County Tax Collector's Office					
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			
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: Walton County Tax Collector					
Your Title: Customer Service Representative			Employment Dates: 09-10-2018 to current date		
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 of Florida Tax Collectors	30	TC-0036C	Collection and Distribution of Property Taxes and Special Assessments	30
TC-0041C	Management of Florida Tax Collector's Office	30	TC-0042C	Collection of Licenses, Taxes, and Fees	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: Jessica Pearce			Date: 09/01/2023		

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

Certifies that

JESSICA PEARCE

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

JESSICA PEARCE

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



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

Certifies that

Jessica Pearce

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



Congratulations,
Jessica Pearce

on completing

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

Course Number: TC-0036C

on

August 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:	Lar'Neecia Ponders		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: Customer Service Rep Lead		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	08/01/23		

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: 02/13/19	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 002 - Effective Decision Making	10	Attended Course
FLHSMV - DL Training Series: Phase I	40	Attended Course
FLHSMV - DL Training Series: Phase II	40	Attended Course
Total Hours	120	

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

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): Lar'Neecia Ponders					
Business email address: tax266@tcscl.com			Business phone number: 772-462-1650		
Job title: Customer Serv Rep Lead					
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			
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: St. Lucie County Tax Collector					
Your Title: Customer Serv Rep Lead			Employment Dates: 2/13/2019 - 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
TC-0022C	Driver's License Phase I	40	TC-0036C	TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30
TC-0023C	DL Training Series Phase II	40	TC-0038C	TCC 002 - 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: 8/28/23	

This certificate is awarded to

LAR'NEECIA PONDER

for the successful completion of

DL Transformed Phase I "Tax Collector's Edition"

by FLHSMV

40 Hours 0 Minutes

Date of Course Completion: 6/14/2019

This certificate is awarded to

LAR'NEECIA PONDER

for the successful completion of

DL Transformed: Phase II

by FLHSMV

40 Hours 0 Minutes

Date of Course Completion: 6/28/2019

Congratulations,
Lar'neecia Ponders

on completing

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

Course Number: TC-0036C

on

June 6, 2023
30 credit hours



Congratulations,

Lar'neecia Ponders

on completing

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

Course Number: TC-0038C

on

July 19, 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:	Jazmine Sanchez		
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:	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: 10/15/18	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
FLHSMV - DL Transformed Phase I "Tax Collector's Edition"	40	Attended Course
90-hours per 12D-19.003(3)(b)		
FLHSMV - DL Transformed: Phase II	40	Attended Course
AAMVA - Military ID Cards	1	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Introduction to Fraud	0.75	Attended Course
AAMVA - Introduction to Covert Features	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 - Driver License and ID Cards	0.75	Attended Course
AAMVA - Expanding the Review	0.75	Attended Course
AAMVA - Birth Certificates	0.5	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - People and Actions	1.0	Attended Course
AAMVA - Travel Documents	0.5	Attended Course
Total Hours	89	

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

120.5 Total Approved Hours



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jazmine Sanchez		
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:	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: 10/15/18	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 - Social Security Cards	0.5	Attended Course
AAMVA - Security Features	1.0	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	31.5	

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

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Property Tax Oversight Certification and Training Online Registration at
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): Jazmine Sanchez					
Business email address: jazmine.sanchez@laketax.com			Business phone number: 352-343-9602		
Job title: Customer Representative II					
Employed by: The 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; 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>					
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: The Office of the Lake County Tax Collector					
Your Title: Customer Representative II			Employment Dates: 10/15/2018 - present		
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-0037C	TCC 001 - Bankruptcy	15	TC-0039C	TCC 003 - Customer Service Training	5
TC-0038C	TCC 002 - Effective Decision Making	10	TC-0002C	Driver License and ID Cards	.75
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: <u>Jazmine Sanchez</u> <small>Jazmine Sanchez (May 30, 2023 17:12 EDT)</small>				Date: May 30, 2023	

TC-0004C	Expanding the Review	.75	TC-0005C	Birth Certificates	.50
TC-0006C	Canadian Birth Certificates, Driver, & Vehicles Docs	.75	TC-0007C	Canadian Travel, Citizenship, & Immigration Documents	1.0
TC-0008C	Internal Fraud for Staff	.75	TC-0009C	Introduction of Covert Features	.50
TC-0010C	Introduction to Fraud	.75	TC-0011C	Mexican Documents	.75
TC-0012C	Military ID Cards	1.0	TC-0013C	People and Actions	1.0
TC-0014C	Security Features	1.0	TC-0015C	Social Security Cards	.50
TC-0016C	Travel Documents	.50	TC-0022C	DL Transformed Phase I	40
TC-0023C	DL Transformed Phase II	40			

