

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

Agenda and Meeting Materials

June 12, 2024

Notice of Meeting/Workshop Hearing

DEPARTMENT OF REVENUE **Property Tax Oversight Program**

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

DATE AND TIME: June 12, 2024, 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
June 12, 2024, 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.
Dennis Hollingsworth, C.F.C.
Sharon Jordan, C.F.C.
Nancy Millan, C.F.C.
Jim Overton, C.F.C.
Becky Smith, C.F.C.
Janice Warren, C.F.C.
Eric Zwayer, C.F.C.

AGENDA

Welcome: Chair (5 minutes)

Roll call: Secretary (3 minutes)

February 15, 2024, 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 "June 12, 2024 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
February 15, 2024 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

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COMMITTEE MEMBER APPEARANCES:

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.
Dennis Hollingsworth, C.F.C.
Sharon Jordan, C.F.C.
Nancy Millan, C.F.C.
Jim Overton, C.F.C.
Becky Smith, C.F.C.
Janice Warren, C.F.C.
Eric Zwayer, C.F.C.

AGENDA

Welcome: Chair (5 minutes)

Roll call: Secretary (3 minutes)

October 4th, 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)

1 **CERTIFIED FLORIDA COLLECTOR**
2 **ADMISSIONS AND CERTIFICATIONS COMMITTEE SCRIPT**
3 **FEBRUARY 15, 2024, 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 to
11 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 for the
18 Property Tax Oversight Program is on the phone. Also
19 present are staff members from the Property Tax
20 Oversight Program in the Department of Revenue.

21 Will our staff please introduce themselves by
22 stating their names and titles?

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

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

1 MS. HARPER: Jenna Harper, Compliance
2 Assistant Process Manager.

3 MS. LEWIS: If you are part of the public
4 participating by telephone and want to submit a written
5 comment pertaining to the material being presented
6 today, please send an email to ptotraining@ -
7 floridarevenue.com. In the subject line of your email
8 please use February 15 Committee meeting.

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

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

19 Before calling roll I'd like to take a moment to
20 welcome our newest Committee members, the honorables,
21 Nancy Millan, Jim Overton, Chuck Perdue, and Janice
22 Warren. Welcome to the Certified Florida Collector
23 Admissions and Certifications Committee. We appreciate
24 your service on the Committee.

25 **ROLL CALL**

1 MS. LEWIS: Meghan Miller, the Secretary of
2 the Committee, will you please call the roll?
3 MS. MILLER: Rene Lewis.
4 MS. LEWIS: Here.
5 MS. MILLER: Chuck Perdue.
6 MR. PERDUE: Here.
7 MS. MILLER: Peter Cam.
8 MR. CAM: Here.
9 MS. MILLER: Dennis Hollingsworth.
10 MR. HOLLINGSWORTH: Here.
11 MS. MILLER: Sharon Jordan.
12 Nancy Millan. Jim Overton.
13 MR. OVERTON: Here.
14 MS. MILLER: Becky Smith.
15 (Simultaneous speakers.)
16 MS. MILLER: Was that Becky?
17 MS. MILLAN: This is Nancy Millan.
18 MS. MILLER: Okay, thanks, Nancy.
19 Becky Smith.
20 MS. MILLER: Janice Warren.
21 MS. WARREN: Here.
22 MS. MILLER: Eric Zwayer.
23 MR. ZWAYER: Here.
24 MS. LEWIS: All right, thank you. And did
25 Sharon Jordan happen to join? All right, thank you.

1 According to Rule 12D-19.0002(6) Florida
2 Administrative Code, five members of the Admissions and
3 Certification Committee constitute a quorum.

4 Meghan, do we have a quorum?

5 MS. MILLER: Yes.

6 **APPROVAL OF PRIOR MEETING MINUTES**

7 MS. LEWIS: Thank you. Our first order of
8 business today is the approval of the October 4th, 2023,
9 Certified Florida Collector Admissions and
10 Certifications Committee meeting minutes.

11 Do I have a motion to approve the October 4th,
12 2023, Committee meeting minutes? Please state your name
13 if you make a motion.

14 Do I have a motion?

15 (Simultaneous speakers.)

16 MS. LEWIS: Okay, I have a motion from Chuck
17 --

18 MR. PERDUE: Chuck Perdue.

19 MS. LEWIS: Do I have a second?

20 MR. ZWAYER: Second, Eric Zwayer.

21 MS. LEWIS: Thank you. We have a second
22 from Eric Zwayer.

23 [Committee member motions.]

24 MS. LEWIS: Thank you. All those in favor,
25 signify by saying aye.

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[Ayes]

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

[Nays]

MS. LEWIS: Thank you.

PRESENTATION OF APPLICANTS

MS. LEWIS: Our next item of business is the presentation and recommendation of applicants. The program posted the list of applicants along with the completed applications on the Department's website and sent the meeting materials linked to each of you. Each application has a checklist at the front to assist you in your review of the applicants.

This checklist has the certification criteria required and Rule Chapter 12D-19, Florida Administrative Code.

Meghan, will you please list the requirements of the Certified Florida Collector and Certified Florida Collector Assistant Designation?

MS. MILLER: The qualifications for the Certified Florida Collector and Certified Florida Collector Assistant include at least two years of experience with the Florida Tax Collectors' and Appraisers' Office or the Florida Department of Revenue, at least 120 hours of approved education, and current

1 employment with a Florida Tax Collectors' or Property
2 Appraisers' Office or the Florida Department of Revenue.
3 The Certified Florida Collector Designation is reserved
4 solely for the county official.

5 **DISCUSSION OF ANY POSSIBLE CONFLICTS OF INTEREST AND**
6 **APPLICANTS' CREDENTIALS**

7 MS. LEWIS: Thank you, Meghan.

8 Now, I need for each Committee member to
9 individually answer the following question on the
10 record. After I read the question, Meghan, will call
11 the name of each member, please state your answer of yes
12 or no.

13 The question is: Are you aware of any facts,
14 situations, or reasons which you feel may disqualify or
15 otherwise make it improper for you to hear and
16 deliberate on any of the applicants scheduled to be
17 reviewed today?

18 MS. MILLER: Rene Lewis.

19 MS. LEWIS: No.

20 MS. MILLER: Chuck Perdue.

21 MR. PERDUE: No.

22 MS. MILLER: Peter Cam.

23 MR. CAM: No.

24 MS. MILLER: Dennis Hollingsworth.

25 MR. HOLLINGSWORTH: No.

1 MS. MILLER: Sharon Jordan.

2 Nancy Millan.

3 MS. MILLAN: No.

4 MS. MILLER: Jim Overton.

5 MR. OVERTON: No.

6 MS. MILLER: Becky Smith.

7 Janice Warren.

8 MS. WARREN: No.

9 MS. MILLER: Eric Zwayer.

10 MR. ZWAYER: No.

11 MS. LEWIS: Do any Committee members have
12 anything they wish to discuss about the applicants'
13 credentials?

14 **PUBLIC COMMENT PERIOD**

15 MS. LEWIS: Does the public have any
16 comments on any of the applicants?

17 If you are attending by telephone, please send us
18 an email so we can recognize you. Again, that email
19 address is ptotraining@floridarevenue.com.

20 Jenna, have we received any emails?

21 MS. HARPER: No, we have not.

22 MS. LEWIS: Thank you.

23 **VOTE TO RECOMMEND THE APPLICANT LIST**

24 MS. LEWIS: Hearing no additional comments
25 or discussion of the credentials, the Committee will now

1 vote on consideration of the applicant list.

2 Do I have a motion for recommendation of the
3 applicants? Please say your name when making your
4 motion.

5 MR. OVERTON: Move to approval, Jim Overton.
6 [Committee member motions to recommend all applicants.]

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

9 MR. HOLLINGSWORTH: Second, Dennis
10 Hollingsworth.

11 MS. LEWIS: Thank you. We have a second by
12 Dennis Hollingsworth.

13 [Committee member seconds.]

14 MS. LEWIS: All those in favor indicate by
15 saying aye.

16 [Ayes]

17 MS. LEWIS: All opposed indicate by saying
18 nay.

19 [Nays]

20 MS. LEWIS: Thank you. Let the record
21 reflect that the Committee has recommended all
22 applicants for certification.

23 Congratulations to the new Certified Florida
24 Collectors and Certified Florida Collector Assistants.
25 The professional designees will receive documentation of

1 their certification from the Department.

2 **ADJOURN**

3 MS. LEWIS: That concludes today's agenda
4 for the Certified Florida Collector Admissions and
5 Certifications Committee meeting.

6 Again, thank you very much for your leadership
7 and service today on the Committee. Have a great
8 afternoon. We are adjourned.

9 (Whereupon, the meeting was concluded at 3:11 p.m.)

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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.

Samantha Adams

SAMANTHA ADAMS Court Reporter



JUNE 12, 2024

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

CERTIFIED FLORIDA COLLECTOR ASSISTANT

NICOLE ABBOTT
PATTI L. ATWELL
JUAQUINA AVELAR
LISA M. BAILEY
COURTNEY BATTEN
CHERYL BAYNE
ZOILA BRITO
BELINDA BROWN
JUSTIN BROWNSBERGER
DYLAN BUOTTE
ALEXANDER S. BURKE
LUPITA CANTERO-PALMA
MEGAN CASSELL
KIM CHANEY
RANDI COCHRAN
JACQUELINE C. COLLINS
MAGAN COOPER

ERIC DELGADO
SUZANNE DOOKERAN
LISA D. FELS
LORIA L. FLOWERS
ALICIA J. FOLEY
JORGE L. GARCIA
KELLY GILLIS
DAVID HEREDIA
TRACY HOUSEL
JESIKA L. KING
THERESA KOTLARSKI
ROGER KULICZKOWSKI
RICA LUETKEMAN
ALICE L. MCKINZEY
LUIS MENDOZA
JACQUELINE MONTESINO
DANIELLE OTTERBINE

MATTHEW PARK
CHRISTOPHER PRICE
KIMBERLY ROBINSON
ASHTA SHEEHAN
MYONG SHIN
CARIN CAMPBELL SMITH
DIOSA STEYNERS
CHRISTOPHER SWANSON
MARK SWEETING, JR.
YRIS TORRES
SANEVIA TUCKER
STACY WHALEN
KATHLEEN WIDNER
SARA WILLIAMS
WENDY JO WILLIAMS
VIOLA WINNINGHAM



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Nicole Abbott		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Manatee		Job Title: Associate II	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

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: 01/14/22	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
FLHSMV - 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): NICOLE ABBOTT					
Business email address: NICOLEA@taxcollector.com			Business phone number: 941.741.4800		
Job title: ASSOCIATE II					
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 II			Employment Dates: 01/14/2022-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-0024C	Driver's License Preparatory Training	64
TC-0036C	TCC 503 Collection & Distributions 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: Abbott.Nicole			Digitally signed by Abbott.Nicole Date: 2024.03.18 16:10:19 -04'00'		
			Date:		

This certificate is awarded to

NICOLE ABBOTT

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: 6/15/2022

Congratulations,

Nicole Abbott

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

Nicole Abbott

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Patti L. Atwell		
Previous Name(s)(if applicable):	Patti Klepaski		
Documentation Included:			
County: Monroe		Job Title:	Director of Business Collections
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

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: 03/10/08	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	Challenged Exam
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 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: TCC 501 (TC-0040C) is credited as 30 hours per 12D-19.003(6)(a), Florida Administrative Code
 An applicant who wishes to qualify for an initial certification may challenge an examination and receive credit for the instructional course hours without taking the course provided the applicant passes the examination as determined by the course provider.



**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): Patti L. Atwell					
Business email address: patwell@monroetaxcollector.com			Business phone number: 305-295-5063		
Job title: Director of Business Collections					
Employed by: Monroe 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: Monroe County Tax Collector					
Your Title: Director of Business Collections			Employment Dates: 3/10/2008-current		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	Duties and Responsibilities of Florida Tax Collectors	30	TC-0041C	Leadership and Management Skills in a Florida Tax Collector's Office	30
TC-0036C	Collection and Distribution of Property Taxes and Special Assessments	30	TC-0037C	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: <i>Patti L. Atwell</i>			Date: <i>3/27/2024</i>		



**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): Patti L. Atwell					
Business email address: patwell@monroetaxcollector.com			Business phone number: 305-295-5063		
Job title: Director of Business Collections					
Employed by: Monroe 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: Monroe County Tax Collector					
Your Title: Director of Business Collections			Employment Dates: 3/10/2008-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-0038C	Effective Decision Making in the Workplace	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: <i>Patti L. Atwell</i>				Date: <i>3/27/2024</i>	

The Florida Department of Revenue

Property Tax Oversight, Certification & Training Team

Certifies that

Patti Klepaski

has successfully completed

Collection & Distribution of Property Taxes & Non-Ad Valorem Assessments

TCC 503, 30 Hours

June 4, 2013



Meghan Miller, Training Director

Property Tax Oversight



Jennifer Kawakami, Research & Training Specialist

Property Tax Oversight

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

Certifies that

Patti Atwell

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



Congratulations,

Patti Atwell

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

October 27, 2023
15 credit hours



Congratulations,

Patti Atwell

on completing

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

Course Number: TC-0038C

on

November 21, 2023
10 credit hours



Congratulations,

Patti Atwell

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

January 5, 2024

5 credit hours



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

Certifies that

Patti Atwell

has successfully completed

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

Course Number: TC-0040C

March 6, 2024
Challenged Exam





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Juaquina Avelar		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Highlands		Job Title: Dealer Clerk	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

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: 08/14/19	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.25	Attended Course
AAMVA - Social Security Cards	0.50	Attended Course
AAMVA - Security Features	1.0	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Military ID Cards	0.50	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
Total Hours	114.75	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Applicant included the AAMVA CDL 2015 for 2020 Recertification: Orientation document in the application. This module is not an approved course toward the CFCA designation.



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Juaquina Avelar		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Highlands	Job Title: Dealer Clerk		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 08/14/19	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
AAMVA - Introduction to Fraud	1.0	Attended Course
AAMVA - Expanding the Review	0.50	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Birth Certificates	0.50	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.50	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1.0	Attended Course
Total Hours	8.75	

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



**Application for
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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): **Juaquina Avelar**

Business email address: **javelar@hctaxcollector.com**

Business phone number: **863-402-6685**

Job title: **Dealer Clerk**

Employed by: **Highlands 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: **Highlands County Tax Collector**

Your Title: **Dealer Clerk**

Employment Dates: **08/14/2019-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
TC00400	TCC 501 Duties and Responsibilites	30	TC00420	TCC 504 Collection of Licenses, Taxes	30
TC00360	TCC 503 Collection and Distribution	30	TC00390	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: **03/15/2024**



**Application for
Florida Professional Certification**
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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

☒ 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): **Juaquina Avelar**

Business email address: **javelar@hctaxcollector.com**

Business phone number: **863-402-6685**

Job title: **Dealer Clerk**

Employed by: **Highlands 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: **Highlands County Tax Collector**

Your Title: **Dealer Clerk**

Employment Dates: **08/14/2019-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
TC00180	CDL Module1	2.50	TC0019C	CDL Module 2	.75
TC00200	CDL Module 3	.75	TC0021C	CDL Module 4	.25

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: **03/15/2024**



**Application for
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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

☒ **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): **Juaquina Avelar**

Business email address: **javelar@hctaxcollector.com**

Business phone number: **863-402-6685**

Job title: **Dealer Clerk**

Employed by: **Highlands 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: **Highlands County Tax Collector**

Your Title: **Dealer Clerk**

Employment Dates: **08/14/2019-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
TC00150	Social Security Cards	.50	TCC0025	Driver's License Prep Training	12
TC00140	Security Features	1.00	TC00130	People and Actions	.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: *Juaquina Avelar*

Date: **03/15/2024**



**Application for
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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): **Juaquina Avelar**

Business email address: **javelar@hctaxcollector.com**

Business phone number: **863-402-6685**

Job title: **Dealer Clerk**

Employed by: **Highlands 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: **Highlands County Tax Collector**

Your Title: **Dealer Clerk**

Employment Dates: **08/14/2019-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
TC00120	Military ID Cards	.50	TC0010C	Intro to Fraud	1.00
TC00090	Intro to Covert Features	.75	TC0004C	Expanding the Review	.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:

Juaquina Avelar

Date:

03/15/2024



**Application for
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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): Juaquina Avelar

Business email address: javelar@hctaxcollector.com

Business phone number: 863-402-6685

Job title: Dealer Clerk

Employed by: Highlands 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: Highlands County Tax Collector

Your Title: Dealer Clerk

Employment Dates: 08/14/2019-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
TC00020	Driver's License and ID Cards	.75	TC00060	Canadian Birth Certificate	.75
TC00050	Birth Certificates	.50	TC00030	Vehicle Identification Docs	.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: Juaquina Avelar

Date: 03/15/2024



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

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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

☒ 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): **Juaquina Avelar**

Business email address: **javelar@hctaxcollector.com**

Business phone number: **863-402-6685**

Job title: **Dealer Clerk**

Employed by: **Highlands 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: **Highlands County Tax Collector**

Your Title: **Dealer Clerk**

Employment Dates: **08/14/2019-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
TC00170	US Immigration Documents	.75	TC0011C	Mexican Documents	.75
TC00080	Internal Fraud for Staff	.75	TC0016C	Travel Documents	.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:

Juaquina Avelar

Date:

03/15/2024



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

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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): **Juaquina Avelar**

Business email address: **javelar@hctaxcollector.com**

Business phone number: **863-402-6685**

Job title: **Dealer Clerk**

Employed by: **Highlands 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: **Highlands County Tax Collector**

Your Title: **Dealer Clerk**

Employment Dates: **08/14/2019-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
TC0001C	Counterfeits and Alterations	.75	TC0007C	Canadian Travel	1.00

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:

Juaquina Avelar

Date:

03/15/2024

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Transcript: JUAQUINA AVELAR >

AAMVA CDL 2015 for 2020 Recertification: Orientation

Training Details

Training Type: Online Class

Provider: External Training

Version: 1.0

Training Hours: 0 Hours 30 Minutes

Description: "Material last updated 2015. This training module serves as an introduction to the Commercial Knowledge Examiner Training Program provided by AAMVA. Upon completion of this training program, CDL Knowledge Examiners will be provided with a fundamental understanding of the objectives of the CDL testing program, and gain all of the knowledge, skills, and responsibilities necessary to serve as a CDL Knowledge Examiner."

Status: Completed

Training Purpose:

Due Date: None

Certificate: Print Certificate

Legacy Course

ID:

Duration: 0.5

Reporting

Classification: Select

TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)

Last Accessed: 3/24/2020

Total Views: 3

View Time: 6 Hour(s) 43 Minute(s)

Status: Completed

Modules:  [View details of modules for AAMVA CDL 2015 for 2020 Recertification: Orientation](#)

Assignment and Version History

Transcript History

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Transcript: JUAQUINA AVELAR >

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

Training Details

Training Type: Online Class

Provider: External Training

Version: 1.0

Training Hours: 2 Hours 30 Minutes

Description: "Material last updated 2015. The purpose of this module is to acquaint you with the basic understanding of the history and rationale of the Commercial Motor Vehicle Safety Act of 1986 and the Motor Carrier Safety Improvement Act of 1999. This will include a description of the drivers covered by the CDL program, CDL vehicle classifications and all of the CDL endorsements and restrictions."

Status: Completed

Training Purpose:

Due Date: None

Certificate: [Print Certificate](#)

Legacy Course

ID:

Duration: 2.5

Reporting

Classification: [Select](#)

TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)


Last Accessed: 3/26/2020

Total Views: 3

View Time: 11 Hour(s) 1 Minute(s)

Status: Completed

Score: 100%

Modules:  [View details of modules for AAMVA CDL 2015 for 2020 Recertification: Module 1 - Introduction to CDL Licensing](#)

Assignment and Version History

Transcript History

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Transcript: JUAQUINA AVELAR >

AAMVA CDL 2015 for 2019 Recertification: Module 2 - Overview of the CDL Tests

Training Details

Training Type: Online Class**Provider:** External Training**Version:** 1.0**Training Hours:** 0 Hours 45 Minutes**Description:** Material last updated 2015. The purpose of this module is to describe how CDL tests directly reflect the CDL classifications and endorsements. The need for a representative vehicle will also be explained and you will understand the need for CDL test validity and reliability.**Status:** Completed**Training Purpose:****Due Date:** None**Certificate:** [Print Certificate](#)**Legacy Course****ID:****Duration:** 0.75**Reporting****Classification:** [Select](#)

TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)**Last Accessed:** 4/1/2020**Total Views:** 1**View Time:** 2 Hour(s) 19 Minute(s)**Status:** Completed**Score:** 100%**Modules:**  [View details of modules for AAMVA CDL 2015 for 2019 Recertification: Module 2 - Overview of the CDL Tests](#)

Assignment and Version History

Transcript History

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Transcript: JUAQUINA AVELAR >

AAMVA CDL 2015 for 2019 Recertification: Module 3 - CDL Knowledge Tests

Training Details

Training Type: Online Class**Provider:** External Training**Version:** 1.0**Training Hours:** 0 Hours 45 Minutes**Description:** Material last updated 2015. The purpose of this module is to provide a basic understanding of the jurisdiction's knowledge test system and how it is implemented.**Status:** Completed**Training Purpose:****Due Date:** None**Certificate:** [Print Certificate](#)**Legacy Course****ID:****Duration:** 0.75**Reporting** [Select](#)**Classification:**

TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)**Last Accessed:** 4/3/2020**Total Views:** 2**View Time:** 4 Hour(s) 22 Minute(s)**Status:** Completed**Score:** 100%**Modules:**  [View details of modules for AAMVA CDL 2015 for 2019 Recertification: Module 3 - CDL Knowledge Tests](#)

Assignment and Version History

Transcript History

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Transcript: JUAQUINA AVELAR >

AAMVA CDL 2015 for 2019 Recertification: Module 4 - CKE End-of-Course Exam

Training Details

Training Type: Online Class

Provider: External Training

Version: 1.0

Training Hours: 0 Hours 15 Minutes

Description: Material last updated 2015. The purpose of this module is to provide you with a clear understanding of the training and examination requirements defined in Federal regulations; and to demonstrate that you have a firm understanding of the knowledge, skills and attitudes necessary to become a commercial knowledge examiner by successfully completing an end of course exam.