This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2018: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 3/26/2019

TC-0002C

This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2018: Expanding the Review

by External Training

0 Hours 45 Minutes

This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2018: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 3/26/2019

TC-0005C

This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2018: Canadian Birth Certificates, Driver and Vehicle Docs

by External Training

0 Hours 45 Minutes



This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2018: Canadian Travel, Citizenship, and Immigration Documents

by External Training

1 Hours 0 Minutes

Date of Course Completion: 3/26/2019

TC 007C

This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2018: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 3/26/2019

TC-0008C



This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2018: Introduction to Covert Features

by External Training

0 Hours 30 Minutes

Date of Course Completion: 3/26/2019

TC-0009C

This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2018: Introduction to Fraud

by External Training

0 Hours 45 Minutes

This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2018: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 3/26/2019

TC-0011C



This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2018: Military ID Cards

by External Training

1 Hours 0 Minutes

Date of Course Completion: 3/26/2019

TC-0012C

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

Certificate of Completion

Presented to

Jazmine Sanchez

*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 19th day of July 2019



Colleen Oehlener, Instructor
Operations Review Specialist



DRIVER LICENSES • MOTOR VEHICLES • FIELD SUPPORT CENTER

MOTORIST SERVICES

VOICES COMING TOGETHER

TC-0022C

This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2018: People and Actions

by External Training

1 Hours 0 Minutes

Date of Course Completion: 8/13/2019

TC-0013C

This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2018: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 8/13/2019

TC-0014C

This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2018: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 8/13/2019

TC-0015C

This certificate is awarded to

JAZMINE SANCHEZ

for the successful completion of

AAMVA FDR 2019: Travel Documents

by External Training

0 Hours 30 Minutes

Date of Course Completion: 8/13/2019

TC-0016C

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

Certificate of Completion

Presented to

Jazmine Sanchez

*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 23rd day of August 2019



Colleen Ochihero, Instructor
Operations Review Specialist



DRIVER LICENSES • MOTOR VEHICLES • FIELD SUPPORT CENTER
MOTORIST SERVICES
VOICES COMING TOGETHER

TC-0023C

Congratulations,

Jazmine Sanchez

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

May 4, 2023
15 credit hours



Congratulations,

Jazmine Sanchez

on completing

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

Course Number: TC-0038C

on

May 18, 2023
10 credit hours



Congratulations,

Jazmine Sanchez

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 19, 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:	Scotty Simmons		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Bay		Job Title:	Finance Manager
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	07/01/23		

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: 06/25/18	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(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
Total Hours	120	

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

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): <u>Scotty Simmons</u>					
Business email address: <u>ssimmons@baytaxcollector.com</u>			Business phone number: <u>850 248 8555</u>		
Job title: <u>Finance Manager</u>					
Employed by: <u>Bay County Tax Collector</u>					
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			
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: <u>Bay County Tax Collector's office</u>					
Your Title: <u>Finance Manager</u>			Employment Dates: <u>6.25.18 to present</u>		
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
<u>TC-0040</u> <u>C</u>	<u>Duties & Responsibilities of FLTC</u>	<u>30</u>	<u>TC-0036</u> <u>C</u>	<u>Collection and Distrib of Prop tax</u>	<u>30</u>
<u>TC-0041</u> <u>C</u>	<u>Management of a FLTC office</u>	<u>30</u>	<u>TC-0042</u> <u>C</u>	<u>Collection of licenses, taxes & fees</u>	<u>30</u>
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: <u>[Signature]</u>				Date: <u>20230823</u>	

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team



Certifies that

Scott Simmons

has successfully completed

MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE

TCC 502, 30 Hours

September 18 - October 2, 2020

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team



Certifies that

Scott Simmons

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

February 22-26, 2021

Congratulations,

SCOTT SIMMONS,

on completing

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

course on

Tuesday, June 1, 2021

30.00 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Scotty L Simmons

has successfully completed

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

Course Number: TC-0042C

June 16-21, 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:	Charlotte Stanford		
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:	07/01/23		

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: 10/27/14	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(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 001 - Bankruptcy	15	Attended Course
FLHSMV - DL Transformed: Fraudulent Document Recognition	8	Attended Course
AAMVA - Birth Certificates	0.5	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1.0	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - Introduction to Fraud	1.0	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Social Security Cards	0.5	Attended Course
AAMVA - Expanding the Review	0.5	Attended Course
Total Hours	120.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Applicant was unable to provide certificates for AAMVA CDL Modules 3-4. Those hours do not appear in the approved course hours listed above.



**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

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): Charlotte Stanford					
Business email address: stanfordc@hillstax.org			Business phone number: 813.612.6751		
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			
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: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 10/27/2014 to Present		
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
TC0041	TCC502 Management of a Florida Tax Co	30	TC0036C	TCC503 Collection & Distribution of Prope	30
TC0042	TCC504 Collection of Licenses, Taxes, ar	30	TC0028C	DL Transformed: Fraudulent Document R	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: 6/30/23	

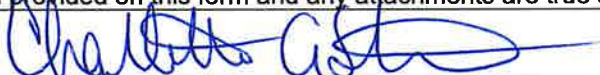


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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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): Charlotte Stanford					
Business email address: stanfordc@hillstax.org			Business phone number: 813.612.6751		
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			
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: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 10/27/2014 to Present		
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
TC0005C	AAMVA FDR 2020: Birth Certificate	.50	TC0007C	AAMVA FDR 2020: Canadian Travel, Citi	1
TC0037C	TCC001 Bankruptcy	15	18C-21C	AAMVA CDL	5.5
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: 6/30/23		

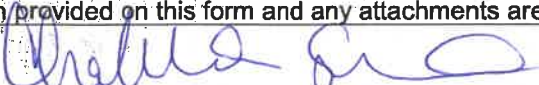


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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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): Charlotte Stanford					
Business email address: stanfordc@hillstax.org			Business phone number: 813.612.6751		
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			
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: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 10/27/2014 to Present		
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
TC0018C	AAMVA CDL 2021: Module 1	2.50	TC0010C	AAMVA FDR 2020: Introduction to Fraud	1
TC0019C	AAMVA CDL 2021: Module 2	0.75	TC0001C	MVA FDR 2020: Counterfeits and Alteratic	0.75
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: 9/7/23	

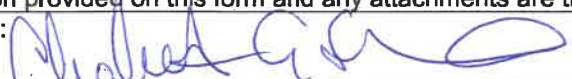


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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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): Charlotte Stanford					
Business email address: stanfordc@hillstax.org			Business phone number: 813.612.6751		
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			
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: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 10/27/2014 to Present		
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
TC0015C	AAMVA FDR 2020: Social Security Cards	0.50			
TC0004C	AAMVA FDR 2020: Expanding the Review	0.50			
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: 9/7/23	

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

Certifies that

Charlotte Stanford

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,

Charlotte Stanford

on completing

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

Course Number: TC-0036C

on

June 8, 2022
30 credit hours



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

Certifies that

Charlotte Stanford

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



Congratulations,

Charlotte Stanford

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

October 19, 2022
15 credit hours



This certificate is awarded to

CHARLOTTE STANFORD

for the successful completion of

DL Transformed: Fraudulent Document Recognition (FDR)