Status: Completed

Training Purpose:

Due Date: None

Certificate: [Print Certificate](#)

Legacy Course

ID:

Duration: 0.25

Reporting

Classification: [Select](#)

TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)

Last Accessed: 4/3/2020

Total Views: 4

View Time: 0 Hour(s) 17 Minute(s)

Status: Completed

Score: 92%

Modules:  [View details of modules for AAMVA CDL 2015 for 2019 Recertification: Module 4 - CKE End-of-Course Exam](#)

Assignment and Version History

Transcript History

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FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA CDL 2015 for Re-certification in 2020

by External Training

5 Hours 0 Minutes

Date of Course Completion: 4/9/2020

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 9/24/2020

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

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

by External Training

0 Hours 45 Minutes

Date of Course Completion: 9/24/2020

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 9/24/2020

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/13/2020

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: Expanding the Review

by External Training

0 Hours 30 Minutes

Date of Course Completion: 10/13/2020

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 6/29/2021

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/1/2021

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: Vehicle Identification Documents

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/20/2021

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/20/2021

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/23/2021



This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 9/30/2021

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/12/2021

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

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

by External Training

1 Hours 0 Minutes

Date of Course Completion: 10/12/2021

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

Certifies that

Juaquina Avelar

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

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 8/26/2022

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 8/29/2022

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 8/29/2022

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 8/29/2022

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JUAQUINA AVELAR

for the successful completion of

AAMVA FDR 2020: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 8/29/2022

Congratulations,

Juaquina Avelar

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

March 21, 2023

5 credit hours



Congratulations,

Juaquina Avelar

on completing

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

Course Number: TC-0036C

on

May 10, 2023
30 credit hours



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

Certifies that

Juaquina Avelar

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Lisa M Bailey		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Broward	Job Title: Assistant Director		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/24		

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: 05/14/23	To: Present
From: 6/19/16	To: 5/13/23

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
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): Lisa M Bailey					
Business email address: 115 S. Andrews Avenue, Ft. Lauderdale, FL			Business phone number: 954-357-9734		
Job title: Assistant Director					
Employed by: Broward County Board of County Commissioners					
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: Broward County Board of County Commissioners, Records, Taxes and Treasury Division					
Your Title: Assistant Director			Employment Dates: 5/14/23-present		
Employer: Broward County Board of County Commissioners, Records, Taxes and Treasury Division					
Your Title: Senior Manager			Employment Dates: 6/19/16-5/13/23		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	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 and Responsibilities of Florida Tax Collectors	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: LISA BAILEY			Digitally signed by LISA BAILEY Date: 2024.04.12 13:29:18 -04'00'		Date: 04/12/2024



**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 M Bailey					
Business email address: 115 S. Andrews Avenue, Ft Lauderdale, FL 3			Business phone number: 954-357-9734		
Job title: Assistant Director					
Employed by: Broward County Board of County Commissioners					
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: Broward County Board of County Commissioners, Records, Taxes and Treasury Division					
Your Title: Assistant Director			Employment Dates: 5/14/23-present		
Employer: Broward County Board of County Commissioners, Records, Taxes and Treasury Division					
Your Title: Senior Manager			Employment Dates: 6/19/16-5/13/23		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0036C	TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30			
TC-0042C	TCC 504 - 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: LISA BAILEY			Digitally signed by LISA BAILEY Date: 2024.04.12 13:33:32 -04'00'		Date: 04/12/2024

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Lisa Bailey

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

Lisa Bailey

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours



Congratulations,

Lisa Bailey

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

March 19, 2024
15 credit hours



Congratulations,

Lisa Bailey

on completing

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

Course Number: TC-0038C

on

April 3, 2024
10 credit hours



Congratulations,

Lisa Bailey

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

April 8, 2024
5 credit hours



Congratulations,

Lisa Bailey

on completing

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

Course Number: TC-0036C

on

April 8, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Courtney Batten		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Manatee		Job Title: DL Expert	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	10/01/23		

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: 09/03/21	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
FLHSMV - Driver License Preparatory Training (Instructor Led)	64	Attended Course
Total Hours	154	

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
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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): COURTNEY BATTEN					
Business email address: COURTNEYB@taxcollector.com			Business phone number: 941.741.4800		
Job title: DL 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: <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: DL EXPERT			Employment Dates: 09/03/2021-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-0040C	TCC 501 Duties & Responsibilities of Florida Tax Collectors	30	TC-0024C	Driver's License Preparatory Training	64
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: Batten.Courtney			Digitally signed by Batten.Courtney Date: 2024.03.18 13:19:57 -04'00'		
			Date: 03/18/2024		

This certificate is awarded to

COURTNEY BATTEN

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: 2/16/2022

Congratulations,
Courtney Batten

on completing

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

Course Number: TC-0036C

on

August 31, 2022
30 credit hours



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

Certifies that

Courtney Batten

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

Courtney Batten

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Cheryl Bayne		
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:	11/01/23		

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: 03/07/05	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 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
FLHSMV - DL Transformed: Fraudulent Document Recognition	8	Attended Course
FLHSMV - DL Transformed: Financial Responsibility	8	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.5	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
Total Hours	122.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Transcript includes courses not submitted toward the approved course hours for certification.



**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): Cheryl Bayne					
Business email address: baynec@hillstax.org				Business phone number: 813.635.5210 ext 5754	
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: 03/07/2005 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
TCC003	TCC001 Bankruptcy	15	TC0038C	TCC002 Effective Decision Making in the	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: Cheryl Bayne				Date: 11/01/23	



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

DR-4001
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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): Cheryl Bayne					
Business email address: baynec@hillstax.org			Business phone number: 813.635.5210 ext 5754		
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: 03/07/2005 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
TC0039C	TCC003 Customer Service	5	TC0029C	DL Transformed: Fraudulent Document Re	8
TC0028C	DL Transformed: Financial Responsibility	8	TC0045C	Info & Cyber Security Awareness for Ext	.6
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: Cheryl Bayne				Date: 11/01/23	



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

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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): Cheryl Bayne					
Business email address: baynec@hillstax.org				Business phone number: 813.635.5210 ext 5754	
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: 03/07/2005 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
TC0025C	Driver's License Preparatory Training	12	TC0018C	CDL Module 1	2.5
TC0019C	CDL Module 2	.75	TC0020C	CDL Module 3	.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: Cheryl Bayne				Date: 11/01/23	

Transcript: CHERYL BAYNE

Use the transcript to manage all active training.

Search Results (10)



Information and Cyber Security Awareness for External Entities - 2022

Completed : 8/24/2022 Status : Completed Training Type : Online Class



Information and Cyber Security Awareness for External Entities - 2021

Completed : 9/29/2021 Status : Completed Training Type : Online Class



DL Issuance Hands-on Practice: FR1 and FR7 Clearance Transaction

Completed : 11/18/2020 Status : Completed Training Type : Online Class



ORION Hands-On Training (Starts 9/21/2020)

Completed : 9/21/2020 Status : Completed Training Type : Session



ORION Training for TC Agents

Completed : 9/21/2020 Status : Completed Training Type : Curriculum



Information and Cyber Security Awareness for External Entities - 2020

Completed : 2/5/2020 Status : Completed Training Type : Online Class



Information and Cyber Security Awareness for External Entities - 2019

Completed : 10/10/2018 Status : Completed Training Type : Online Class



DL Transformed: Fraudulent Document Recognition (FDR) (Starts 8/18/2016)

Completed : 8/18/2016 Status : Completed Training Type : Session



AAMVA CDL 2015: Module 1 - Introduction to CDL Licensing

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



DL Transformed: Financial Responsibility(FR) (Starts 6/12/2014)

Completed : 6/12/2014 **Status :** Completed **Training Type :** Session

This certificate is awarded to

CHERYL BAYNE

for the successful completion of

DL Transformed: Financial Responsibility(FR)

by FLHSMV

8 Hours 0 Minutes

This certificate is awarded to

CHERYL BAYNE

for the successful completion of

DL Transformed: Fraudulent Document Recognition (FDR)

by FLHSMV

8 Hours 0 Minutes

This certificate is awarded to

CHERYL BAYNE

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2022

by FLHSMV

0 Hours 30 Minutes

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

Certifies that

Cheryl Bayne

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



Congratulations,

Cheryl Bayne

on completing

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

Course Number: TC-0036C

on

September 27, 2023
30 credit hours



Congratulations,

Cheryl Bayne

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

October 20, 2022
15 credit hours



Congratulations,

Cheryl Bayne

on completing

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

Course Number: TC-0038C

on

May 2, 2023
10 credit hours



Congratulations,

Cheryl Bayne

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

August 16, 2023
5 credit hours



DL Transformed: Fraudulent Document Recognition (FDR) (Starts 8/18/2016)

Completed : 8/18/2016 Status : Completed Training Type : Session

**TC0029-C
(8 hrs)**




DL Transformed: Financial Responsibility(FR) (Starts 6/12/2014)
Completed : 6/12/2014 Status : Completed Training Type : Session



TC-0028C
(8 hrs)







Information and Cyber Security Awareness for External Entities - 2022
Completed : 8/24/2022 Status : Completed Training Type : Online Class

TC0045C 0.6 hrs

	
<p><i>This certificate is awarded to</i></p> <p>CHERYL BAYNE</p> <p><i>for the successful completion of</i></p> <p>Driver License Preparatory Training - OLT</p> <p>by FLHSMV</p> <p>12 Hours</p>	
<p>Date of Course Completion: 10/31/2023</p> <p><i>TC0025C</i></p>	

	
<p><i>This certificate is awarded to</i></p> <p>CHERYL BAYNE</p> <p><i>for the successful completion of</i></p> <p>AAMVA CDL 2021: Module 1 - Introduction to CDL Licensing</p> <p>by MS</p> <p>2 Hours 30 Minutes</p>	
<p>Date of Course Completion: 7/12/2023</p> <p><i>TC0018C</i></p>	

	
<p><i>This certificate is awarded to</i></p> <p>CHERYL BAYNE</p> <p><i>for the successful completion of</i></p> <p>AAMVA CDL 2021: Module 2 - Overview of the CDL Tests</p> <p>by MS</p> <p>0 Hours 45 Minutes</p>	
<p>Date of Course Completion: 7/12/2023</p> <p><i>TC0019C</i></p>	

	
<p><i>This certificate is awarded to</i></p> <p>CHERYL BAYNE</p> <p><i>for the successful completion of</i></p> <p>AAMVA CDL 2021: Module 3 - CDL Knowledge Tests Overview</p> <p>by MS</p> <p>0 Hours 45 Minutes</p>	
<p>Date of Course Completion: 7/12/2023</p> <p><i>TC0020C</i></p>	



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Zoila Brito		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade		Job Title:	Tax Collector Section Assistant Manager
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 11/15/21	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 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

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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): Zoila Brito					
Business email address: Zoila.Brito@miamidade.gov			Business phone number: 305-375-1659		
Job title: Tax Collector Section Asst. Manager					
Employed by: Office of the Tax Collector - Miami Dade					
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: Office of the Tax Collector					
Your Title: Tax Collector Section-Assistant Manager			Employment Dates: 11/15/2021-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-0040C	TCC 501 Duties and Responsibilities of Fla Tax Collectors	30	TC-0036C	TCC 503 Collection and Distribution of Property Taxes and Special Assessment	30
TC-0041C	TCC 502 Leadership Management of a Fla Tax Collector's Office	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: Zoila Brito				Date: 03/19/2024	



**Application for
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N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
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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): Zoila Brito					
Business email address: Zoila.Brito@miamidade.gov			Business phone number: 305-375-1659		
Job title: Tax Collector Section Asst. Manager					
Employed by: Office of the Tax Collector - Miami Dade					
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: Office of the Tax Collector					
Your Title: Tax Collector-Section Assistant Manager			Employment Dates: 11/15/2021-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-0038C	TCC 002 Effective Decision Making in the Workplace	10			
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: Zoila Brito				Date: 03/19/2024	

Congratulations,

Zoila Brito

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

June 22, 2023

15 credit hours



Congratulations,

Zoila Brito

on completing

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

Course Number: TC-0038C

on

July 5, 2023
10 credit hours



Congratulations,

Zoila Brito

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

July 8, 2023
5 credit hours



Congratulations,

Zoila Brito

on completing

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

Course Number: TC-0036C

on

July 8, 2023
30 credit hours



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

Certifies that

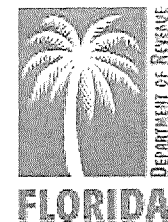
Zoila Brito

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



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

Certifies that

Zoila Brito

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Belinda Brown
Previous Name(s)(if applicable):	Belinda Warbrick
Documentation Included:	
County: Pinellas <input type="checkbox"/>	Job Title: Office Specialist <input type="checkbox"/>
Certification Requested:	Certified Florida Collector Assistant <input type="checkbox"/>
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>
Certification Date:	03/01/20

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 05/16/20	To: Present
From: 10/3/88	To: 10/12/18

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors <input type="checkbox"/>	30	Attended Course <input type="checkbox"/>
90-hours per 12D-19.003(3)(b)		
FLHSMV Vehicle Document Examiner Certification	15	Attended Course
FLHSMV Driver License Examiner I	60	Attended Course
TCC 502B - Strategic Management	30	Attended Course
TCC 503B - Advanced Collection and Distribution of Property Taxes	30	Attended Course
Total Hours	165	

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.
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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): Belinda Brown					
Business email address: bbrown@pinellascountytaxcollector.gov				Business phone number: 727-464-5629	
Job title: Office Specialist					
Employed by: Charles W. Thomas, CFC, 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: Office Specialist				Employment Dates: 5-16-2022 thru current	
Employer: Pinellas County Tax Collector					
Your Title: Tax Supervisor				Employment Dates: 10-3-1988 thru 10-12-2018	
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 & Resp. of FL TC	30		DL Examiner I	60
	Vehicle Doc. Examiner Cert.	15		CFOA Certification 7/1/2009	
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: 2-26-24	

TCC 502B Strategic Management 30 hours

TCC 503B Advanced Collection and Distribution of Property Taxes 30 hours

CLASS_NAME	START_DATE	END_DATE	REGISTRATION_STATUS
DESIGNATION APPS 3RD QUARTER 2009	9/24/2009 0:00	9/24/2009 0:00	F
DRIVER LICENSE EXAMINER I	3/18/2002 8:00	3/24/2002 17:00	F
2009CFCA	1/1/2009 0:00	12/31/2009 0:00	F
2010CFCA	1/1/2010 0:00	12/31/2010 0:00	F
2011CFCA	1/1/2011 0:00	12/31/2011 0:00	F
2012CFCA	1/1/2012 0:00	12/31/2012 0:00	F
2013CFCA	1/1/2013 0:00	12/31/2013 0:00	M
2014CFCA	1/1/2014 0:00	12/31/2014 0:00	M
2015CFCA	1/1/2015 0:00	12/31/2015 0:00	M
2016CFCA	1/1/2016 0:00	12/31/2016 0:00	M
2017CFCA	1/1/2017 0:00	12/31/2017 0:00	F
2018CFCA	1/1/2018 0:00	12/31/2018 0:00	M
DUTIES & RESPONSIBILITIES OF FLORIDA TAX COLLECTORS	6/15/2009 8:30	6/19/2009 17:00	F
STRATEGIC MANAGEMENT	4/11/2005 8:00	4/15/2005 5:00	F
THE COLLECTION & DISTRIBUTION OF PROPERTY TAXES	2/5/2007 8:00	2/9/2007 5:00	C
ADVANCED COLLECTION & DISTRIBUTION OF PROPERTY TAXES	3/31/2008 8:00	4/4/2008 5:00	F



*The Department of Revenue
of the State of Florida*

certifies that

Belinda Warbrick
has successfully completed

"Duties & Responsibilities Of Florida Tax Collectors"
Course TCC 501, 30 Contact Hours

Friday, June 19, 2009

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



State of Florida
Department of Highway Safety
And Motor Vehicles
LEARNING AND DEVELOPMENT OFFICE

This is to certify that

Belinda Warbrick

has successfully completed the 15 hour

Vehicle Document Examiner Certification

*This course was conducted by the Learning and Development Office,
Department of Highway Safety and Motor Vehicles*

Caroline B. Nixon
Instructor

August 6, 2008
Date



**FLORIDA DEPARTMENT OF
HIGHWAY SAFETY AND MOTOR VEHICLES**

Improving highway safety through service, education, & enforcement

To whom it may concern:

The following Tax Collector Agent/DL Examiner I has completed 60 hours of Examiner I training with the Division of Driver Licenses.

Name: Belinda Warbrick
Completion Date: 03/24/2002
Training: Driver License Examiner I
Verified by: Linda McCarter, Operation & Mgmt. Consultant

Thank you,

Carol Owens, Highway Safety Specialist (for)

Walton Dodrill, Learning and Development, Training Supervisor
10137 East Adamo Drive, 800-A
Tampa, Fl 33619-2656
Phone: (813) 740-7545
Fax: (813) 740-7547
WaltonDodrill@fhsmv.gov

cc: Walton Dodrill, Learning and Development, Training Supervisor
Sonia Taylor, Learning and Development, Training Manager
Linda McCarter, Operation & Mgmt. Consultant

*The Department of Revenue
of the State of Florida*

certifies that

Belinda Renee Warbrick

has fulfilled the requirements for designation as a

Certified Florida Collector Assistant

and has been recommended by

The Admissions and Certifications Committee

for Certified Florida Collectors

and Certified Florida Collector Assistants

and is, therefore, on this day,

the first of July, 2009,

declared to be a

Certified Florida Collector Assistant

with all the rights, benefits, and privileges

of this certification.



Lisa Echeverri

Lisa Echeverri
Executive Director

James McAdams

James McAdams
Chairman,
Admissions and Certifications Committee



**The State of Florida
Department of Revenue**

certifies that

Belinda Warbrick

is a

Certified Florida Collector Assistant

with certification requirements met
through December 31, 2009.


Lisa Echeverri
Executive Director


James McAdams, Chairman
Admissions & Certifications Committee

September 25, 2009

Belinda Warbrick
Office of the Pinellas County Tax Collector
315 Court Street, 3rd Floor
Clearwater, Florida 33756

Dear Belinda:

Congratulations! The Certified Florida Collector Admissions Committee met via email on September 24, 2009 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 July 1, 2009.

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

Child Support Enforcement - Ann Coffin, Director • General Tax Administration - Jim Evers, Director
Property Tax Oversight - James McAdams, Director • Administrative Services - Nancy Kelley, Director
Information Services - Tony Powell, Director

www.myflorida.com/dor
Tallahassee, Florida 32399-0100



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Justin Brownsberger		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake		Job Title: Customer Service Representative II	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	02/01/24		

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: 03/29/21	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 502 - Management of a Florida Tax Collector's Office	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): Justin Brownsberger					
Business email address: n/a				Business phone number: 352-343-9602	
Job title: Customer Service Representative II					
Employed by: Office of The Lake County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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 The Lake County Tax Collector					
Your Title: Customer Service Representative II				Employment Dates: 03/29/2021-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-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 Coll.	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: JUSTIN BROWNSBERGER				Date: 02/02/2024	





**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): Justin Brownsberger					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Customer Service Representative II					
Employed by: Office of The Lake County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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 The Lake County Tax Collector					
Your Title: Customer Service Representative II			Employment Dates: 03/29/2021-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 Leadership & Management Skills in a FL Tax Coll.	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: JUSTIN BROWNSBERGER				Date: 02/02/2024	



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Justin Brownsberger

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

Justin Brownsberger

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

Justin Brownsberger

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



Congratulations,

Justin Brownsberger

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

November 7, 2023
5 credit hours



Congratulations,

Justin Brownsberger

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

January 31, 2024
15 credit hours



Congratulations,

Justin Brownsberger

on completing

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

Course Number: TC-0038C

on

January 17, 2024
10 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Dylan Buotte		
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:	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: 07/02/21	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
FLHSMV - Driver License Preparatory Training (Instructor Led)	64	Attended Course
Total Hours	154	

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): DYLAN BUOTTE					
Business email address: DYLANB@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: 07/02/2021-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-0040C	TCC 501 Duties & Responsibilities of Florida Tax Collectors	30	TC-0024C	Driver's License Preparatory Training	64
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: Buotte.Dylan			Date: 03/18/2024		

Digitally signed by Buotte.Dylan
DN: cn=Buotte.Dylan, o, ou, email=DylanB@taxcollector.com,
c=US
Date: 2024.03.18 12:02:34 -04'00'

This certificate is awarded to

DYLAN BUOTTE

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: 10/20/2021

Congratulations,

Dylan Buotte

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

Dylan Buotte

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

Dylan Buotte

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Alexander S. Burke
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:	02/01/24

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: 01/14/22	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
FLHSMV - Driver License Preparatory Training (Instructor Led)	64	Attended Course
Total Hours	154	

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): ALEXANDER S BURKE					
Business email address: ALEXANDERB@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: 01/14/2022-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-0024C	Driver's License Preparatory Training	64
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: Burke.Alexander			Digitally signed by Burke.Alexander Date: 2024.03.19 07:17:53 -04'00'		Date: 03/19/2024

This certificate is awarded to

ALEXANDER BURKE

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: 6/15/2022

Congratulations,
Alexander Burke

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

Alexander Burke

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

Alexander Burke

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Lupita Cantero-Palma		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Manatee	Job Title: Associate II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	12/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 11/05/21	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
FLHSMV - Driver License Preparatory Training (Instructor Led)	64	Attended Course
Total Hours	154	

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): LUPITA CANTERO-PALMA					
Business email address: LUPITAC@taxcollector.com			Business phone number: 941.741.4800		
Job title: ASSOCIATE II					
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 II			Employment Dates: 11/05/2021-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-0040C	TCC 501 Duties & Responsibilities of Florida Tax Collectors	30	TC-0024C	Driver's License Preparatory Training	64
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: Cantero-Palma.Lupita			Digitally signed by Cantero-Palma.Lupita Date: 2024.03.18 16:42:53 -04'00'		Date:

This certificate is awarded to

LUPITA CANTERO-PALMA

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: 4/13/2022

Congratulations,

Lupita Cantero-Palma

on completing

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

Course Number: TC-0036C

on

September 21, 2022
30 credit hours



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

Certifies that

Lupita Cantero-palma

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

Lupita Cantero-palma

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Megan Cassell
Previous Name(s)(if applicable):	
Documentation Included:	
County: Indian River	Job Title: Lead Clerk
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	03/01/24

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: 02/28/22	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
FLHSMV - Driver License Preparatory Training (Instructor Led)	64	Attended Course
Total Hours	154	

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

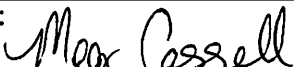


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): MEGAN CASSELL					
Business email address: MCASSELL@IRCTAX.COM			Business phone number: 772-360-3371		
Job title: LEAD CLERK					
Employed by: INDIAN RIVER 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: INDIAN RIVER COUNTY TAX COLLECTOR					
Your Title: LEAD CLERK			Employment Dates: 2/28/2022 - 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
TC0037C	TCC 001 - BANKRUPTCY	15	TC0039C	TCC 003 - CUSTOMER SERVICE	5
TC0038C	TCC 002 - EFFECTIVE DECISION MAKING	10	TC0036C	TCC 003 COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND 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: 04/25/2024	




**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): MEGAN CASSELL					
Business email address: MCASSELL@IRCTAX.COM			Business phone number: 772-360-3371		
Job title: LEAD CLERK					
Employed by: INDIAN RIVER 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: INDIAN RIVER COUNTY TAX COLLECTOR					
Your Title: LEAD CLERK			Employment Dates: 2/28/2022 - 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	TC0 501 DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS	30			
TC0024C	DRIVER 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: 04/25/2024	

This certificate is awarded to

MEGAN CASSELL

for the successful completion of

Driver License Preparatory Training - Virtual Instructor-Led Training

by FLHSMV

64 Hours 00 Minutes

Date of Course Completion: 4/29/2022

Congratulations,

Megan Cassell

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 24, 2023
15 credit hours



Congratulations,

Megan Cassell

on completing

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

Course Number: TC-0038C

on

September 7, 2023
10 credit hours



Congratulations,

Megan Cassell

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

September 26, 2023

5 credit hours



Congratulations,

Megan Cassell

on completing

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

Course Number: TC-0036C

on

November 7, 2023
30 credit hours



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

Certifies that

Megan Cassell

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours



Credit Card Confirmation

Successful Submission

Confirmation Number: 364590511624

Confirmation Date: 04/25/2024 11:52:55

Payment Details

Please print for your records! Please keep a copy of the payment confirmation for your records. In the event that a refund is requested a copy of this confirmation will be necessary.

Note: The bill amount paid and convenience fee will be charged to your card and listed on your statement separately. It may take up to 72 hours for this payment to be credited to your tax account.

✓

[Back to Menu](#)

[Print](#)



Florida Department of Revenue
Property Tax Oversight

Jim Zingale
Executive Director

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

Payment Summary

Registration 1: TC		
Application:	Application - Certified Florida Collector or Certified Florida Collector Assistant Full Name - MEGAN CASSELL County - Indian River Email - MCASSELL@IRCTAX.COM File Name - Megan Cassell.pdf	25.00
Total:		25.00

Total Cost: 25.00



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Kim L. Chaney		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Alachua	Job Title: Senior CSA		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 08/10/20	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 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): Kim L. Chaney					
Business email address: kchaney@alachuacollector.com				Business phone number: 352-264-6938	
Job title: Senior CSA					
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: Senior CSA				Employment Dates: 08/10/2020 - 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 and Responsibilities	30	TC-0036C	TCC 503 Collection and Distribution of Property Taxes	30
TC-0041C	TCC 502 Management of Florida Tax Collector's Office	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: <i>Kim L. Chaney</i>				Date: 03/18/2024	

No.	Course Title	Hours
TC-0038C	TCC 002 Effective Decision Making	10
TC-0039C	TCC 003 Customer Service Training	5

Congratulations,

Kim Chaney

on completing

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

on

October 28, 2021
30 credit hours



Congratulations,

Kim Chaney

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

May 12, 2022
15 credit hours



Congratulations,

Kim Chaney

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 27, 2022
5 credit hours



Congratulations,

Kim Chaney

on completing

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

Course Number: TC-0038C

on

June 15, 2022
10 credit hours



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

Certifies that

Kim Chaney

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



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

Certifies that

Kim Chaney

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Randi Cochran		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: Technical Specialist II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 09/29/21	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 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): RANDI COCHRAN					
Business email address: randi.cochran@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: <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					
Your Title: TECHNICAL SPECIALIST II			Employment Dates: 09/29/2021-CURRENT		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	DUTIES & RESP of FL TC	30	TC-0041C	MGMT OF A FL TC OFFICE	30
TC-0036C	C&D OF PROP TAX & SPEC ASSESS	30	TC-0042C	COLL OF LIC, 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: <u>Randi Cochran</u> <small>Randi Cochran (Apr 15, 2024 09:45 EDT)</small>				Date: 04/15/2024	

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.

RANDI COCHRAN dr4001 2024

Final Audit Report

2024-04-15

Created:	2024-04-15
By:	Danielle Neils (danielle.neils@charlottecountyfl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6Q87p5DluARzPVwlmmeEiJ0D-2NwYThf

"RANDI COCHRAN dr4001 2024" History

-  Document created by Danielle Neils (danielle.neils@charlottecountyfl.gov)
2024-04-15 - 1:25:57 PM GMT- IP address: 161.129.18.17
-  Document emailed to randi.cochran@charlottecountyfl.gov for signature
2024-04-15 - 1:26:25 PM GMT
-  Email viewed by randi.cochran@charlottecountyfl.gov
2024-04-15 - 1:33:53 PM GMT- IP address: 104.47.65.254
-  Signer randi.cochran@charlottecountyfl.gov entered name at signing as Randi Cochran
2024-04-15 - 1:45:56 PM GMT- IP address: 161.129.18.17
-  Document e-signed by Randi Cochran (randi.cochran@charlottecountyfl.gov)
Signature Date: 2024-04-15 - 1:45:58 PM GMT - Time Source: server- IP address: 161.129.18.17
-  Agreement completed.
2024-04-15 - 1:45:58 PM GMT

Congratulations,

Randi Cochran

on completing

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

Course Number: TC-0036C

on

June 6, 2023
30 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Randi Cochran

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

Randi Cochran

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



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

Certifies that

Randi Cochran

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jacqueline C. Collins		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Monroe	Job Title: Property Tax Department		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	03/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 09/30/13	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 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 003 - Customer Service Training	5	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:

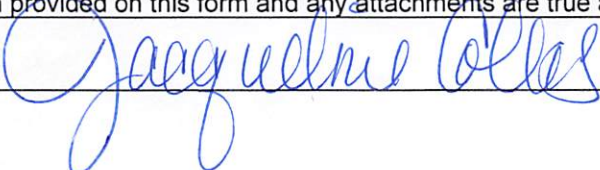


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Jacqueline C Collins					
Business email address: jcollins@monroetaxcollector.com			Business phone number: (305)295-5043		
Job title: Property Tax Department					
Employed by: Monroe 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: Monroe County Tax Collector					
Your Title: Property Tax Department			Employment Dates: 09/30/2013 - 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
0036C	TCC 503 Collection & Distribution of Property Taxes & Special Ass	30	0037C	TCC 001 Bankruptcy	15
0042C	TCC 504 Collection of Licenses, Taxes & Fees	30	0041C	TCC 502 Leadership & Mngt Skills in a FL 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: 02/13/2024	

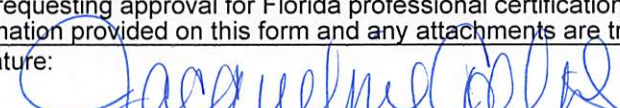


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Jacqueline C Collins					
Business email address: jcollins@monroetaxcollector.com			Business phone number: (305)295-5043		
Job title: Property Tax Department					
Employed by: Monroe 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: Monroe County Tax Collector					
Your Title: Property Tax Department			Employment Dates: 09/30/2013 - 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
0038C	TCC 002 Effective Decision Making	10			
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: 				Date: 02/13/2024	

Congratulations,

Jacqueline Collins

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

March 31, 2023
15 credit hours



Congratulations,

Jacqueline Collins

on completing

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

Course Number: TC-0038C

on

May 31, 2023
10 credit hours



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

Certifies that

Jacqueline Collins

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



Congratulations,

Jacqueline Collins

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

August 7, 2023
5 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Jacqueline Collins

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



Congratulations,

Jacqueline Collins

on completing

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

Course Number: TC-0036C

on

February 12, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Magan Cooper
Previous Name(s)(if applicable):	
Documentation Included:	
County: Escambia	Job Title: Assistant Manager
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	04/01/24

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: 01/14/13	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): Magan Cooper					
Business email address: mcooper@escambiatatxcollector.com			Business phone number: (850) 438-6500 ext 3602		
Job title: Assistant Manager					
Employed by: Escambia County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: Assistant Manager			Employment Dates: 1/14/2013 - 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-0064R	Leadership & Management Skills	30	TC0059R-62R	Collection and Distribution of Property Taxes	30
TC-0065R	Collection of Licenses, Taxes, & Fees	30	TC-0063R	Duties & Responsibilities of FL Tax Collectors	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: Magan Cooper				Date: 3-26-24	

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



Certifies that

Magan Cooper

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

Magan Cooper

has successfully completed

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

Course Number: TC-0042C

June 21-24, 2022
30 credit hours



Congratulations,
Magan Cooper

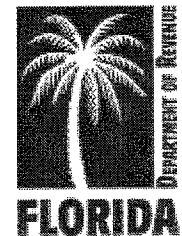
on completing

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

Course Number: TC-0036C

on

May 9, 2023
30 credit hours



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

Certifies that

Magan Cooper

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Eric Delgado		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Customer Service Rep		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 02/16/21	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
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Security Features	1	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
Total Hours	97.5	

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



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Eric Delgado		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Customer Service Rep		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 02/16/21	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 - People and Actions	0.75	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.50	Attended Course
AAMVA - Birth Certificates	0.50	Attended Course
AAMVA - Military ID Cards	0.50	Attended Course
AAMVA - Social Security Cards	0.50	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.75	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
Total Hours	22	

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



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Eric Delgado		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Customer Service Rep		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 02/16/21	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
FLHSMV - Information and Cyber Security Awareness Training	0.50	Attended Course
Total Hours	0.5	

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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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): Eric Delgado					
Business email address: delgadoe@hillstax.org			Business phone number: 813.612.6763		
Job title: Customer Service Rep					
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: Customer Service Rep			Employment Dates: 02/16/2021 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
TC00370	TCC001 Bankruptcy	15	TC00380	TCC002 Effective Decision Making in the	10
TC00390	TCC003 Customer Service Training	5	TC00360	TCC503 Collection & Distribution of Prop	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: 03/19/2024	




**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): Eric Delgado					
Business email address: delgadoe@hillstax.org			Business phone number: 813.612.6763		
Job title: Customer Service Rep					
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: Customer Service Rep			Employment Dates: 02/16/2021 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
TC00010	Counterfeits and Alterations	.75	TC00020	Driver Licenses and ID Cards	.75
TC00070	Canadian Travel, Citizenship, and Immigr	1.0	TC00140	Security Features	1.0
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: 03/19/2024	




**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): Eric Delgado					
Business email address: delgadoe@hillstax.org			Business phone number: 813.612.6763		
Job title: Customer Service Rep					
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: Customer Service Rep			Employment Dates: 02/16/2021 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
TC0006	Canadian Birth Certificates, Drivers, and	.75	TC0008	Internal Fraud for Staff	.75
TC0009	Introduction to Covert Features	.75	TC0010	Introduction to Fraud	1.0
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: 03/19/2024	




**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): Eric Delgado					
Business email address: delgadoe@hillstax.org			Business phone number: 813.612.6763		
Job title: Customer Service Rep					
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: Customer Service Rep			Employment Dates: 02/16/2021 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
TC0014	Mexican Documents	.75	TC0013	People and Actions	.75
TC0016	Travel Documents	.75	TC0017	US Immigration Documents	.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: 03/19/2024	




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

DR-4001
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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): Eric Delgado					
Business email address: delgadoe@hillstax.org			Business phone number: 813.612.6763		
Job title: Customer Service Rep					
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: Customer Service Rep			Employment Dates: 02/16/2021 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
TC0002	Vehicle Identification Documents	.50	TC0005	Birth Certificates	.50
TC0012	Military ID Cards	.50	TC0015	Social Security Cards	.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: 03/19/2024	




**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): Eric Delgado					
Business email address: delgadoe@hillstax.org			Business phone number: 813.612.6763		
Job title: Customer Service Rep					
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: Customer Service Rep			Employment Dates: 02/16/2021 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
TC0044	Heavy Vehicle Use Tax (HVUT) - 2021	1.0	TC00196	CDL 2021 - Module 2 - Overview of the	.75
TC0018	CDL 2021 Module 1 Intro to CDL Licensin	2.50	TC00256	Driver License Preparatory Training - OL	12
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: 03/19/2024	




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

DR-4001
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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): Eric Delgado					
Business email address: delgadoe@hillstax.org			Business phone number: 813.612.6763		
Job title: Customer Service Rep					
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: Customer Service Rep			Employment Dates: 02/16/2021 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
TC0020	CDL 2021 Module 3 CDL Knowledge Test	.75	TC0021	CDL 2021 Module 4 CKE End of Course	.75
TC0045	Info & Cyber Security Awareness for Ext	.75	TC0040	TCC501 Duties & Responsibilities of FL	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: 03/19/2024	

Congratulations,

Eric Delgado

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

October 18, 2022
15 credit hours



Congratulations,

Eric Delgado

on completing

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

Course Number: TC-0038C

on

March 10, 2023
10 credit hours



Congratulations,

Eric Delgado

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

April 10, 2023
5 credit hours



Congratulations,

Eric Delgado

on completing

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

Course Number: TC-0036C

on

July 21, 2023
30 credit hours



This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 11/7/2023

TC-0001C



This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 11/7/2023

TC-0002C

This certificate is awarded to

ERIC DELGADO

for the successful completion of

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

by External Training

1 Hours 0 Minutes

Date of Course Completion: 11/7/2023

TC-0007C ✓

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 11/7/2023

TC-0014C ✓

This certificate is awarded to

ERIC DELGADO

for the successful completion of

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

by External Training

0 Hours 45 Minutes

Date of Course Completion: 11/7/2023

TC-0006C ✓

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 11/7/2023

TC-0008C ✓

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: Introduction to Covert Features

by External Training

01 Hours 45 Minutes

Date of Course Completion: 11/7/2023

TC-0009C ✓

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 11/7/2023

TC-0010C ✓

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 11/7/2023

TC-0011C ✓

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 11/7/2023

TC-0013C ✓

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 11/7/2023

TC-0016C ✓

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 11/7/2023

TC-0017C ✓

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: Vehicle Identification Documents

by External Training

0 Hours 30 Minutes

Date of Course Completion: 11/7/2023

TC-0030C ✓

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 11/7/2023

TC-0005C ✓

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 11/7/2023

TC 0012C

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA FDR 2020: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 11/7/2023

TC 0015C

This certificate is awarded to

ERIC DELGADO

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 11/7/2023

TC 0044C

This certificate is awarded to

ERIC DELGADO

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: 2/13/2024

TC 0019C

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA CDL 2021: Module 1 - Introduction to CDL Licensing

by MS

2 Hours 30 Minutes

Date of Course Completion: 2/13/2024

TC 0018C

This certificate is awarded to

ERIC DELGADO

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 2/13/2024

TC 0025C

This certificate is awarded to

ERIC DELGADO

for the successful completion of

AAMVA CDL 2021: Module 3 - CDL Knowledge Tests Overview

by MS

0 Hours 45 Minutes

Date of Course Completion: 2/14/2024

TC 0020-C

This certificate is awarded to

ERIC DELGADO

for the successful completion of

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

by MS

0 Hours 45 Minutes

Date of Course Completion: 2/14/2024

TC 0021-C

This certificate is awarded to

ERIC DELGADO

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2023

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 10/11/2023

TC 0045C

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

Certifies that

Eric Delgado

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours



TC 0040C



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Suzanne Dookeran		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Broward	Job Title: Records, Taxes and Treasury Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 08/24/97	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 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 120-16.002, 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): SUZANNE DOOKERAN

Business email address: sdookeran@broward.org Business phone number: 954-357-6260

Job title: Records, Taxes and Treasury Supervisor

Employed by: Broward Board of County Commissioners - 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:

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: Broward Board of County Commissioners - Tax Collector's office

Your Title: Records, Taxes and Treasury Supervisor Employment Dates: 8/24/97 - 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 & Fees	30	TC-0040C	TCC-501 Duties & Responsibilities of Florida Tax Collector	30
TC-0038C	TCC-002 Effective Decision Making	10	TC-0036C	TCC-503 Collection & Distribution of Prop Taxes	30
TC-0037C	TCC-001 Bankruptcy	15	TC-0039C	TC-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: 4/30/2024.

Congratulations,

SUZANNE DOOKERAN,

on completing

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

course on

Thursday, October 8, 2020

30.00 credit hours

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



Certifies that

Suzanne Dookeran

has successfully completed

THE COLLECTION OF LICENSES, TAXES AND FEES

TCC 504, 30 Hours

June 7-10, 2021

Congratulations,

SUZANNE DOOKERAN

on completing

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

on

October 26, 2021
10 credit hours



Congratulations,

SUZANNE DOOKERAN

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

on

October 26, 2021
5 credit hours



Congratulations,

Suzanne Dookeran

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

November 9, 2021

15 credit hours



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

Certifies that

Suzanne Dookeran

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Lisa D. Fells		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Putnam	Job Title: Tax Administration Clerk I		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 09/04/20	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)		
FLHSMV - DL Training Series: Phase I	40	Attended Course
FLHSMV - DL Training Series: Phase II	45	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.75	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
AAMVA - Birth Certificates	0.50	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - People and Actions	0.75	Attended Course
Total Hours	125.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: AAMVA CDL completion certificate submitted as well as the individual module completion certificates



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Lisa D. Fells		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Putnam	Job Title: Tax Administration Clerk I		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 09/04/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
AAMVA - Security Features	1	Attended Course
AAMVA - Social Security Cards	0.50	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.50	Attended Course
Total Hours	18.5	

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.
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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 D. Fells					
Business email address: lisa.fells@putnam-fl.gov			Business phone number: 386-329-5789		
Job title: Tax Administration Clerk I					
Employed by: Putnam County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: Putnam County Tax Collector					
Your Title: Tax Administration Clerk I			Employment Dates: 09/04/2020 - 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
	see attached transcript				
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: 4/16/24	

Lisa Fells
PUTNAM COUNTY TAX COLLECTOR

Course #	COURSE DESCRIPTION	COMPLETED	HRS
	DEPARTMENT OF REVENUE		
TC-0036C	TCC 503 - COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS		
TC-0037C	TCC 001 - BANKRUPTCY	2/14/2022	15.00
TC-0038C	TCC 002 - EFFECTIVE DECISION MAKING		
TC-0039C	TCC 003 - CUSTOMER SERVICE TRAINING		
TC-0040C	TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS (TCC 501)	2/27-3/1/2024	30.00
TC-0041C	TCC 502 - MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE		
TC-0042C	TCC 504 - COLLECTION OF LICENSES, TAXES AND FEES		
	ON-LINE		
TC-0001C	AAMVA FDR 2018 COUNTERFEITS AND ALTERATIONS		
TC-0002C	AAMVA FDR 2018 DRIVER LICENSE AND ID CARDS		
TC-0003C	AAMVA FDR 218 VEHICLE IDENTIFICATION DOCUMENTS		
TC-0004C	AAMVA FDR 2019 EXPANDING THE REVIEW		
TC-0005C	AAMVA FDR 2020 BIRTH CERTIFICATES	1/4/2021	0.50
TC-0006C	AAMVA FDR 2020: CANADIAN BIRTH CERTIFICATES, DRIVE AND VEHICLE DOCUMENTS		
TC-0007C	AAMVA FDR 2020: CANADIAN TRAVEL, CITIZENSHIP AND IMMIGRATION DOCUMENTS	1/6/2021	1.00
TC-0008C	AAMVA FDR 2020: INTERNAL FRAUD FOR STAFF	1/6/2021	0.75
TC-0009C	AAMVA FDR 2020: INTRODUCTION TO COVERT FEATURES	1/6/2021	0.75
TC-0010C	AAMVA FDR 2020: INTRODUCTION TO FRAUD	12/31/2020	1.00
TC-0011C	AAMVA FDR 2020: MEXICAN DOCUMENTS		
TC-0012C	AAMVA FDR 2020: MILITARY ID CARDS		
TC-0013C	AAMVA FDR 2020: PEOPLE AND ACTIONS	1/6/2021	0.75
TC-0014C	AAMVA FDR 2020: SECURITY FEATURES	1/7/2021	1.00
TC-0015C	AAMVA FDR 2020: SOCIAL SECURITY CARDS	1/7/2021	0.50
TC-0016C	AAMVA FDR 2020: TRAVEL DOCUMENTS	1/7/2021	0.75
TC-0017C	AAMVA FDR 2020: U S IMMIGRANTS DOCUMENTS	1/7/2021	0.75
TC-0018C	CDL MODULE 1	10/13/2020	2.50
TC-0019C	CDL MODULE 2	10/14/2020	0.75
TC-0020C	CDL MODULE 3	10/16/2020	0.75
TC-0021C	CDL MODULE 4	10/19/2020	0.75
TC-0022C	DL PHASE I	9/25/2020	40.00
TC-0023C	DL PHASE II	10/9/2020	45.00
TC-0044C	HEAVY VEHICLE USE TAX (HVUT)	10/20/2020	1.00
TC-0045C	INFORMATION AND CYBER SECURITY AWARENESS	8/18/2022	0.50
	TOTAL HOURS		144.00

This certificate is awarded to

LISA FELS

for the successful completion of

DL Transformed: Phase I

by FLHSMV

40 Hours 0 Minutes

Date of Course Completion: 9/25/2020

This certificate is awarded to

LISA FELS

for the successful completion of

DL Transformed: Phase II

by FLHSMV

45 Hours 0 Minutes

Date of Course Completion: 10/9/2020

This certificate is awarded to

LISA FELS

for the successful completion of

AAMVA CDL 2015: Module 1 - Introduction to CDL Licensing

by MS

2 Hours 30 Minutes

Date of Course Completion: 10/13/2020

This certificate is awarded to

LISA FELS

for the successful completion of

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

by MS

0 Hours 45 Minutes

Date of Course Completion: 10/14/2020

This certificate is awarded to

LISA FELS

for the successful completion of

AAMVA CDL 2015: Module 3 - CDL Knowledge Tests

by MS

0 Hours 45 Minutes

Date of Course Completion: 10/16/2020

This certificate is awarded to

LISA FELS

for the successful completion of

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

by MS

0 Hours 45 Minutes

Date of Course Completion: 10/19/2020

This certificate is awarded to

LISA FELS

for the successful completion of

AAMVA CDL

by FLHSMV

5 Hours 30 Minutes

Date of Course Completion: 10/19/2020

This certificate is awarded to

LISA FELS

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2019

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 10/20/2020

This certificate is awarded to

LISA FELS

for the successful completion of

AAMVA FDR 2020: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 12/31/2020

This certificate is awarded to

LISA FELS

for the successful completion of

AAMVA FDR 2020: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 1/4/2021

This certificate is awarded to

LISA FELS

for the successful completion of

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

by External Training

1 Hours 0 Minutes

Date of Course Completion: 1/6/2021

This certificate is awarded to

LISA FELS

for the successful completion of

AAMVA FDR 2020: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 1/6/2021

This certificate is awarded to

LISA FELS

for the successful completion of

AAMVA FDR 2020: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 1/6/2021

This certificate is awarded to

LISA FELS

for the successful completion of

AAMVA FDR 2020: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 1/6/2021

This certificate is awarded to

LISA FELS

for the successful completion of

AAMVA FDR 2020: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 1/7/2021

This certificate is awarded to

LISA FELS

for the successful completion of

AAMVA FDR 2020: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 1/7/2021

This certificate is awarded to

LISA FELS

for the successful completion of

AAMVA FDR 2020: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 1/7/2021

This certificate is awarded to

LISA FELS

for the successful completion of

AAMVA FDR 2020: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 1/7/2021

Congratulations,

Lisa Fells

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

February 14, 2022

15 credit hours



This certificate is awarded to

LISA FELS

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2022

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 8/18/2022

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

Certifies that

Lisa Fells

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Loria L. Flowers		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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 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 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

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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): Loria L. Flowers					
Business email address: flowersl@hillstax.org			Business phone number: 813.635.5210 ext 5489		
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	TC0040	TCC501 Duties & Responsibilities of FL T	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: <i>Loria L. Flowers</i>				Date: <i>3/18/2024</i>	



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

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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): Loria L. Flowers					
Business email address: flowersl@hillstax.org				Business phone number: 813.635.5210 ext 5489	
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
TC00370	TCC001 Bankruptcy	15	TC00380	TCC002 Effective Decision Making in the	10
TC00390	TCC003 Customer Service Training	5	TC00360	TCC503 Collection & Distribution of Prope	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: <i>Loria L. Flowers</i>				Date: 3/18/2024	

Congratulations,

Loria Flowers

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

June 30, 2023
15 credit hours



Congratulations,

Loria Flowers

on completing

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

Course Number: TC-0038C

on

February 17, 2023
10 credit hours



Congratulations,

Loria Flowers

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

June 15, 2023
5 credit hours



Congratulations,

Loria Flowers

on completing

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

Course Number: TC-0030C

on

August 14, 2023
30 credit hours



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

Certifies that

Loria Flowers

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



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

Certifies that

Loria Flowers

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Alicia J Foley		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Bankruptcy Analyst		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 09/03/13	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 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:

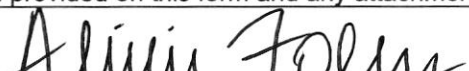


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Alicia J Foley					
Business email address: alicia.foley@brevardtc.com			Business phone number: 321-264-7708		
Job title: Bankruptcy Analyst					
Employed by: Lisa Cullen, Brevard County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: Lisa Cullen, Brevard County Tax Collector					
Your Title: Bankruptcy Analyst			Employment Dates: 09/03/2013-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-0037C & 41C	BANKRUPTCY & MANAGEMENT OF A FLORIDA TAX COLLECTOR	15/ 30	TC-0039C & 40C	CUSTOMER SERVICE TRAINING & DUTIES AND RESPONSIBILITIES	5/ 30
TC-0038C	EFFECTIVE DECISION- MAKING IN THE WORKPLACE	10	TC-0036C	COLLECTION AND DISTRIBUTION OF PROPERTY TAXES	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: 03/15/2024	

Congratulations,

Alicia Foley

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

April 13, 2023
15 credit hours



Congratulations,

Alicia Foley

on completing

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

Course Number: TC-0038C

on

May 2, 2023
10 credit hours



Congratulations,

Alicia Foley

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 5, 2023
5 credit hours



Congratulations,

Alicia Foley

on completing

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

Course Number: TC-0036C

on

May 24, 2023
30 credit hours



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

Certifies that

Alicia Foley

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



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

Certifies that

Alicia Foley

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jorge L. Garcia
Previous Name(s)(if applicable):	
Documentation Included:	
County: Dade	Job Title: Senior Tax Record Specialist
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	04/01/24

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: 08/01/19	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 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

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Effective 10/21
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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): Jorge L. Garcia					
Business email address: jorgegg@miamidade.gov			Business phone number: 305-375-5332		
Job title: Senior Tax Record Specialist					
Employed by: Miami Dade County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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 Tax Collector					
Your Title: Tax Record Specialist			Employment Dates: 08/2019 - 04/2023		
Employer: Miami Dade County Tax Collector					
Your Title: Senior Tax Record Specialist			Employment Dates: 04/2023 - Current		
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	TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS	30	TC0036C	TCC 503 - COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS	30
TC0041C	TCC 502 - LEADERSHIP AND MANAGEMENT SKILLS IN A FLORIDA TAX COLLECTOR'S OFFICE	30	TC0037C	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: 				Date: 03/25/2024	



**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): Jorge L. Garcia					
Business email address: jorgegg@miamidade.gov			Business phone number: 305-375-5332		
Job title: Senior Tax Record Specialist					
Employed by: Miami Dade County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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 Tax Collector					
Your Title: Tax Record Specialist			Employment Dates: 08/2019 - 04/2023		
Employer: Miami Dade County Tax Collector					
Your Title: Senior Tax Record Specialist			Employment Dates: 04/2023 - Current		
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	TCC 002 - EFFECTIVE DECISION MAKING	10			
TC0039C	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: 03/25/2024	

Congratulations,

Jorge L. Garcia

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

September 3, 2023
15 credit hours



Congratulations,

Jorge L. Garcia

on completing

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

Course Number: TC-0038C

on

September 9, 2023
10 credit hours



Congratulations,

Jorge L. Garcia

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

September 16, 2023

5 credit hours



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

Certifies that

Jorge L. Garcia

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



Congratulations,
Jorge L. Garcia

on completing

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

Course Number: TC-0036C

on

October 15, 2023
30 credit hours



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

Certifies that

Jorge L. Garcia

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Kelly Gillis
Previous Name(s)(if applicable):	
Documentation Included:	
County: Manatee	Job Title: Field Deputy
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	04/01/24

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: 12/12/22	To: Present
From: 4/22/21	To: 12/11/22

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 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): Kelly Gillis					
Business email address: KellyG@taxcollector.com			Business phone number: 941-741-4833		
Job title: Field Deputy					
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:					
<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 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: Manatee County Tax Collector					
Your Title: Associate II			Employment Dates: 4/22/2021 - 12/11/2022		
Employer: Manatee County Tax Collector					
Your Title: Field Deputy			Employment Dates: 12/12/2022 - Present		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	Duties and Responsibilities of FL TC	30	TC-0036C	Collection and Distribution of Property Taxes and Special Assess.	30
TC-0041C	Management of a FL TC'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: Gillis.Kelly			Date: 04/17/2024		

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,

Kelly Gillis

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

Kelly Gillis

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

Kelly Gillis

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



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

Certifies that

Kelly Gillis

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	David Heredia		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Osceola	Job Title: TDT Auditor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 11/19/18	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

DK-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

☒ **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): David Heredia

Business email address: dheredia@osceola.org

Business phone number: 407-742-6412

Job title: TDT Auditor

Employed by: Osceola 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: Osceola County Tax Collector

Your Title: TDT Auditor

Employment Dates: 11/19/2018 - 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-0040C	Duties & Responsibilities of Florida Tax Collectors	30	TC-0036C	Collection and Distribution of Property Taxes and Special Assessments	30
TC-0041C	Management of a 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:

03/18/2024

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

David Ricardo Heredia

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

David Ricardo Heredia

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



Congratulations,
David Ricardo Heredia

on completing

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

Course Number: TC-0036C

on

November 3, 2023
30 credit hours



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

Certifies that

David Ricardo Heredia

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Tracy Housel		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dixie	Job Title: Customer Service Representative		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 05/03/21	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 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:

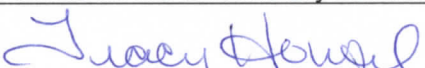


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Tracy Housel					
Business email address: thousel@dixiecountytax.com				Business phone number: 352-498-1213	
Job title: Customer Service Rep.					
Employed by: Dixie 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: Dixie County Tax Collector					
Your Title: Customer Service Rep.				Employment Dates: 5/3/21-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	TCC504- Collection of Licenses, Taxes and Fees	30	TC-0041C	TCC502- Management	30
TC-0036C	TCC503 Collection and Distribution of Property Taxes	30	TC-0040C	TCC501- Duties and Responsibilities	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: 4/9/24	

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

Certifies that

Tracy Housel

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

Tracy Housel

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,

Tracy Housel

on completing

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

Course Number: TC-0036C

on

February 28, 2023
30 credit hours



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

Certifies that

Tracy Housel

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jesika L. King		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Motorist Services Manager		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 07/20/16	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)		
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.50	Attended Course
AAMVA - Expanding the Review	0.50	Attended Course
AAMVA - Birth Certificates	0.50	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Military ID Cards	0.50	Attended Course
AAMVA - People and Actions	0.75	Attended Course
Total Hours	39.25	

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



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jesika L. King		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Motorist Services Manager		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 07/20/16	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
AAMVA - Security Features	1	Attended Course
AAMVA - Social Security Cards	0.50	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.75	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.5	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
Total Hours	66.25	

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



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jesika L. King		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Motorist Services Manager		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 07/20/16	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)		
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	15	

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): Jesika L. King					
Business email address: Jesika.King@brevardtc.com			Business phone number: 321-264-7711		
Job title: Motorist Services Manager					
Employed by: Brevard County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: Brevard County Tax Collector					
Your Title: Motorist Services Manager			Employment Dates: 07/20/2016-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
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: 03/15/2024	

Course List for Jesika King

No.	Course Title	Hours
TC-0001C	Counterfeits and Alterations	0.75
TC-0002C	Driver's License and ID Cards	0.75
TC-0003C	Vehicle Identification Documents	0.5
TC-0004C	Expanding the Review	0.5
TC-0005C	Birth Certificates	0.5
TC-0006C	Canadian Birth Certificates, Driver, and Vehicle Documents	0.75
TC-0007C	Canadian Travel, Citizenship, and Immigration Documents	1
TC-0008C	Internal Fraud for Staff	0.75
TC-0009C	Introduction to Covert Features	0.75
TC-0010C	Introduction to Fraud	1
TC-0011C	Mexican Documents	0.75
TC-0012C	Military ID Cards	0.5
TC-0013C	People and Actions	0.75
TC-0014C	Security Features	1
TC-0015C	Social Security Cards	0.5
TC-0016C	Travel Documents	0.75
TC-0017C	U.S. Immigration Documents	0.75
TC-0018C	CDL Module 1	2.5
TC-0019C	CDL Module 2	0.75
TC-0020C	CDL Module 3	0.75
TC-0021C	CDL Module 4	0.75
TC-0025C	Driver's License Preparatory Training	12
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1
TC-0045C	Information and Cyber Security Awareness Training	0.5
TC-0036C	TCC 503-Collection and Distribution of Property Taxes and Special Assessments	30
TC-0037C	TCC 001-Bankruptcy	15
TC-0038C	TCC 002-Effective Decision Making	10
TC-0039C	TCC 003-Customer Service Training	5
TC-0040C	TCC 501-Duties and Responsibilities of Florida Tax Collectors	30
Total		120.5

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA CDL 2015: Module 1 - Introduction to CDL Licensing

by MS

2 Hours 30 Minutes

Date of Course Completion: 9/26/2016

This certificate is awarded to

JESIKA KING

for the successful completion of

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

by MS

0 Hours 45 Minutes

Date of Course Completion: 9/27/2016

This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA CDL 2015: Module 3 - CDL Knowledge Tests

by MS

0 Hours 45 Minutes

Date of Course Completion: 9/28/2016

This certificate is awarded to

JESIKA KING

for the successful completion of

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

by MS

0 Hours 45 Minutes

Date of Course Completion: 9/28/2016

This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 6/8/2021

This certificate is awarded to

JESIKA KING

for the successful completion of

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

by External Training

1 Hours 0 Minutes

Date of Course Completion: 6/8/2021

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 6/8/2021



This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 6/17/2021

This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 6/17/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 6/21/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 6/25/2021

This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 6/25/2021

This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 6/25/2021

This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 6/25/2021

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: Expanding the Review

by External Training

0 Hours 30 Minutes

Date of Course Completion: 8/9/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 8/9/2021

This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 8/9/2021

This certificate is awarded to

JESIKA KING

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2022

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 8/22/2022

Congratulations,

Jesika King

on completing

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

Course Number: TC-0036C

on

August 24, 2022
30 credit hours



Congratulations,

Jesika King

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

September 1, 2022
15 credit hours



Congratulations,

Jesika King

on completing

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

Course Number: TC-0038C

on

September 1, 2022
10 credit hours



Congratulations,

Jesika King

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

September 15, 2022

5 credit hours



FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JESIKA KING

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 12/12/2022

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

JESIKA KING

for the successful completion of

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

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/13/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/13/2023

This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 4/13/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

JESIKA KING

for the successful completion of

AAMVA FDR 2020: Vehicle Identification Documents

by External Training

0 Hours 30 Minutes

Date of Course Completion: 4/13/2023



This certificate is awarded to

JESIKA KING

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 5/15/2023

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

Certifies that

Jesika King

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Theresa Kotlarski		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte		Job Title:	Processing & Imaging Specialist II
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

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: 01/05/22	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): THERESA KOTLARSKI					
Business email address: theresa.kotlarski@charlottecountyfl.gov			Business phone number: 941-743-1350		
Job title: PROCESSING & IMAGING 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: PROCESSING & IMAGING SPECIALIST II			Employment Dates: 01/05/2022-CURRENT		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	DUTIES & RESP of FL TC	30	TC-0041C	MGMT OF A FL TC OFFICE	30
TC-0036C	C&D OF PROP TAX & SPEC ASSESS	30	TC-0042C	COLL OF LIC, 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: <u>Theresa Kotlarski</u> <small>Theresa Kotlarski (Apr 15, 2024 09:35 EDT)</small>				Date: 04/15/2024	

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.

THERESA KOTLARSKI dr4001 2024

Final Audit Report

2024-04-15

Created:	2024-04-15
By:	Danielle Neils (danielle.neils@charlottecountyfl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAepC9OijlOgfQ79NrglEQvq6KAGJ9Izv9

"THERESA KOTLARSKI dr4001 2024" History

-  Document created by Danielle Neils (danielle.neils@charlottecountyfl.gov)
2024-04-15 - 1:26:39 PM GMT- IP address: 161.129.18.17
-  Document emailed to theresa.kotlarski@charlottecountyfl.gov for signature
2024-04-15 - 1:27:25 PM GMT
-  Email viewed by theresa.kotlarski@charlottecountyfl.gov
2024-04-15 - 1:34:28 PM GMT- IP address: 104.47.64.254
-  Signer theresa.kotlarski@charlottecountyfl.gov entered name at signing as Theresa Kotlarski
2024-04-15 - 1:35:30 PM GMT- IP address: 161.129.18.19
-  Document e-signed by Theresa Kotlarski (theresa.kotlarski@charlottecountyfl.gov)
Signature Date: 2024-04-15 - 1:35:32 PM GMT - Time Source: server- IP address: 161.129.18.19
-  Agreement completed.
2024-04-15 - 1:35:32 PM GMT

Congratulations,

Theresa Kotlarski

on completing

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

Course Number: TC-0036C

on

May 31, 2023
30 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Theresa Kotlarski

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

Theresa Kotlarski

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours



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

Certifies that

Theresa Kotlarski

has successfully completed

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

Course Number: TC-0041C

September 18-21, 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:	Roger S. Kuliczowski		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Lead Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 04/20/21	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Birth Certificates	0.50	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Security Features	1	Attended Course
Total Hours	97.25	

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



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Roger S. Kuliczkowski		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Lead Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 04/20/21	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	0.50	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
Driver License Preparatory Training (Online)	12	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.50	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
AAMVA - Vehicle Identification Documents	0.50	Attended Course
AAMVA - Expanding the Review	0.50	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Military ID Cards	0.50	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
Total Hours	21.75	

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



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Roger S. Kuliczkowski		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Lead Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 04/20/21	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 - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.75	Attended Course
Total Hours	1.5	

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

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): <i>Roger S. Kuliczakowski</i>					
Business email address: <i>Roger.Kuliczakowski@BrevardTc.com</i>			Business phone number: <i>321 952 6349</i>		
Job title: <i>Lead Specialist</i>					
Employed by: <i>Brevard County Tax Collector</i>					
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: <i>Brevard County Tax Collector</i>					
Your Title: <i>Lead Specialist</i>			Employment Dates: <i>4/20/21 → present</i>		
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
	<i>See attached List</i>				
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>Roger Kuliczakowski</i>			Date: <i>4/18/24</i>		

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.

Course List for (Roger Kuliczkowski)

No.	Course Title	Hours
TC-0001C	Counterfeits and Alterations	0.75
TC-0002C	Driver's License and ID Cards	0.75
TC-0003C	Vehicle Identification Documents	0.5
TC-0004C	Expanding the Review	0.5
TC-0005C	Birth Certificates	0.5
TC-0006C	Canadian Birth Certificates, Driver, and Vehicle Documents	0.75
TC-0007C	Canadian Travel, Citizenship, and Immigration Documents	1
TC-0008C	Internal Fraud for Staff	0.75
TC-0009C	Introduction to Covert Features	0.75
TC-0010C	Introduction to Fraud	1
TC-0011C	Mexican Documents	0.75
TC-0012C	Military ID Cards	0.5
TC-0013C	People and Actions	0.75
TC-0014C	Security Features	1
TC-0015C	Social Security Cards	0.5
TC-0016C	Travel Documents	0.75
TC-0017C	U.S. Immigration Documents	0.75
TC-0018C	CDL Module 1	2.5
TC-0019C	CDL Module 2	0.75
TC-0020C	CDL Module 3	0.75
TC-0021C	CDL Module 4	0.75
TC-0025C	Driver's License Preparatory Training	12
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1
TC-0045C	Information and Cyber Security Awareness Training	0.5
TC-0036C	TCC 503-Collection and Distribution of Property Taxes and Special Assessments	30
TC-0037C	TCC 001-Bankruptcy	15
TC-0038C	TCC 002-Effective Decision Making	10
TC-0039C	TCC 003-Customer Service Training	5
TC-0040C	TCC 501-Duties and Responsibilities of Florida Tax Collectors	30
Total		120.5



This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/28/2021



This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/28/2021



This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 4/28/2021



This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

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

by External Training

1 Hours 0 Minutes

Date of Course Completion: 4/28/2021

This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/28/2021

This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 4/28/2021

This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/29/2021

This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/29/2021

This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 4/29/2021

This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 4/29/2021

This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/29/2021

This certificate is awarded to

ROGER KULICZKOWSKI

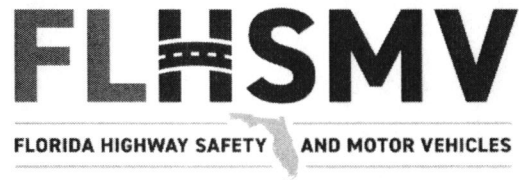
for the successful completion of

AAMVA FDR 2020: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/29/2021



This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 6/8/2021



This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

11 Hours 47 Minutes

Date of Course Completion: 6/8/2021



This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2021

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 9/22/2021



This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 12/15/2022



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: Vehicle Identification Documents

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/5/2023

This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: Expanding the Review

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/5/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

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

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/5/2023

This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/5/2023

This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA FDR 2020: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/5/2023

This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA CDL 2021: Module 1 - Introduction to CDL Licensing

by MS

2 Hours 30 Minutes

Date of Course Completion: 7/5/2023

This certificate is awarded to

ROGER KULICZKOWSKI

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: 7/5/2023

This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

AAMVA CDL 2021: Module 3 - CDL Knowledge Tests Overview

by MS

0 Hours 45 Minutes

Date of Course Completion: 7/5/2023

This certificate is awarded to

ROGER KULICZKOWSKI

for the successful completion of

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

by MS

0 Hours 45 Minutes

Date of Course Completion: 7/5/2023

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

Certifies that

Roger S Kuliczkowski

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours



Congratulations,

Roger S Kuliczkowski

on completing

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

Course Number: TC-0038C

on

April 10, 2024
10 credit hours



Congratulations,

Roger S Kuliczkowski

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

April 10, 2024
5 credit hours



Congratulations,

Roger S Kuliczkowski

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

April 11, 2024
15 credit hours



Congratulations,

Roger S Kuliczkowski

on completing

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

Course Number: TC-0036C

on

April 12, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Rica Luetkeman
Previous Name(s)(if applicable):	
Documentation Included:	
County: Brevard	Job Title: Lead Motorist Services Specialist
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	06/01/24

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 11/01/21	To: Present
From: 2/27/18	To: 10/31/21

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)		
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.5	Attended Course
AAMVA - Expanding the Review	0.5	Attended Course
AAMVA - Birth Certificates	0.5	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Military ID Cards	0.5	Attended Course
AAMVA - People and Actions	0.75	Attended Course
Total Hours	39.25	

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



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Rica Luetkeman		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Lead Motorist Services Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	06/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 11/01/21	To: Present
From: 2/27/18	To: 10/31/21

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)		
AAMVA - Security Features	1	Attended Course
AAMVA - Social Security Cards	0.5	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.75	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.5	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
Total Hours	76.25	

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



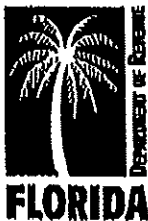
Name to Appear on Certificate:	Rica Luetkeman		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard	Job Title: Lead Motorist Services Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="checked" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	06/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 11/01/21	To: Present
From: 2/27/18	To: 10/31/21

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	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-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/Official_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): RICA LUETKEMAN					
Business email address: rica.luetkeman@brevardtc.com			Business phone number: 321-455-1426		
Job title: Lead Motorist Services Specialist					
Employed by: Brevard County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: Brevard Tax Collector					
Your Title: Motorist Services Specialist			Employment Dates: 02/27/2018 to 10/31/2021		
Employer: Brevard Tax Collector					
Your Title: Lead Motorist Services Specialist			Employment Dates: 11/01/2021 to PRESENT		
Approved Courses - List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
	See attached list				
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: 05/10/2024		

Course List for (Employee Name)

No.	Course Title	Hours
TC-0001C	Counterfeits and Alterations	0.75
TC-0002C	Driver's License and ID Cards	0.75
TC-0003C	Vehicle Identification Documents	0.5
TC-0004C	Expanding the Review	0.5
TC-0005C	Birth Certificates	0.5
TC-0006C	Canadian Birth Certificates, Driver, and Vehicle Documents	0.75
TC-0007C	Canadian Travel, Citizenship, and Immigration Documents	1
TC-0008C	Internal Fraud for Staff	0.75
TC-0009C	Introduction to Covert Features	0.75
TC-0010C	Introduction to Fraud	1
TC-0011C	Mexican Documents	0.75
TC-0012C	Military ID Cards	0.5
TC-0013C	People and Actions	0.75
TC-0014C	Security Features	1
TC-0015C	Social Security Cards	0.5
TC-0016C	Travel Documents	0.75
TC-0017C	U.S. Immigration Documents	0.75
TC-0018C	CDL Module 1	2.5
TC-0019C	CDL Module 2	0.75
TC-0020C	CDL Module 3	0.75
TC-0021C	CDL Module 4	0.75
TC-0025C	Driver's License Preparatory Training	12
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1
TC-0045C	Information and Cyber Security Awareness Training	0.5
TC-0036C	TCC 503-Collection and Distribution of Property Taxes and Special Assessments	30
TC-0037C	TCC 001-Bankruptcy	15
TC-0038C	TCC 002-Effective Decision Making	10
TC-0039C	TCC 003-Customer Service Training	5
TC-0040C	TCC 501-Duties and Responsibilities of Florida Tax Collectors	30
Total		120.5

This certificate is awarded to

RICA LUETKEMAN

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: 7/19/2022



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA CDL 2021: Module 3 - CDL Knowledge Tests

by MS

0 Hours 45 Minutes

Date of Course Completion: 7/22/2022

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

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

by MS

0 Hours 45 Minutes

Date of Course Completion: 7/28/2022

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2022

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 9/22/2022

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 1/5/2024



This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2021: Expanding the Review

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/13/2024



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2021: Vehicle Identification Documents

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/13/2024

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2021: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/14/2024

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2021: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/14/2024

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2021: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/14/2024



This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2021: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/15/2024

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2021: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/15/2024

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2021: Canadian Birth Certificates, Driver, and Vehicle Docs

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/15/2024



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2021: Canadian Travel, Citizenship, and Immigration Docs

by External Training

1 Hours 0 Minutes

Date of Course Completion: 2/15/2024

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2021: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/15/2024

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2021: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/20/2024

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2021: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 2/20/2024

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2021: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/20/2024

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2024: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/21/2024

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2024: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 2/21/2024

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2024: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/21/2024

This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA FDR 2024: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/22/2024



This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

AAMVA CDL 2024: Module 1 - Introduction to CDL Licensing

by External Training

2 Hours 30 Minutes

Date of Course Completion: 2/23/2024



This certificate is awarded to

RICA LUETKEMAN

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 2/23/2024

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

Certifies that

Rica Luetkeman

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours



Congratulations,

Rica Luetkeman

on completing

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

Course Number: TC-0038C

on

May 2, 2024
10 credit hours



Congratulations,

Rica Luetkeman

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 7, 2024
5 credit hours



Congratulations,

Rica Luetkeman

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

May 8, 2024
15 credit hours



Congratulations,

Rica Luetkeman

on completing

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

Course Number: TC-0036C

on

May 10, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Alice L. McKinzey		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Columbia	Job Title: Deputy Clerk		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 01/03/22	To: Present
From: 1/3/11	To: 12/10/21

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
FLHSMV - DL Transformed Phase I "Tax Collector's Edition"	32	Attended Course
90-hours per 12D-19.003(3)(b)		
FLHSMV - DL Training Series: Phase II	32	Attended Course
AAMVA - Military ID Cards	0.50	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.50	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
AAMVA - Security Features	1	Attended Course
AAMVA - Social Security Cards	0.50	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.50	Attended Course
AAMVA - Expanding the Review	0.50	Attended Course
Total Hours	72.5	

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



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Alice L. McKinzey		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Columbia	Job Title: Deputy Clerk		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	05/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 01/03/22	To: Present
From: 1/3/11	To: 12/10/21

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Birth Certificates	0.50	Attended Course
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.75	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
Total Hours	50	

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-18.002, F.A.C.
Effective 10/21
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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): ALICE L MCKINZEY					
Business email address: alice@columbiataxcollector.com				Business phone number: 386-758-1133	
Job title: DEPUTY CLERK					
Employed by: COLUMBIA 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: COLUMBIA COUNTY TAX COLLECTOR					
Your Title: DEPUTY CLERK				Employment Dates: 01/03/2022 - PRESENT	
Employer: PALM BEACH COUNTY TAX COLLECTOR					
Your Title: CUSTOMER SERVICE				Employment Dates: 01/03/2011 - 12/10/2021	
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-0038C	TCC002 EFFECTIVE DECISION MAKING	10	TC-0001C	COUNTERFEITS AND ALTERATIONS	45 MIN
TC-0041C	TCC502 LEADERSHIP AND MANAGEMENT SKILLS	30	TC-0002C	DRIVER'S LICENSE AND ID CARDS	45 MIN
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>Alice McKinze</i>				Date: 4/5/24	



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

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Property Tax Oversight Certification and Training Online Registration at
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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): ALICE L MCKINZEY					
Business email address: alice@columbiataxcollector.com				Business phone number: 386-768-1133	
Job title: DEPUTY CLERK					
Employed by: COLUMBIA 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: COLUMBIA COUNTY TAX COLLECTOR					
Your Title: DEPUTY CLERK				Employment Dates: 01/03/2022 - PRESENT	
Employer: PALM BEACH COUNTY TAX COLLECTOR					
Your Title: CUSTOMER SERVICE				Employment Dates: 01/03/2011 - 12/10/2021	
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-0003C	VEHICLE IDENTIFICATION DOCUMENTS	30 MIN	TC-0005C	BIRTH CERTIFICATES	30 MIN
TC-0004C	EXPANDING THE REVIEW	30 MIN	TC-0006C	CANADIAN BIRTH CERTIFICATES, DRIVER AND VEHICLE DOCUMENTS	45 MIN
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>Alice McKinze</i>				Date: 4/5/24	



**Application for
Florida Professional Certification**
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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): ALICE L MCKINZEY					
Business email address: <u>alice@columbiataxcollector.com</u>			Business phone number: <u>386-758-1133</u>		
Job title: <u>DEPUTY CLERK</u>					
Employed by: <u>COLUMBIA 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>COLUMBIA COUNTY TAX COLLECTOR</u>					
Your Title: <u>DEPUTY CLERK</u>			Employment Dates: <u>01/03/2022 - PRESENT</u>		
Employer: <u>PALM BEACH COUNTY TAX COLLECTOR</u>					
Your Title: <u>CUSTOMER SERVICE</u>			Employment Dates: <u>01/03/2011-12/10/2021</u>		
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-0007C	CANADIAN TRAVEL, CITIZENSHIP, IMMIGRATION DOCUMENTS	1 HOUR	TC-0009C	INTRODUCTION TO COVERT FEATURES	45 MIN
TC-0008C	INTERNAL FRAUD FOR STAFF	45 min	TC-0010C	INTRODUCTION TO FRAUD	1 HOUR
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>Alice McKinze</u>				Date: <u>4/5/24</u>	



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

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N. 10/21
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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): ALICE L MCKINZEY					
Business email address: alice@columbiataxcollector.com			Business phone number: 386-758-1133		
Job title: DEPUTY CLERK					
Employed by: COLUMBIA 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: COLUMBIA COUNTY TAX COLLECTOR					
Your Title: DEPUTY CLERK			Employment Dates: 01/03/2022 - PRESENT		
Employer: PALM BEACH COUNTY TAX COLLECTOR					
Your Title: CUSTOMER SERVICE			Employment Dates: 01/03/2011 - 12/10/2021		
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-0012C	MILITARY ID CARDS	30 MIN	TC-0014C	SECURITY FEATURES	1 HOUR
TC-0013C	PEOPLE AND ACTIONS	45 MIN	TC-0016C	SOCIAL SECURITY CARDS	30 MIN
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>Alice McKinze</i>				Date: 4/5/24	



**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
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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
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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): ALICE L MCKINZEY					
Business email address: alice@columblataxcollector.com				Business phone number: 386-758-1133	
Job title: DEPUTY CLERK					
Employed by: COLUMBIA 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: COLUMBIA COUNTY TAX COLLECTOR					
Your Title: DEPUTY CLERK				Employment Dates: 01/03/2022 - PRESENT	
Employer: PALM BEACH COUNTY TAX COLLECTOR					
Your Title: CUSTOMER SERVICE				Employment Dates: 01/03/2011 - 12/10/2021	
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-0016C	TRAVEL DOCUMENTS	45 MIN	TC-0044C	HEAVY VEHICLE USE TAX (HVUT)	1 HOUR
TC-0017C	US IMMIGRATION	45 MIN	TC-0045C	INFORMATION AND CYBER SECURITY AWARENESS TRAINING	.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: <i>Alice McKinze</i>				Date: 4/15/24	



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**

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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): ALICE L MCKINZEY					
Business email address: alice@columbiataxcollector.com			Business phone number: 386-758-1133		
Job title: DEPUTY CLERK					
Employed by: COLUMBIA 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: COLUMBIA COUNTY TAX COLLECTOR					
Your Title: DEPUTY CLERK			Employment Dates: 01/03/2022 - PRESENT		
Employer: PALM BEACH COUNTY TAX COLLECTOR					
Your Title: CUSTOMER SERVICE			Employment Dates: 01/03/2011 - 12/10/2021		
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-0018C	CDL (COMMERCIAL DRIVERS LICENSE) MODULE 1	2.5 HRS	TC-0020C	CDL MODULE 3	45 MIN
TC-0019C	CDL MODULE 2	45 MIN	TC-0021C	CDL MODULE 4	45 MIN
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>Alice McKinze</i>				Date: 4/5/24	



**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/Coficial_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): ALICE L MCKINZEY					
Business email address: <u>alice@columbiataxcollector.com</u>			Business phone number: <u>386-758-1133</u>		
Job title: <u>DEPUTY CLERK</u>					
Employed by: <u>COLUMBIA 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>COLUMBIA COUNTY TAX COLLECTOR</u>					
Your Title: <u>DEPUTY CLERK</u>			Employment Dates: <u>01/03/2022 - PRESENT</u>		
Employer: <u>PALM BEACH COUNTY TAX COLLECTOR</u>					
Your Title: <u>CUSTOMER SERVICE</u>			Employment Dates: <u>01/03/2014-12/10/2021</u>		
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 (DL) TRAINING SERIES: PHASE I	32 HOUR	TC-0011C	MEXICAN DOCUMENTS	45 MIN
TC-0023C	DL TRAINING SERIES: PHASE II	32 HOUR			
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>Alice McKinze</u>			Date: <u>4/5/24</u>		

This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

DL Transformed Phase I: Tax Collector Limited Services

by FLHSMV

32 Hours 0 Minutes

Date of Course Completion: 1/7/2011

This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

DL Transformed Phase II: Tax Collector Limited Services

by FLHSMV

32 Hours 0 Minutes

Date of Course Completion: 1/13/2011



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2020: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 5/20/2020



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 6/15/2022



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2022

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 8/22/2022



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2020: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/7/2023

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2020: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 7/7/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2020: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 7/7/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2020: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/7/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2020: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/7/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2020: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/7/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2020: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/7/2023

This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2020: Vehicle Identification Documents

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/10/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2020: Expanding the Review

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/10/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

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

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/10/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

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

by External Training

1 Hours 0 Minutes

Date of Course Completion: 7/10/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2020: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/13/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2020: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/13/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2020: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/27/2023

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Alice Mckinzey

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA CDL 2024: Module 1 - Introduction to CDL Licensing

by External Training

2 Hours 30 Minutes

Date of Course Completion: 2/20/2024

This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA CDL 2024: Module 2 - Overview of the CDL Tests

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/20/2024

This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA CDL 2024: Module 3 - CDL Knowledge Tests Overview

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/20/2024

This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA CDL 2024: Module 4 - CKE End-of-Course Exam Overview

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/20/2024

Congratulations,

Alice Mckinzey

on completing

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

Course Number: TC-0038C

on

February 26, 2024
10 credit hours



This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2024: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/2/2024

This certificate is awarded to

ALICE MCKINZEY

for the successful completion of

AAMVA FDR 2024: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/5/2024



Application for Certified Florida Collector
or Certified Florida Collector Assistant

DR-410
R. 03/08
Rule 12D-16.002
Florida Administrative Code
Eff. 11/12
TC

Property Tax Oversight Program
Florida Department of Revenue

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

Kyle Kea
Signature
Tax Collector
Title

Property Tax Oversight
Training Section
Post Office Box 3294
Tallahassee FL 32315-3294

\$25 fee must be enclosed for application to be processed
(Make checks payable to Florida Department of Revenue)

PRINT YOUR FULL NAME AS YOU WOULD LIKE IT TO APPEAR ON THE CERTIFICATE

Name McKinze Alice Louise
(Last) (First) (Middle)

E-mail Address Alice @ Columbia-taxcollector.com

Business Phone Number 386-758-1078

Employed By Columbia County Tax Collector

Job Title Deputy Clerk

Name of High School Freeburg Community High School Graduated? ☒ Yes ☐ No

Name of College — Graduated? ☐ Yes ☐ No

Professional Organizations (in the collection field) —

List below all tax collection courses and enclose a copy of the certificate of completion See attached
List and Certificates

Professional Designations —

Please list below your experience with The Florida Department of Revenue and/or Florida County Tax Collector Office

Name of Employer Palm Beach County Tax Collector

Your Title Customer Service From 1.3.2011 To 12.10.21

Name of Employer Columbia County Tax Collector

Your Title Deputy Clerk From 11/3/22 To present

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: Alice McKinze Date: 10/12/23

Approved Courses for Certification

Certified Florida Collector (CFC) and Certified Florida Collector Assistant (CFCA)

The following courses are approved for credit for CFCs and CFCA's. This list does not reflect all courses that may be accepted. For courses not on the list, please see [Chapter 12D-19.004, Florida Administrative Code](#). Course information is provided below by hyperlink when available. CFCs and CFCA's must report the approved courses taken for certification when submitting a completed [Application for Professional Certification \(Form DR-4001\)](#).

***Course hours vary from year to year. The number of course hours is provided on the course completion certificate.**

CFC and CFCA Courses (as of August 2023)			
Course Number	American Association of Motor Vehicle Administrators	Classroom Hours	Platform
TC-0001C	Counterfeits and Alterations	* 45 min	Online
TC-0002C	Driver's License and ID Cards	* 45 min	Online
TC-0003C	Vehicle Identification Documents	* 30 min	Online
TC-0004C	Expanding the Review	* 30 min	Online
TC-0005C	Birth Certificates	* 30 min	Online
TC-0006C	Canadian Birth Certificates, Driver and Vehicle Documents	* 45 min	Online
TC-0007C	Canadian Travel, Citizenship, and Immigration Documents	* 1 Hour	Online
TC-0008C	Internal Fraud for Staff	* 45 min	Online
TC-0009C	Introduction to Covert Features	* 45 min	Online
TC-0010C	Introduction to Fraud	* 1 Hour	Online
TC-0011C	Mexican Documents	* 45 min	Online
TC-0012C	Military ID Cards	* 30 min	Online
TC-0013C	People and Actions	* 45 min	Online
TC-0014C	Security Features	* 1 Hour	Online
TC-0015C	Social Security Cards	* 30 min	Online
TC-0016C	Travel Documents	* 45 min	Online
TC-0017C	U.S. Immigration Documents	* 45 min	Online
TC-0018C	CDL (Commercial Driver's License) Module 1	* 2.5 Hour	Online
TC-0019C	CDL Module 2	* 45 min	Online
TC-0020C	CDL Module 3	* 45 min	Online
TC-0021C	CDL Module 4	* 45 min	Online
Course Number	Florida Department of Highway Safety and Motor Vehicles	Classroom Hours	Platform
TC-0022C	Driver's License (DL) Training Series: Phase I	* 32 Hours	Instructor-led
TC-0023C	DL Training Series: Phase II	* 32 Hours	Instructor-led
TC-0024C	Driver's License Preparatory Training	64	Instructor-led
TC-0025C	Driver's License Preparatory Training	12	Online

Approved Courses for Certification
Certified Florida Collector (CFC) and Certified Florida Collector Assistant (CFCA)

TC-0026C	DL Transformed: Commercial Driver's License (CDL)	5	Instructor-led
TC-0027C	DL Transformed: Driving Test	8	Instructor-led
TC-0028C	DL Transformed: Financial Responsibility	8	Instructor-led
TC-0029C	DL Transformed: Fraudulent Document Recognition	8	Instructor-led
TC-0030C	DL Transformed: Identification/Name Requirements	4	Instructor-led
TC-0031C	DL Transformed: Legal Presence	6	Instructor-led
TC-0032C	DL Transformed: License and ID Card Requirements	7	Instructor-led
TC-0033C	DL Transformed: Medicals	8	Instructor-led
TC-0034C	DL Transformed: Sanctions	6	Instructor-led
TC-0035C	DL Transformed: Vision	8	Instructor-led
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1	Online
TC-0045C	Information and Cyber Security Awareness Training	0.6	Online
Course Number	Florida Department of Revenue	Classroom Hours	Platform
TC-0036C	TCC 503 – Collection and Distribution of Property Taxes and Special Assessments	30	Online
TC-0037C	TCC 001 – Bankruptcy	15	Online
TC-0038C	TCC 002 – Effective Decision Making	10	Online
TC-0039C	TCC 003 – Customer Service Training	5	Online
TC-0040C	TCC 501 – Duties and Responsibilities of Florida Tax Collectors	30	Instructor-led
TC-0041C	TCC 502 – Leadership and Management Skills in a Florida Tax Collector's Office	30	Instructor-led
TC-0042C	TCC 504 – Collection of Licenses, Taxes, and Fees	30	Instructor-led
Course Number	Florida State University	Classroom Hours	Platform
TC-0043C	CPM Levels 1-8	30 per level	Contact FSU



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Luis Mendoza		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade	Job Title: Tax Record Specialist II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>		
Certification Date:	05/01/24		

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: 04/01/24	To: Present
From: 10/1/88	To: 1/1/23

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:

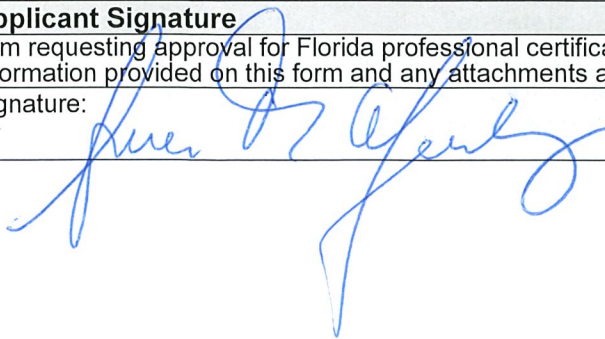


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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 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): Luis Mendoza					
Business email address: Luis.Mendoza@miamidade.gov			Business phone number: 305-375-2335		
Job title: Tax Record Specialist 2					
Employed by: Miami-Dade Office of the Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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 Office of the Tax Collector					
Your Title: Tax Collector Supervisor 2			Employment Dates: Oct 1988 - Jan 2023		
Employer: Miami-Dade Office of the Tax Collector					
Your Title: Tax Record Specialist			Employment Dates: April 2024 - Present		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0041	Strategic Management	30	TC-0036	The Collection and Distribution of Property	30
TC0042	Collection of Licenses, Taxes and Fees	30	TC-0040	Duties and Responsibilities of Florida Tax	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: 4-23-2024	

Florida Department of Revenue

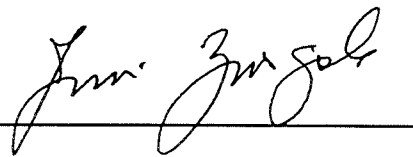
Tallahassee, Florida

Property Tax Administration Program

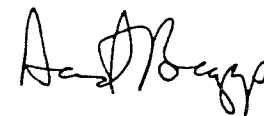
Certifies that

Luis Mendoza

has successfully completed the course TCC 501,
Duties & Responsibilities Of Florida Tax Collectors,
October 6-10, 2003
Thirty Contact Hours



*Jim Zingale, Executive Director
Florida Department of Revenue*



*David Beggs, Chairman
Admissions Committee*

Florida Department of Revenue

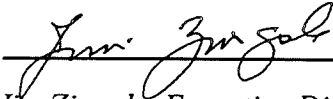
Tallahassee, Florida

Property Tax Administration Program


Certifies that

Luis Mendosa

has successfully completed the course Tcc 503,
The Collection & Distribution Of Property Taxes,
Monday, January 31, 2005 - Friday, February 04, 2005.
Thirty Contact Hours


Jim Zingale, Executive Director
Florida Department of Revenue




James McAdams, Chairman
Admissions Committee

Florida Department of Revenue

Tallahassee, Florida

Property Tax Administration Program

Certifies that

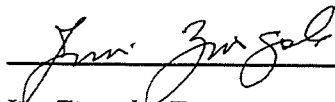
Luis Mendoza

has successfully completed the course TCC 504,

The Collection Of Licenses, Taxes And Fees,

Monday, September 25, 2006 - Friday, September 29, 2006.

Thirty Contact Hours



*Jim Zingale, Executive Director
Florida Department of Revenue*



*James McAdams, Chairman
Admissions Committee*

Florida Department of Revenue

Tallahassee, Florida

Property Tax Administration Program

Certifies that

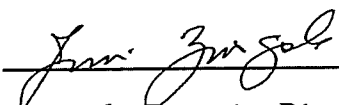
Luis Mendoza

has successfully completed the course TCC 502B,


Strategic Management,

Monday, April 16, 2007 - Friday, April 20, 2007.

Thirty Contact Hours


Jim Zingale, Executive Director
Florida Department of Revenue




James McAdams, Chairman
Admissions Committee

This is to certify that
Luis Mendoza

*Is duly qualified as a Certified Florida Collector Assistant, has
Been recommended by the Certified Florida Collector and
Certified Florida Collector Assistant Admissions Committee,
And is hereby declared to be a*

Certified Florida Collector Assistant

*With all rights, benefits, and privileges thereto pertaining.
In witness whereof, this certificate duly signed
Has been issued by the Department of Revenue
And The Great Seal of the State affixed.
In testimony whereof, I do hereunto
Set my hand and cause to be affixed
The Great Seal of the State of Florida,
At Tallahassee, The Capitol,
This first day of May A.D. 2007
And of the Independence of the United States the
Two hundred and 31st year.*



[Signature]
Executive Director

[Signature]
Chairman – Certified Florida Collector
& Certified Florida Collector Assistant
Admissions Committee



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

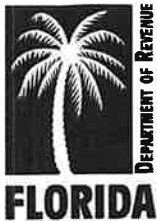
Name to Appear on Certificate:	Jacqueline Montesino
Previous Name(s)(if applicable):	
Documentation Included:	
County: Hillsborough	Job Title: Tax & License Specialist
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	04/01/24

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 01/09/17	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 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	120	

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

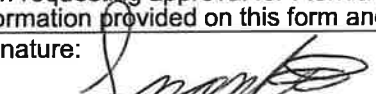


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Jacqueline Montesino					
Business email address: montesinoj@hillstax.org				Business phone number: 813.635.5210 ext 5460	
Job title: Tax & License Specialist					
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: Tax & License Specialist				Employment Dates: 01/09/2017 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
TC00370	TCC001 Bankruptcy	15	TC00380	TCC002 Effective Decision Making in the	10
TC00390	TCC003 Customer Service Training	5	TC00360	TCC503 Collection & Distribution of Prop	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: 3/18/24	




**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): Jacqueline Montesino					
Business email address: montesinoj@hillstax.org			Business phone number: 813.635.5210 ext 5460		
Job title: Tax & License Specialist					
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: Tax & License Specialist			Employment Dates: 01/09/2017 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
C0041C	TCC502 Management of a Florida Tax Co	30	TC0040C	TCC501 Duties & Responsibilities of FL T	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: 3/18/24	

Congratulations,

Jacqueline Montesino

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 26, 2022
15 credit hours



Congratulations,

Jacqueline Montesino

on completing

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

Course Number: TC-0036C

on

April 11, 2023
30 credit hours



Congratulations,

Jacqueline Montesino

on completing

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

Course Number: TC-0038C

on

July 27, 2023
10 credit hours



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

Certifies that

Jacqueline Montesino

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



Congratulations,

Jacqueline Montesino

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

October 26, 2023
5 credit hours



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

Certifies that

Jacqueline Montesino

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Danielle Otterbine		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard		Job Title:	Motorist Services Assistant Manager
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

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: 09/10/19	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.5	Attended Course
AAMVA - Expanding the Review	0.5	Attended Course
AAMVA - Birth Certificates	0.5	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1.0	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
Total Hours	96.25	

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



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Danielle Otterbine		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard		Job Title:	Motorist Services Assistant Manager
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

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: 09/10/19	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
AAMVA - Introduction to Fraud	1	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Military ID Cards	0.50	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Security Features	1	Attended Course
AAMVA - Social Security Cards	0.50	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.75	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
Total Hours	22.75	

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



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Danielle Otterbine		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Brevard		Job Title:	Motorist Services Assistant Manager
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

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: 09/10/19	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.50	Attended Course
Total Hours	1.5	

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

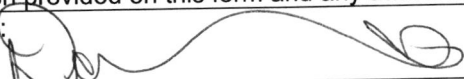


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Danielle Otterbine					
Business email address: danielle.otterbine@brevardtc.com			Business phone number: 321-264-6771		
Job title: Motorist Services Assistant Manager					
Employed by: Brevard County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: Brevard County Tax Collector					
Your Title: Motorist Services Assistant Manager			Employment Dates: 09/10/2019-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
	See attached list				
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: 03/18/2024	

Course List for Danielle Otterbine

No.	Course Title	Hours
TC-0001C	Counterfeits and Alterations	0.75
TC-0002C	Driver's License and ID Cards	0.75
TC-0003C	Vehicle Identification Documents	0.5
TC-0004C	Expanding the Review	0.5
TC-0005C	Birth Certificates	0.5
TC-0006C	Canadian Birth Certificates, Driver, and Vehicle Documents	0.75
TC-0007C	Canadian Travel, Citizenship, and Immigration Documents	1
TC-0008C	Internal Fraud for Staff	0.75
TC-0009C	Introduction to Covert Features	0.75
TC-0010C	Introduction to Fraud	1
TC-0011C	Mexican Documents	0.75
TC-0012C	Military ID Cards	0.5
TC-0013C	People and Actions	0.75
TC-0014C	Security Features	1
TC-0015C	Social Security Cards	0.5
TC-0016C	Travel Documents	0.75
TC-0017C	U.S. Immigration Documents	0.75
TC-0018C	CDL Module 1	2.5
TC-0019C	CDL Module 2	0.75
TC-0020C	CDL Module 3	0.75
TC-0021C	CDL Module 4	0.75
TC-0025C	Driver's License Preparatory Training	12
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1
TC-0045C	Information and Cyber Security Awareness Training	0.5
TC-0036C	TCC 503-Collection and Distribution of Property Taxes and Special Assessments	30
TC-0037C	TCC 001-Bankruptcy	15
TC-0038C	TCC 002-Effective Decision Making	10
TC-0039C	TCC 003-Customer Service Training	5
TC-0040C	TCC 501-Duties and Responsibilities of Florida Tax Collectors	30
Total		120.5

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2021: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/14/2023

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2021: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/14/2023

Congratulations,

Danielle Otterbine

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

July 17, 2023
15 credit hours



Congratulations,
Danielle Otterbine

on completing

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

Course Number: TC-0038C

on

July 24, 2023
10 credit hours



Congratulations,

Danielle Otterbine

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

July 31, 2023
5 credit hours



Congratulations,

Danielle Otterbine

on completing

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

Course Number: TC-0036C

on

August 18, 2023
30 credit hours



This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2020: Vehicle Identification Documents

by External Training

0 Hours 30 Minutes

Date of Course Completion: 10/6/2023

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2023

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 10/11/2023

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 1/5/2024



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

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

by External Training

0 Hours 45 Minutes

Date of Course Completion: 1/18/2024



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2021: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 1/31/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2021: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 2/1/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2021: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/1/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2021: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/1/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA CDL 2024: Module 1 - Introduction to CDL Licensing

by External Training

2 Hours 30 Minutes

Date of Course Completion: 2/20/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA CDL 2024: Module 2 - Overview of the CDL Tests

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/20/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA CDL 2024: Module 3 - CDL Knowledge Tests Overview

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/20/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2024: Expanding the Review

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/21/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2024: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/21/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2024: Canadian Travel, Citizenship, and Immigration Docs

by External Training

1 Hours 0 Minutes

Date of Course Completion: 2/21/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2024: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/21/2024



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2024: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/21/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2024: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 2/21/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2024: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/21/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2024: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/21/2024

This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA FDR 2024: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/21/2024

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

Certifies that

Danielle Otterbine

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours



This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

AAMVA CDL 2024: Module 4 - CKE End-of-Course Exam Overview

by External Training

0 Hours 45 Minutes

Date of Course Completion: 3/12/2024



This certificate is awarded to

DANIELLE OTTERBINE

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 3/12/2024



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Matthew Park		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Collier		Job Title: Office Manager	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

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: 02/16/18	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

☒ 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): Matthew Park

Business email address: mpark@colliertax.com

Business phone number: 239-252-1170

Job title: Office Manager

Employed by: Collier County Tax Collector

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

☐ 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: Collier County Tax Collector

Your Title: Office Manager

Employment Dates: 02-16-2018 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
TC0040C	TCC 501 - DUTIES AND RESPONSIBILITIES	30	TC0036C	TCC 503 COLLECTION AND DISTRIBUTION	30
TC0041C	TCC 502 LEADERSHIP AND MANAGEMENT	30	TC0042C	TCC 504 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: 03/27/2024

COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS Certificate

LMSadmin@dor.state.fl.us <LMSadmin@dor.state.fl.us>

Wed 10/28/2020 4:55 PM

To: Matthew Park <mpark@colliertax.com>

EXTERNAL EMAIL: Use extreme caution when opening attachments or clicking links.

Congratulations,

MATTHEW PARK,

on completing

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

course on

Wednesday, October 28, 2020

30.00 credit hours

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

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

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

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

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



Certifies that

Matthew Park

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

Matthew Park

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

Matthew Park

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Christopher Price		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: Technical Specialist II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 03/17/21	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 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): CHRISTOPHER PRICE					
Business email address: christopher.price@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: <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					
Your Title: TECHNICAL SPECIALIST II			Employment Dates: 03/17/2021-CURRENT		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	DUTIES & RESP of FL TC	30	TC-0041C	MGMT OF A FL TC OFFICE	30
TC-0036C	C&D OF PROP TAX & SPEC ASSESS	30	TC-0042C	COLL OF LIC, 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: <u>Christopher Price</u> <small>Christopher Price (Apr 15, 2024 10:01 EDT)</small>				Date: 04/15/2024	

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.

CHRISTOPHER PRICE 1 dr4001 2024

Final Audit Report

2024-04-15

Created:	2024-04-15
By:	Danielle Neils (danielle.neils@charlottecountyfl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0wYJ5MdOG43N3okjIEipOzOJmORRg8HC

"CHRISTOPHER PRICE 1 dr4001 2024" History

-  Document created by Danielle Neils (danielle.neils@charlottecountyfl.gov)
2024-04-15 - 1:59:35 PM GMT- IP address: 161.129.18.17
-  Document emailed to christopher.price@charlottecountyfl.gov for signature
2024-04-15 - 2:00:17 PM GMT
-  Email viewed by christopher.price@charlottecountyfl.gov
2024-04-15 - 2:00:44 PM GMT- IP address: 104.47.65.254
-  Signer christopher.price@charlottecountyfl.gov entered name at signing as Christopher Price
2024-04-15 - 2:01:41 PM GMT- IP address: 161.129.18.19
-  Document e-signed by Christopher Price (christopher.price@charlottecountyfl.gov)
Signature Date: 2024-04-15 - 2:01:43 PM GMT - Time Source: server- IP address: 161.129.18.19
-  Agreement completed.
2024-04-15 - 2:01:43 PM GMT

Congratulations,
Christopher Price

on completing

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

Course Number: TC-0036C

on

May 11, 2023
30 credit hours



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

Certifies that

Christopher Price

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

Christopher Price

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours



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

Certifies that

Christopher Price

has successfully completed

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

Course Number: TC-0041C

September 18-21, 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:	Kimberly Robinson		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Highlands		Job Title: Customer Service Representative	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

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: 06/18/18	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
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.25	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Birth Certificates	0.50	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
Total Hours	123	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Applicant included the AAMVA CDL 2015 for 2020 Recertification: Orientation document in the application. This module is not an approved course toward the CFCA designation.

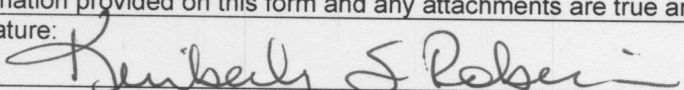


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Kimberly Robinson					
Business email address: krobinson@hctaxcollector.com			Business phone number: 863-402-6685		
Job title: Customer Service Representative					
Employed by: Highlands 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: Highlands County Tax Collector					
Your Title: Customer Service Representative			Employment Dates: 06/18/2018 - 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
TC00180	CDL Module 1	2.50	TC00190	CDL Module 2	.75
TC00200	CDL Module 3	.75	TC00210	CDL Module 4	.25
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: 4-2-24	

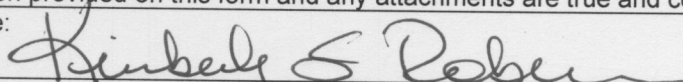


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Kimberly Robinson					
Business email address: krobenson@hctaxcollector.com			Business phone number: 863-402-6685		
Job title: Customer Service Representative					
Employed by: Highlands 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: Highlands County Tax Collector					
Your Title: Customer Service Representative			Employment Dates: 06/18/2018 - 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
TC00170	US Immigration Documents	.75	TC00370	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: 				Date: 4-2-24	

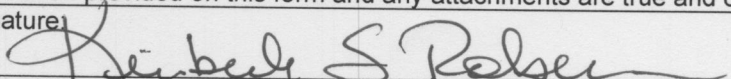


**Application for
Florida Professional Certification**
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DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
Page 1 of 2

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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): Kimberly Robinson					
Business email address: krobinson@hctaxcollector.com			Business phone number: 863-402-6685		
Job title: Customer Service Representative					
Employed by: Highlands 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: Highlands County Tax Collector					
Your Title: Customer Service Representative			Employment Dates: 06/18/2018 - 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
TC00070	Canadian Travel, Citizenship	1	TC00050	Birth Certificates	.50
TC00060	Canadian Birth Certificates	.75	TC00020	Drivers 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: 				Date: 4-2-24	

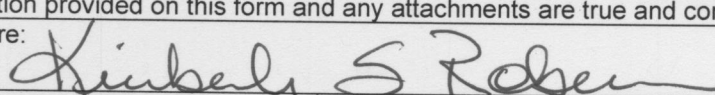


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Kimberly Robinson					
Business email address: krobenson@hctaxcollector.com			Business phone number: 863-402-6685		
Job title: Customer Service Representative					
Employed by: Highlands 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: Highlands County Tax Collector					
Your Title: Customer Service Representative			Employment Dates: 06/18/2018 - 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
TC00420	TCC 504 Collection of Licenses, Taxes	30	TC00410	TCC 502 Management of a Florida Tax	30
TC00360	TCC 503 Collection and Distribution	30	TC038C	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: 4-8-24	



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

KIMBERLY ROBINSON

for the successful completion of

AAMVA CDL 2015 for Re-certification in 2020

by External Training

5 Hours 0 Minutes

Date of Course Completion: 4/10/2020



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Transcript: KIMBERLY ROBINSON > AAMVA CDL 2015 for Re-certification in 2020 >

AAMVA CDL 2015 for 2020 Recertification: Orientation

Training Details

Training Type: Online Class

Provider: External Training

Version: 1.0

Training Hours: 0 Hours 30 Minutes

Description: "Material last updated 2015. This training module serves as an introduction to the Commercial Knowledge Examiner Training Program provided by AAMVA. Upon completion of this training program, CDL Knowledge Examiners will be provided with a fundamental understanding of the objectives of the CDL testing program, and gain all of the knowledge, skills, and responsibilities necessary to serve as a CDL Knowledge Examiner."

Status: Completed

Training Purpose:

Due Date: None

Certificate: Print Certificate

Legacy Course


ID:

Duration: 0.5

Reporting Select

Classification:

TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)

Last Accessed: 4/3/2020

Total Views: 1

View Time: 0 Hour(s) 13 Minute(s)

Status: Completed

Modules:  [View details of modules for AAMVA CDL 2015 for 2020 Recertification: Orientation](#)

Assignment and Version History

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Transcript: KIMBERLY ROBINSON > AAMVA CDL 2015 for Re-certification in 2020 >

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

Training Details

Training Type: Online Class

Provider: External Training

Version: 1.0

Training Hours: 2 Hours 30 Minutes

Description: "Material last updated 2015. The purpose of this module is to acquaint you with the basic understanding of the history and rationale of the Commercial Motor Vehicle Safety Act of 1986 and the Motor Carrier Safety Improvement Act of 1999. This will include a description of the drivers covered by the CDL program, CDL vehicle classifications and all of the CDL endorsements and restrictions."

Status: Completed

Training Purpose:

Due Date: None

Certificate: Print Certificate

Legacy Course


ID:

Duration: 2.5

Reporting

Classification: Select

TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)


Last Accessed: 4/3/2020

Total Views: 1

View Time: 1 Hour(s) 38 Minute(s)

Status: Completed

Score: 100%

Modules:  View details of modules for AAMVA CDL 2015 for 2020 Recertification: Module 1 - Introduction to CDL Licensing

Assignment and Version History

Transcript History

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Transcript: KIMBERLY ROBINSON > AAMVA CDL 2015 for Re-certification in 2020 >

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

Training Details

Training Type: Online Class

Provider: External Training

Version: 1.0

Training Hours: 0 Hours 45 Minutes

Description: "Material last updated 2015. The purpose of this module is to describe how CDL tests directly reflect the CDL classifications and endorsements. The need for a representative vehicle will also be explained and you will understand the need for CDL test validity and reliability."

Status: Completed

Training Purpose:

Due Date: None

Certificate: Print Certificate

Legacy Course

ID:

Duration: 0.75

Reporting

Classification: Select


TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)

View Time: 0 Hour(s) 0 Minute(s)

Status: Completed

Score: 0%

Modules:  View details of modules for AAMVA CDL 2015 for 2020 Recertification: Module 2 - Overview of the CDL Tests

Assignment and Version History

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Transcript: KIMBERLY ROBINSON > AAMVA CDL 2015 for Re-certification in 2020 >

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

Training Details

Training Type: Online Class

Provider: External Training

Version: 1.0

Training Hours: 0 Hours 45 Minutes

Description: "Material last updated 2015. The purpose of this module is to provide a basic understanding of the jurisdiction's knowledge test system and how it is implemented."

Status: Completed

Training Purpose:

Due Date: None

Certificate: Print Certificate

Legacy Course


ID:

Duration: 0.75

Reporting

Classification: Select


TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)

View Time: 0 Hour(s) 0 Minute(s)

Status: Completed

Score: 0%

Modules:  [View details of modules for AAMVA CDL 2015 for 2020 Recertification: Module 3 - CDL Knowledge Tests](#)

Assignment and Version History

Transcript History

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Transcript: KIMBERLY ROBINSON > AAMVA CDL 2015 for Re-certification in 2020 >

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

Training Details

Training Type: Online Class

Provider: External Training

Version: 1.0

Training Hours: 0 Hours 15 Minutes

Description: "Material last updated 2015. The purpose of this module is to provide you with a clear understanding of the training and examination requirements defined in Federal regulations; and to demonstrate that you have a firm understanding of the knowledge, skills and attitudes necessary to become a commercial knowledge examiner by successfully completing an end of course exam."

Status: Completed

Training Purpose:

Due Date: None

Certificate: Print Certificate

Legacy Course

ID:

Duration: 0.25

Reporting Select

Classification:



TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)

View Time: 0 Hour(s) 0 Minute(s)

Status: Completed

Score: 0%

Modules:   View details of modules for AAMVA CDL 2015 for 2020 Recertification: Module 4 - CKE End-of-Course Exam

Assignment and Version History

Transcript History

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This certificate is awarded to

KIMBERLY ROBINSON

for the successful completion of

AAMVA FDR 2020: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 9/29/2020



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

KIMBERLY ROBINSON

for the successful completion of

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

by External Training

0 Hours 45 Minutes

Date of Course Completion: 9/29/2020

This certificate is awarded to

KIMBERLY ROBINSON

for the successful completion of

AAMVA FDR 2020: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 9/29/2020

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team



Certificate of Completion

Kim Robinson

MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE

TCC 502, 30 Hours

September 13-16, 2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

KIMBERLY ROBINSON

for the successful completion of

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

by External Training

1 Hours 0 Minutes

Date of Course Completion: 11/8/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

KIMBERLY ROBINSON

for the successful completion of

AAMVA FDR 2020: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 11/8/2021

Congratulations,

Kimberly Sue Robinson

on completing

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

Course Number: TC-0036C

on

March 14, 2023
30 credit hours



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

Certifies that

Kimberly Sue Robinson

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



Congratulations,

Kimberly Sue Robinson

on completing

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

Course Number: TC-0038C

on

February 26, 2024
10 credit hours



Congratulations,

Kimberly Sue Robinson

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

March 26, 2024
15 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Ashta Sheehan		
Previous Name(s)(if applicable):	Ashta Chatman		
Documentation Included:	Yes		
County: Manatee	Job Title: Associate II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	12/01/23		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 11/05/21	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
FLHSMV - Driver License Preparatory Training (Instructor Led)	64	Attended Course
Total Hours	154	

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): ASHTA SHEEHAN

Business email address: ASHTAS@taxcollector.com Business phone number: 941.741.4800

Job title: ASSOCIATE II

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: ASSOCIATE II Employment Dates: 11/05/2021-PRESENT

Employer:

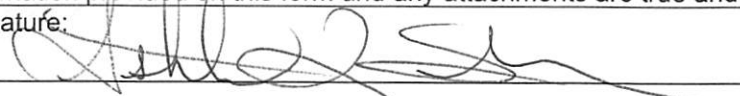
Your Title: Employment Dates:

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-0040C	TCC 501 Duties & Responsibilities of Florida Tax Collectors	30	TC-0024C	Driver's License Preparatory Training	64
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:  Date: 3/19/24

Department of Health-Vital Statistics

**STATE OF FLORIDA
MARRIAGE RECORD**

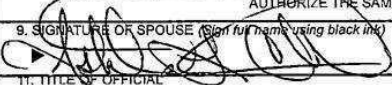

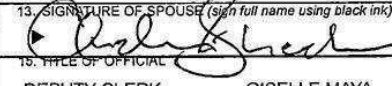
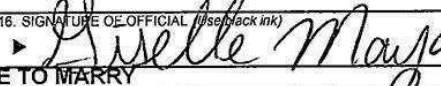
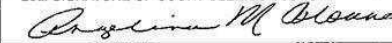
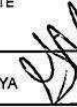
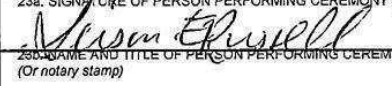



TYPE IS UPPER CASE
USE BLACK INK

This license not valid unless seal of Clerk,
Circuit or County court appears thereon.

(STATE FILE NUMBER)

2022ML001971

(APPLICATION NUMBER)

APPLICATION TO MARRY			
1. NAME OF SPOUSE (First, Middle, Last) ASHTA LANELLE CHATMAN		15. MAIDEN SURNAME (IF APPLICABLE)	2. DATE OF BIRTH (Month, Day, Year) 03/09/1990
3a. RESIDENCE - CITY, TOWN, OR LOCATION BRADENTON	3b. COUNTY MANATEE	3c. STATE FLORIDA	4. BIRTHPLACE (State or Foreign Country) CALIFORNIA
5a. NAME OF SPOUSE (First, Middle, Last) ANDREW RUSSELL SHEEHAN		5b. MAIDEN SURNAME (IF APPLICABLE)	6. DATE OF BIRTH (Month, Day, Year) 10/01/1986
7a. RESIDENCE - CITY, TOWN, OR LOCATION BRADENTON	7b. COUNTY MANATEE	7c. STATE FLORIDA	8. BIRTHPLACE (State or Foreign Country) FLORIDA
WE THE APPLICANTS NAMED IN THIS CERTIFICATE, EACH FOR HIMSELF OR HERSELF, STATE THAT THE INFORMATION PROVIDED ON THIS RECORD IS CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THAT NO LEGAL OBJECTION TO THE MARRIAGE NOR THE ISSUANCE OF A LICENSE TO AUTHORIZE THE SAME IS KNOWN TO US AND HEREBY APPLY FOR LICENSE TO MARRY.			
9. SIGNATURE OF SPOUSE (Sign full name using black ink) 		10. SUBSCRIBED AND SWORN TO BEFORE ME ON (DATE) 10/10/2022	
11. TITLE OF OFFICIAL DEPUTY CLERK GISELLE MAYA		12. SIGNATURE OF OFFICIAL (Use black ink) 	
13. SIGNATURE OF SPOUSE (Sign full name using black ink) 		14. SUBSCRIBED AND SWORN TO BEFORE ME ON (DATE) 10/10/2022	
15. TITLE OF OFFICIAL DEPUTY CLERK GISELLE MAYA		16. SIGNATURE OF OFFICIAL (Use black ink) 	
LICENSE TO MARRY			
AUTHORIZATION AND LICENSE IS HEREBY GIVEN TO ANY PERSON DULY AUTHORIZED BY THE LAWS OF THE STATE OF FLORIDA TO PERFORM A MARRIAGE CEREMONY WITHIN THE STATE OF FLORIDA AND TO SOLEMNIZE THE MARRIAGE OF THE ABOVE NAMED PERSONS. THIS LICENSE MUST BE USED ON OR AFTER THE EFFECTIVE DATE AND ON OR BEFORE THE EXPIRATION DATE IN THE STATE OF FLORIDA IN ORDER TO BE RECORDED AND VALID.			
17. COUNTY ISSUING LICENSE MANATEE	18. DATE LICENSE ISSUED 10/10/2022	18a. DATE LICENSE EFFECTIVE 10/13/2022	19. EXPIRATION DATE 12/09/2022
20a. SIGNATURE OF COURT CLERK OR JUDGE 		20b. TITLE CLERK OF CIRCUIT COURT	20c. BY D.C. GISELLE MAYA 
CERTIFICATE OF MARRIAGE			
I HEREBY CERTIFY THAT THE ABOVE NAMED PERSONS WERE JOINED BY ME IN MARRIAGE IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA.			
21. DATE OF MARRIAGE (Month, Day, Year) 11/19/2022		22. CITY, TOWN, OR LOCATION OF MARRIAGE Bradenton	
23a. SIGNATURE OF PERSON PERFORMING CEREMONY (Use black ink) 		23c. ADDRESS (Of person performing ceremony) 15101 High Bell Place Bradenton FL 34212	
23b. NAME AND TITLE OF PERSON PERFORMING CEREMONY (Or notary stamp)  SUSAN E. RUSSELL Notary Public State of Florida Comm# HH273653 Expires 6/8/2026		24. SIGNATURE OF WITNESS TO CEREMONY (Use black ink) 	
		25. SIGNATURE OF WITNESS TO CEREMONY (Use black ink) 	

SEAL

This certificate is awarded to

ASHTA SHEEHAN

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: 4/13/2022

Congratulations,

Ashta Chatman

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

Ashta Sheehan

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

Ashta Sheehan

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Myong Shin		
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: 01/20/21	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
FLHSMV - Driver License Preparatory Training (Instructor Led)	64	Attended Course
Total Hours	154	

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): MYONG SHIN					
Business email address: MYONGS@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: 01/20/2021-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-0040C	TCC 501 Duties & Responsibilities of Florida Tax Collectors	30	TC-0024C	Driver's License Preparatory Training	64
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: Shin.Myong			Digitally signed by Shin.Myong Date: 2024.03.18 14:10:38 -04'00'		Date: 03/18/2024

This certificate is awarded to

MYONG SHIN

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: 10/20/2021

Congratulations,

Myong Shin

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

Myong Shin

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

Myong Shin

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Carin Campbell Smith		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: Director of Communications		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>		
Certification Date:	05/01/24		

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: 04/29/24	To: Present
From: 7/16/18	To: 5/12/23

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 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): <u>Carin Campbell Smith</u>					
Business email address: <u>csmith@tcslc.com</u>			Business phone number: <u>772 462 2119</u>		
Job title: <u>Director of Communications</u>					
Employed by: <u>St. Lucie 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>St. Lucie County Tax Collector</u>					
Your Title: <u>Director of Communications</u>			Employment Dates: <u>rehired 4/29/2024 - present</u>		
Employer: <u>St Lucie County Tax Collector</u>					
Your Title: <u>Director of Communications</u>			Employment Dates: <u>7/16/2018 - 5/12/2023</u>		
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 Florida Tax Collectors	30	TC-0036C	TCC 503 Collection and distribution of property taxes & spec. assess.	30
TC-0041C	TCC 502 Management of a Florida Tax Collectors Office	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: <u>C Smith</u>			Date: <u>4/29/2024</u>		

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



Certifies that

Carin Smith

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

January 27-31, 2020

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team



Certifies that

Carin Smith

has successfully completed

MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE

TCC 502, 30 Hours

September 18 - October 2, 2020

Congratulations,

CARIN SMITH,

on completing

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

course on

Wednesday, May 5, 2021

30.00 credit hours



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



Certifies that

Carin Smith

has successfully completed

THE COLLECTION OF LICENSES, TAXES AND FEES

TCC 504, 30 Hours

June 7-10, 2021



CERTIFIED FLORIDA COLLECTOR ASSISTANT

The Florida Department of Revenue

Hereby Certifies That

Carin Campbell Smith

Has Successfully Completed the Requirements for the Designation

On This 1st Day of July, 2021

Jim Zingale
Executive Director
Florida Department of Revenue



Sue Harlan
Director, Property Tax Oversight
Florida Department of Revenue



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Diosa Steyners		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 08/06/18	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 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: Applicant attached the certificates for FLHSMV: AAMVA CDL, FLHSMV: Heavy Vehicle Use Tax (HVUT), and FLHSMV: DL Transformed: Fraudulent Document Recognition (FDR), but did not include them in the 120 hours of approved courses on the DR-4001.

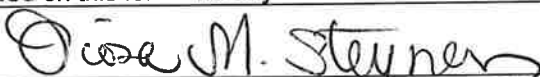


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Diosa Steyners					
Business email address: steynersd@hillstax.org				Business phone number: 813.635.5210 ext 5454	
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: 08/06/2018 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
TC0037	TCC001 Bankruptcy	15	TC0038C	TCC002 Effective Decision Making in the	10
TC0039	TCC003 Customer Service Training	5	TC0036C	TCC503 Collection & Distribution of Prope	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: 3/19/2024	



**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): Diosa Steyners					
Business email address: steynersd@hillstax.org			Business phone number: 813.635.5210 ext 5454		
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: 08/06/2018 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
TC0041	TCC502 Management of a Florida Tax Co	30	TC0040C	TCC501 Duties & Responsibilities of FL T	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: Diosa M. Steyners				Date: 3/19/2024	

Congratulations,

Diosa Steyners

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

July 27, 2023
15 credit hours



Congratulations,

Diosa Steyners

on completing

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

Course Number: TC-0038C

on

February 21, 2023
10 credit hours



Congratulations,

Diosa Steyners

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 15, 2023
5 credit hours



Congratulations,

Diosa Steyners

on completing

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

Course Number: TC-0030C

on

July 5, 2023
30 credit hours



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

Certifies that

Diosa Steyners

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



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

Certifies that

Diosa Steyners

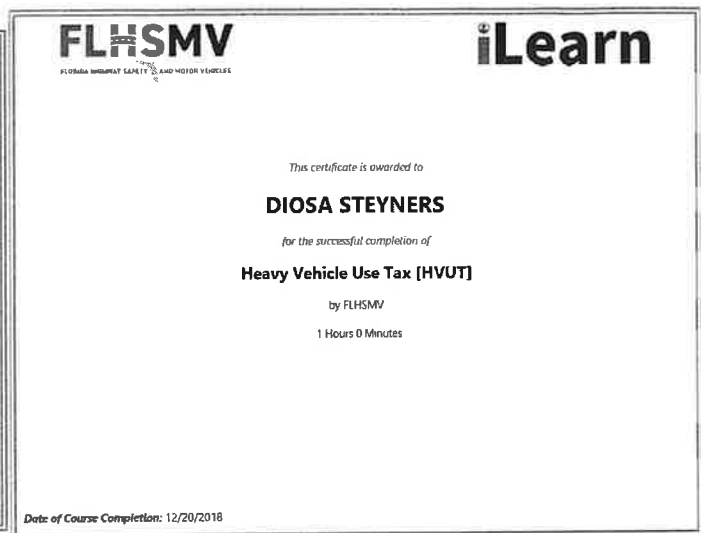
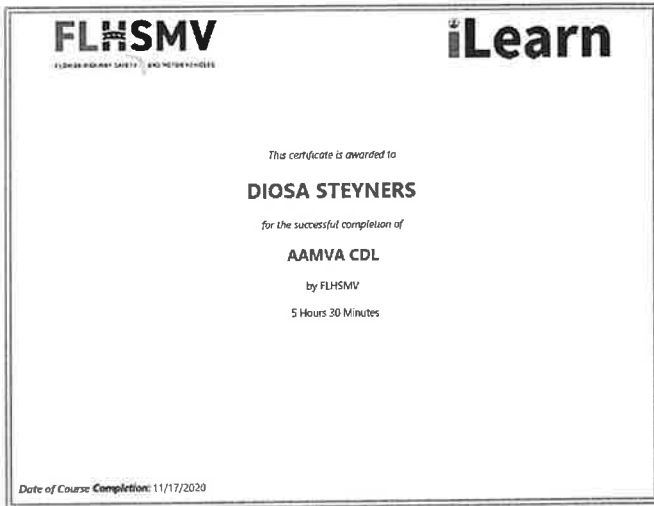
has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours







Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Christopher Swanson		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Johns	Job Title: Finance Director		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 09/26/11	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 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:



Chris Swanson

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): Christopher Swanson					
Business email address: cswanson@sjctax.us			Business phone number: 904-209-2251		
Job title: Finance Director					
Employed by: St Johns 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: St Johns County Tax Collector					
Your Title: Finance Director			Employment Dates: 09/26/11 - 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
TCC0037C	Bankruptcy	15	TC0038C	Effective Decision Making	10
TCC0039C	Customer Service Course	5	TC0040C	Duties and Responsibilities of Florida Tax Collectors	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: 04/05/2024	

Christopher Swanson, Approved Courses Continued

TCC0041C	TCC502	Management of a Florida Tax Collector's Office	30
TCC0036C	TCC503.01	Collection of Current Ad Valorem Property Taxes	4
	TCC503.02	Collection and Enforcement of Tangible Personal Property	4
	TCC503.03	Collection of Non-Ad Valorem Assessments	4
	TCC503.04	Collection of Delinquent Taxes and Tax Certificates	4
	TCC503.05	Refunds of Ad Valorem Taxes	4
	TCC503.06	Annual Tax Roll	4
	TCC503.07	Tax Deeds	2
	TCC503.08	Mapping Basics	2
	TCC503.09	Distribution of Taxes	2



Resources |

Congratulations

CHRISTOPHER SWANSON

on completing the
**TCC 503.01 Collection of Current Ad Valorem
Property Taxes** course on

4 credit hours



Print




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Resources |

Congratulations

CHRISTOPHER SWANSON
on completing the
**TCC 503.02 Collection and Enforcement of
Tangible Personal Property** course on
4 credit hours



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PROPERTY TAX
OVERSIGHT

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Resources |

Congratulations

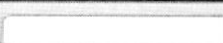
CHRISTOPHER SWANSON

on completing the
**TCC 503.03 Collection of Non-Ad Valorem
Assessments** course on

4 credit hours



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Resources | 1

Congratulations

CHRISTOPHER SWANSON
on completing the
**TCC 503.04 Collection of Delinquent Taxes and
Tax Certificates** course on

4 credit hours



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Resources |

Congratulations

CHRISTOPHER SWANSON

on completing the

TCC 503.06 Annual Tax Roll course on

4 credit hours



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Congratulations

CHRISTOPHER SWANSON

on completing the
TCC 503.07 Tax Deeds course on

2 credit hours



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Resources |

Congratulations

CHRISTOPHER SWANSON

on completing the

TCC 503.08 Mapping Basics course on

2 credit hours



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Congratulations

CHRISTOPHER SWANSON

on completing the
TCC 503.09 Distribution of Taxes course on

2 credit hours



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Resources |

Congratulations

CHRISTOPHER SWANSON

on completing the
TCC 503.05 Refunds of Ad Valorem Taxes course
on

4 credit hours



Print




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Resources

Congratulations

CHRISTOPER SWANSON
on completing the
TCC 001 Bankruptcy course on
15 credit hours



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PROPERTY TAX OVERSIGHT

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Florida Department of Revenue Student Transcript



SWANSON, CHRISTOPHER

St. Johns

Course Code	Class Name	Status	Status Date
TCC 002	EFFECTIVE DECISION MAKING	M	07/09/2014
TCC 503.09	DISTRIBUTION OF PROPERTY TAXES	M	08/06/2014
TCC 503.07	TAX DEEDS	M	08/06/2014
TCC 503.02	COLLECTION & ENFORCEMENT OF TANGIBLE PERSONAL PROPERTY	M	08/07/2014
TCC 503.08	BASIC MAPPING	M	08/07/2014
TCC 503.06	ANNUAL TAX ROLLS	M	08/07/2014
TCC 503.05	REFUND OF AD VALOREM PROPERTY TAXES	M	08/07/2014
TCC 503.01	COLLECTION OF CURRENT AD VALOREM TAXES	M	08/07/2014
TCC 503.04	COLLECTION OF DELINQUENT PROPERTY TAXES AND TAX CERTIFICATES	M	08/07/2014
TCC 503.03	COLLECTION OF NON-AD VALOREM ASSESSMENTS	M	08/07/2014
TCC 001	BANKRUPTCY COURSE	M	09/09/2014
TCC 003	CUSTOMER SERVICE COURSE	M	10/30/2014
PTO BUDG	PTO BUDGET WORKSHOP FOR TAX COLLECTORS	F	04/28/2017
FTC	2021 FTC EXECUTIVE CONFERENCE	M	06/02/2021
TCC 502	LEADERSHIP AND MANAGEMENT SKILLS IN A FLORIDA TAX COLLECTOR'S OFFICE	M	05/27/2022
TCC 001	BANKRUPTCY	C	08/12/2022
PTO TC BDG	2023 TAX COLLECTOR BUDGET WORKSHOP	M	06/21/2023

Status Key: M = Mastered F = Finished U = Unmastered E = Enrolled C = Canceled O = Observing

*Transcript is through June 30, 2023. Contact PTOTraining@floridarevenue.com
for transcript information after this date.

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

Certifies that

Christopher Swanson

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

Christopher Swanson

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Mark Lane Sweeting, Jr.		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Monroe		Job Title:	Branch manager/Assistant Manager
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 06/16/16	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:



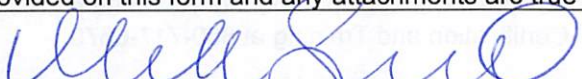
FLORIDA

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

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

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

Property Tax Oversight Certification and Training Online Registration at
http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx

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): MARK LANE SWEETING, JR.					
Business email address: msweeting@monroetaxcollector.com			Business phone number: 305-289-6034		
Job title: BRANCH MANAGER/ASSISTANT MANAGER					
Employed by: SAM C. STEELE C.F.C. MONROE 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: MONROE COUNTY TAX COLLECTOR					
Your Title: BRANCH MANAGER/ASSISTANT MANAGER			Employment Dates: 06/16/2016 - 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	5
TC-0038C	TCC 002 EFFECTIVE DECISION-MAKING IN THE WORKPLACE	10	TC-0041C	TCC 502 MANAGEMENT AND LEADERSHIP SKILLS	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: 3/18/24		



**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): MARK LANE SWEETING JR					
Business email address: msweeting@monroetaxcollector.com			Business phone number: 305-289-6034		
Job title: BRANCH MANAGER/ASSISTANT MANAGER					
Employed by: SAM C. STEELE C.F.C. MONROE 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: MONROE COUNTY TAX COLLECTOR					
Your Title: BRANCH MANAGER/ASSISTANT MANAGER			Employment Dates: 06/16/2016 - 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 PROPERTY TAXES...	30			
TC-0042C	TCC 504 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: 3/18/24		

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

Certifies that

Mark Sweeting

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



Congratulations,

Mark Sweeting

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

July 21, 2023
15 credit hours



Congratulations,

Mark Sweeting

on completing

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

Course Number: TC-0038C

on

September 1, 2023
10 credit hours



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

Certifies that

Mark Sweeting

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



Congratulations,

Mark Sweeting

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

October 10, 2023

5 credit hours



Congratulations,

Mark Sweeting

on completing

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

Course Number: TC-0036C

on

March 8, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Yris Torres		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade	Job Title: Accountant II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 01/20/20	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 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): Yris Torres					
Business email address: torrey@miamidade.gov			Business phone number: 305-375-1201		
Job title: Accountant II					
Employed by: Miami Dade County Office of the Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <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: Miami Dade County Office of the Tax Collector					
Your Title: Accountant II			Employment Dates: 01//20/2020-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 and Responsibilities of Florida Tax Collectors	30	TC-0036C	TCC 503 – Collection and Distribution of Property Taxes and Special Assessments	30
TC-0041C	TCC 502 – Leadership and Management Skills in 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: 03/20/2024	



**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): Yris Torres					
Business email address: torrey@miamidade.gov			Business phone number: 305-375-1201		
Job title: Accountant II					
Employed by: Miami Dade County Office of the Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <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: Miami Dade County Office of the Tax Collector					
Your Title: Accountant II			Employment Dates: 01/20/2020-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-0038C	TCC 002 – Effective Decision Making	10	TC-0039C	TCC 003 – Customer Service Training	5
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:				Date: 03/20/2024	

Congratulations,

Yris Torres

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

March 12, 2022
15 credit hours



Congratulations,

Yris Torres

on completing

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

Course Number: TC-0038C

on

March 13, 2022
10 credit hours



Congratulations,

Yris Torres

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

March 19, 2022

5 credit hours



Congratulations,

Yris Torres

on completing

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

Course Number: TC-0036C

on

March 23, 2022
30 credit hours



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

Certifies that

Yris Torres

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



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

Certifies that

Yris Torres

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Sanevia L. Tucker		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Taylor	Job Title: Deputy Tax Collector		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>		
Certification Date:	03/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 11/27/23	To: Present
From: 12/1/17	To: 1/27/23

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 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: Applicant does not have a copy of the original CFCA certificate. Included a copy of an old recertification card.



**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): Sanevia L Tucker

Business email address: stucker@taylorcountytaxcollector.com Business phone number: 850-584-2089

Job title: Deputy Tax Collector

Employed by: Taylor 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: Taylor County Tax Collector

Your Title: Deputy Tax Collector Employment Dates: 11/27/2023 to present

Employer: Taylor County Tax Collector

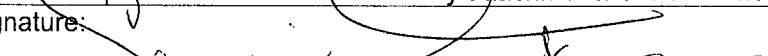
Your Title: Deputy Tax Collector Employment Dates: 12/1/17-1/27/23

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

No.	Course Title	Hours	No.	Course Title	Hours
TC-0037C	Bankruptcy Course	15	TC-0039C	Customer Service Course	5
TC-0038C	Effective Decision Making	10	TC-0040C	Duties & Responsibilities	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: 02/07/2024



**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

☐ 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): Sanevia L Tucker

Business email address: stucker@taylorcountytaxcollector.com

Business phone number: 850-584-2089

Job title: Deputy Tax Collector

Employed by: Taylor 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: Taylor County Tax Collector

Your Title: Deputy Tax Collector

Employment Dates: 11/27/2023 to present

Employer: Taylor County Tax Collector

Your Title: Deputy Tax Collector

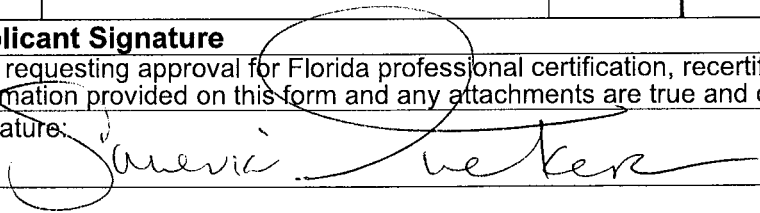
Employment Dates: 12/1/17-1/27/23

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

No.	Course Title	Hours	No.	Course Title	Hours
TC-0036C	Collection & Distribution of Property Taxes & Special Assessments	30	TC-0042C	The 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: 

Date: 02/07/2024



The State of Florida
Department of Revenue
certifies that

SANEVIA L. TUCKER
Taylor County

is a

Certified Florida Collector Assistant

with certification requirements met
through December 31, 2022.

The Certified Florida Collector Assistant designation is contingent upon employment with a Florida tax collector office or the Florida Department of Revenue. In the event that the employment of a designee holder is terminated for any reason, the individual shall refrain from using or displaying the designation(s). Failure to remit the recertification fee prior to the expiration date on the front of the card will result in the loss of your certification requiring reapplication.

BANKRUPTCY COURSE Certificate

1 message

LMSadmin@dor.state.fl.us <LMSadmin@dor.state.fl.us>
To: SANEVIA TUCKER <stucker@taylorcountytaxcollector.com>

Wed, Aug 7, 2019 at 4:44 PM

Congratulations,

SANEVIA TUCKER,

on completing

TCC 001 - BANKRUPTCY COURSE

course on

Wednesday, August 07, 2019

15.00 credit hours



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

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

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

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



Sanevia Tucker <stucker@taylorcountytaxcollector.com>

EFFECTIVE DECISION MAKING Certificate

1 message

LMSadmin@dor.state.fl.us <LMSadmin@dor.state.fl.us>
To: SANEVIA TUCKER <stucker@taylorcountytaxcollector.com>

Thu, Aug 1, 2019 at 1:13 PM

Congratulations,

SANEVIA TUCKER,

on completing

TCC 002 - EFFECTIVE DECISION MAKING

course on

Thursday, August 01, 2019

10.00 credit hours



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

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



Sanevia Tucker <stucker@taylorcountytaxcollector.com>

CUSTOMER SERVICE COURSE Certificate

1 message

LMSadmin@dor.state.fl.us <LMSadmin@dor.state.fl.us>
To: SANEVIA TUCKER <stucker@taylorcountytaxcollector.com>

Tue, Jul 30, 2019 at 1:16 PM

Congratulations,

SANEVIA TUCKER,

on completing

TCC 003 - CUSTOMER SERVICE COURSE

course on

Tuesday, July 30, 2019

5.00 credit hours



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

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



Certifies that

Sanevia Tucker

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

January 14-18, 2019

30410125

Taylor County Tax Collector

Sanevia Tucker <stucker@taylorcountytaxcollector.com>

COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS Certificate

1 message

LMSadmin@dor.state.fl.us <LMSadmin@dor.state.fl.us>

Thu, Aug 29, 2019 at 10:21 AM

To: SANEVIA TUCKER <stucker@taylorcountytaxcollector.com>

Congratulations,

SANEVIA TUCKER,

on completing

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

course on

Thursday, August 29, 2019

30.00 credit hours



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

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



Certifies that

Sanevia Tucker

has successfully completed

THE COLLECTION OF LICENSES, TAXES AND FEES

TCC 504

June 10-14, 2019



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Stacy Whalen
Previous Name(s)(if applicable):	
Documentation Included:	
County: Flagler	Job Title: Taxpayer / Motorist Services
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	02/01/24

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 11/15/21	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
FLHSMV - 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): Stacy Whalen

Business email address: SWhalen@FlaglerTax.com

Business phone number: 386-313-4160

Job title: Taxpayer / Motorist Services

Employed by: Flagler 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: Flagler County Tax Collector

Your Title: Taxpayer / Motorist Services

Employment Dates: 11/15/2021 - 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
	See Attached		TC 0024C	DRIVER LICENSE PREPARATORY TRAINING	64
TC 0040C	TCC 501 - DUTIES & RESPONSIBILITIES	30	TC 0036C	TCC 503 - COLLECTION & 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: 4-18-2024

Employee Certification Hours

Employee Name	Whalen, Stacy	Hours Needed for Certification	120
Hire Date	11/15/2021		
Eligible for Certification	11/15/2023		

Course Number	Course Name	Training Hours	Mode of Training	Training Hours	Enrollment Date	Scheduled Date	Status	Completed Date
TCC 501	Duties and Responsibilities	30	Instructor-led	30			Completed	2/7 - 2/10 2022
TC-0024C	Driver License Preparatory Training	64	Instructor-led	64			Completed	12/17/2021
TCC 503	Collection and Distribution of Property Taxes	30	Online	30	9/13/2023	1/8/24 - 1/12/24	Completed	1/12/2024
		124		124				

This certificate is awarded to

STACY WHALEN

for the successful completion of

Driver License Preparatory Training - Virtual Instructor-Led Training

by FLHSMV

64 Hours 00 Minutes

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

Certifies that

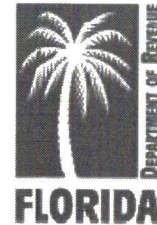
Stacy Lyn Whalen

has successfully completed

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

Course Number: TC-0040C

February 7-10, 2022
30 credit hours



Congratulations,

Stacy Lyn Whalen

on completing

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

Course Number: TC-0036C

on

January 12, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Kathleen Widner		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Collier		Job Title: Accounting Specialist II	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

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: 12/07/21	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 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

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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): Kathleen Widner					
Business email address: kwidner@colliertax.com			Business phone number: 239-252-8457		
Job title: Accounting Specialist II					
Employed by: Collier County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: Collier County Tax Collector					
Your Title: Accounting Specialist II			Employment Dates: 12/7/21 - 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-0064R	TCC 502 - MANAGEMENT OF A FLORIDA TAX COLLECTORS OFFICE	30	TC-0038C	TCC 002 - EFFECTIVE DECISION MAKING	10
TC-0039C	TCC 003 - CUSTOMER SERVICE TRAINING	5	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: 				Date: 03/27/2024	

Pg 1 of 2



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

DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
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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): Kathleen Widner

Business email address: kwidner@colliertax.com

Business phone number: 239-252-8457

Job title: Accounting Specialist II

Employed by: Collier County Tax Collector

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

☐ 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: Collier County Tax Collector

Your Title: Accounting Specialist II

Employment Dates: 12/7/21 - 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-0036C	TCC 503 - COLLECTION AND DISTRIBUTION OF PROPERTY TAX AND SPECIAL ASSESSMENTS	30	TC-0040C	TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS	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:

03/27/2024

PG 2 OF 2

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

Certifies that

Kathleen Widner

has successfully completed

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

Course Number: TC-0041C

September 12-15, 2022
30 credit hours



Kathleen Widner

From: Gauge/TestCOM Administrator <results@testcentral.com>
Sent: Thursday, October 6, 2022 2:55 PM
To: Kathleen Widner
Subject: TCC 502 Exam - September 15-20, 2022 Results
Attachments: Certificate.pdf

EXTERNAL EMAIL: Use extreme caution when opening attachments or clicking links.

Kathleen Widner,

Thank you for completing the TCC 502 Exam - September 15-20, 2022. The review of your proctoring session is complete. Your final exam score is **86.0%**.

Your Certificate of Completion is attached. **Please download and save a copy of this certificate now as a copy is required to be included in the Certified Florida Collector or Certified Florida Collector Assistant certification application.**

We thank you for your continuing interest in the Certified Florida Collector and Certified Florida Collector Assistant program.

Please contact PTOTraining@floridarevenue.com with any questions.

Congratulations,

Kathleen Widner

on completing

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

Course Number: TC-0038C

on

August 18, 2023
10 credit hours



Kathleen Widner

From: Gauge/TestCOM Administrator <results@testcentral.com>
Sent: Monday, August 21, 2023 9:28 AM
To: Kathleen Widner
Subject: TCC 002 - Effective Decision-Making in the Workplace Course Exam Results
Attachments: Certificate.pdf

EXTERNAL EMAIL: Use extreme caution when opening attachments or clicking links.

Kathleen Widner,

Thank you for completing the TCC 002 - Effective Decision-Making in the Workplace Course Exam. The review of your proctoring session is complete. Your final exam score is **93.3%**.

Your Certificate of Completion is attached. **Please download and save a copy of this certificate now as a copy is required to be included in the Certified Florida Collector or Certified Florida Collector Assistant certification application.**

We thank you for your continuing interest in the Certified Florida Collector and Certified Florida Collector Assistant program.

Please contact PTOTraining@floridarevenue.com with any questions.

Congratulations,

Kathleen Widner

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

August 18, 2023

5 credit hours



Kathleen Widner

From: Gauge/TestCOM Administrator <results@testcentral.com>
Sent: Monday, August 21, 2023 9:27 AM
To: Kathleen Widner
Subject: TCC 003 - Customer Service Course Exam Results
Attachments: Certificate.pdf

EXTERNAL EMAIL: Use extreme caution when opening attachments or clicking links.

Kathleen Widner,

Thank you for completing the TCC 003 - Customer Service Course Exam. The review of your proctoring session is complete. Your final exam score is **100.0%**.

Your Certificate of Completion is attached. **Please download and save a copy of this certificate now as a copy is required to be included in the Certified Florida Collector or Certified Florida Collector Assistant certification application.**

We thank you for your continuing interest in the Certified Florida Collector and Certified Florida Collector Assistant program.

Please contact PTOTraining@floridarevenue.com with any questions.

Congratulations,

Kathleen Widner

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

September 6, 2023

15 credit hours



Kathleen Widner

From: Gauge/TestCOM Administrator <results@testcentral.com>
Sent: Wednesday, September 6, 2023 3:57 PM
To: Kathleen Widner
Subject: TCC 001 - Bankruptcy Course Exam Results
Attachments: Certificate.pdf

EXTERNAL EMAIL: Use extreme caution when opening attachments or clicking links.

Kathleen Widner,

Thank you for completing the TCC 001 - Bankruptcy Course Exam. The review of your proctoring session is complete. Your final exam score is **92.0%**.

Your Certificate of Completion is attached. **Please download and save a copy of this certificate now as a copy is required to be included in the Certified Florida Collector or Certified Florida Collector Assistant certification application.**

We thank you for your continuing interest in the Certified Florida Collector and Certified Florida Collector Assistant program.

Please contact PTOTraining@floridarevenue.com with any questions.

Congratulations,

Kathleen Widner

on completing

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

Course Number: TC-0036C

on

September 28, 2023
30 credit hours



Kathleen Widner

From: Gauge/TestCOM Administrator <results@testcentral.com>
Sent: Friday, September 29, 2023 1:51 PM
To: Kathleen Widner
Subject: TCC 503 - Collection and Distribution of Property Taxes and Special Assessments Course Exam Results
Attachments: Certificate.pdf

EXTERNAL EMAIL: Use extreme caution when opening attachments or clicking links.
Kathleen Widner,

Thank you for completing the TCC 503 - Collection and Distribution of Property Taxes and Special Assessments Course Exam. The review of your proctoring session is complete. Your final exam score is **86.0%**.

Your Certificate of Completion is attached. **Please download and save a copy of this certificate now as a copy is required to be included in the Certified Florida Collector or Certified Florida Collector Assistant certification application.**

We thank you for your continuing interest in the Certified Florida Collector and