by FLHSMV

8 Hours 0 Minutes

Date of Course Completion: 9/9/2015



This certificate is awarded to

CHARLOTTE STANFORD

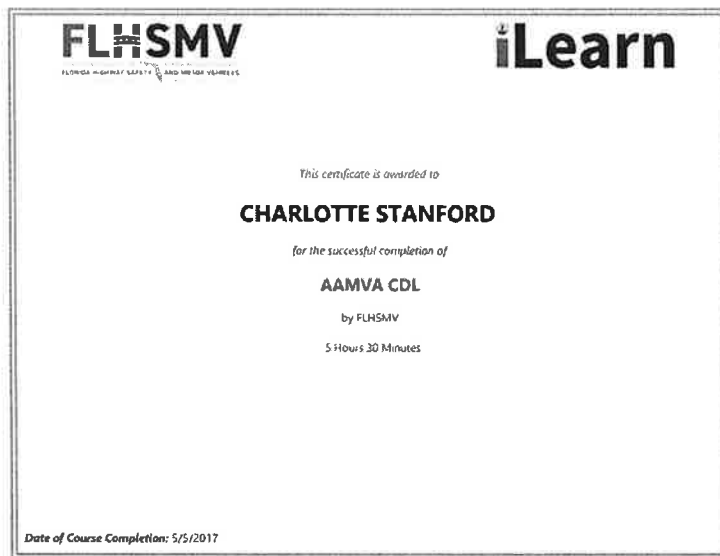
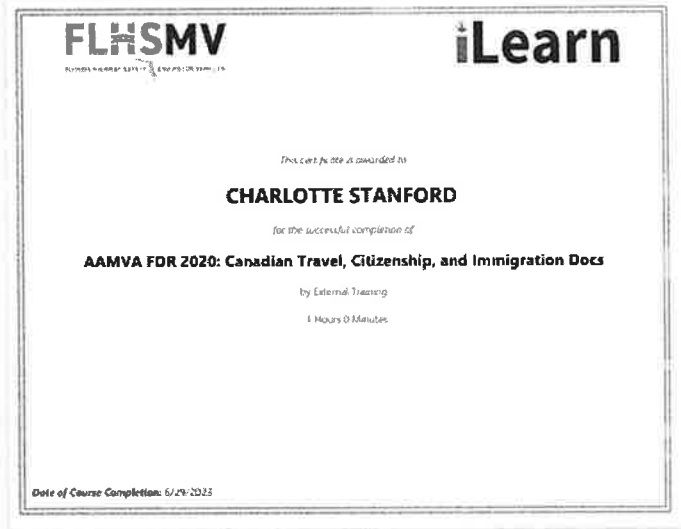
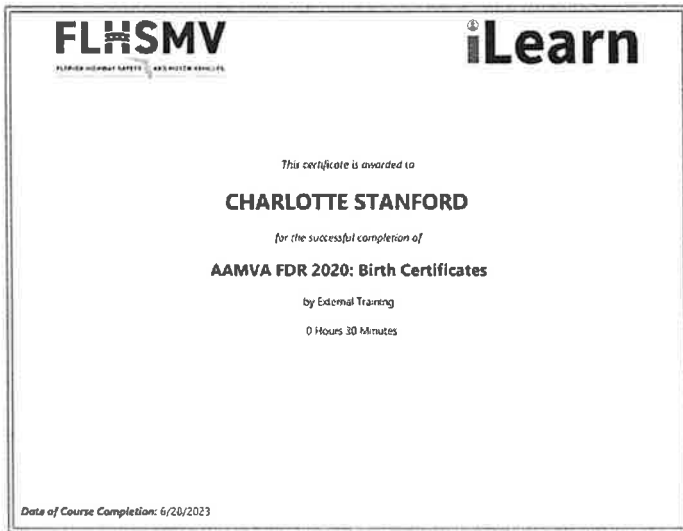
for the successful completion of

AAMVA CDL

by FLHSMV

5 Hours 30 Minutes

Date of Course Completion: 5/5/2017



This certificate is awarded to

CHARLOTTE STANFORD

for the successful completion of

AAMVA CDL 2021: Module 1 - Introduction to CDL Licensing

by MS

2 Hours 30 Minutes

Date of Course Completion: 7/26/2023

This certificate is awarded to

CHARLOTTE STANFORD

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: 7/27/2023



This certificate is awarded to

CHARLOTTE STANFORD

for the successful completion of

AAMVA FDR 2020: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 7/25/2023



This certificate is awarded to

CHARLOTTE STANFORD

for the successful completion of

AAMVA FDR 2020: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/26/2023



This certificate is awarded to

CHARLOTTE STANFORD

for the successful completion of

AAMVA FDR 2020: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/25/2023



This certificate is awarded to

CHARLOTTE STANFORD

for the successful completion of

AAMVA FDR 2020: Expanding the Review

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/27/2023



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Shannon Sutliff		
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:	08/01/23		

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:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(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 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	120	

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

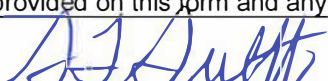


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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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): Shannon Sutliff					
Business email address: ssutliff@vctaxcollector.org			Business phone number: 386-736-2700 ext. 12659		
Job title: Motorist Services Branch Manager					
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 Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> 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: Office of Will Roberts, Volusia County Tax Collector					
Your Title: Motorist Services Branch Manager			Employment Dates: 1/5/2021-Present		
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-FL Tax Coll.	30	TC0041C	Leadership & Mgmt Skills-FL Tax Coll.Off	30
TC0042C	Collection of Licenses, Taxes & Fees	30	See next page		
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: 08/03/2023	

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	No.	Course Title	Hours
TC0037C	Bankruptcy	15	TC0038C	Effective Decision-Making in Workplace	10
TC0039C	Customer Service Training	5			

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



Certifies that

Shannon Sutliff

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

Shannon Sutliff

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

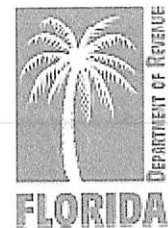
Shannon Sutliff

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



Congratulations,

Shannon Sutliff

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

February 6, 2023

5 credit hours



Congratulations,

Shannon Sutliff

on completing

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

Course Number: TC-0038C

on

February 7, 2023
10 credit hours



Congratulations,

Shannon Sutliff

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

July 25, 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:	Kim Thomas		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Bay	Job Title: Finance Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/23		

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: 04/02/18	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(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
Total Hours	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

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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): Kim Thomas					
Business email address: 850 11th St Panama City, FL 32401			Business phone number: ext. 2850, 848-8501 (8528)		
Job title: Finance Specialist					
Employed by: Bay 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			
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: Bay County Tax Collector					
Your Title: Finance Specialist			Employment Dates: 4/2/18 - present		
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
TC0040	Duties/Res. FL tax coll	30	TC0040	Coll/Dist. Prop Taxes & Spec Assessments	30
TC0041	MGT FL TAX Coll off.	30	TC0042	Coll of Licenses, Taxes, Fees	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: Kim Thomas				Date: 8/23/2023	

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team



Certifies that

Kim Thomas

has successfully completed

MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE

TCC 502, 30 Hours

September 18 - October 2, 2020

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team



Certifies that

Kim Thomas

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

February 22-26, 2021

Congratulations,

KIM THOMAS,

on completing

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

course on

Wednesday, June 2, 2021

30.00 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Kim Thomas

has successfully completed

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

Course Number: TC-0042C

June 16-21, 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:	Valerie Wheeler		
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:	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: 10/03/11	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(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 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	120	

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

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): Valerie Wheeler					
Business email address: wheeler@hillstax.org			Business phone number: 813-612-6754		
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			
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: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 10/03/2011 to Present		
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
TC0041C	TCC502 Management of a Tax Collector	30	TC0036C	TCC503 Collection and Distribution	30
TC0042C	TCC504 Collection of Licenses, Taxes and	30	TC0037C	TCC001 Bankruptcy	15
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: 24 MAY 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

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): Valerie Wheeler

Business email address: wheeler@hillstax.org

Business phone number: 813-612-6754

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:

☐ 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: Hillsborough County Tax Collector

Your Title: Supervisor

Employment Dates: 10/03/2011 to Present

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
TC0038C	TCC002 Effective Decision Making	10	TC0039C	Customer Service Training	5

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: *Valerie Wheeler*

Date: *24 MAY 2023*

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



Certificate of Completion

Valerie Wheeler

MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE
TCC 502, 30 Hours
September 13-16, 2021

Congratulations,

Valerie Wheeler

on completing

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

Course Number: TC-0030C

on

May 23, 2023
30 credit hours



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



Certifies that

Valerie Wheeler

has successfully completed

THE COLLECTION OF LICENSES, TAXES AND FEES
TCC 504, 30 Hours
June 7-10, 2021

Congratulations,

Valerie Wheeler

on completing

TCC 001 - BANKRUPTCY

on

November 28, 2021
15 credit hours



Congratulations,

Valerie Wheeler

on completing

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

Course Number: TC-0036C

on

May 8, 2023
10 credit hours



Congratulations,

Valerie Wheeler

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

April 21, 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:	Melissa White		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake		Job Title: Customer Representative II - Communication	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	07/01/23		

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: 09/17/17	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
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
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	120	

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

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): <div style="text-align: right;">Melissa White</div>					
Business email address: melissa.white@laketax.com			Business phone number: 352-343-9602		
Job title: Customer Representative II - Communications					
Employed by: The 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>					
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: The Office of the Lake County Tax Collector					
Your Title: Customer Representative II - Communications			Employment Dates: 9/17/2017 - present		
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	TCC 501 Duties and Responsibilities of FL Tax Collectors	30	TC-0036C	TCC 503 Collection and Dist of Property Taxes & Special Assessments	30
TC-0042C	TCC 504 - Collection of Licenses, Taxes, and Fees	30	TC-0037C	TCC 001 - Bankruptcy	15
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: <u>Melissa White</u> <small>Melissa White (Jun 8, 2023 08:45 EDT)</small>				Date: Jun 8, 2023	

Courses continued:

TC-0038C	TCC 002 - Effective Decision Making	10 hours
TC-0039C	TCC 003 - Customer Service Training	5 hours

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



Certifies that

Melissa White

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

February 22-26, 2021

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

Certifies that

Melissa White

has successfully completed

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

Course Number: TC-0042C

June 21-24, 2022
30 credit hours



Congratulations,

Melissa White

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

May 23, 2023
15 credit hours



Congratulations,

Melissa White

on completing

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

Course Number: TC-0038C

on

May 28, 2023
10 credit hours



Congratulations,

Melissa White

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 29, 2023
5 credit hours



Congratulations,

Melissa White

on completing

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

Course Number: TC-0036C

on

June 6, 2023
30 credit hours

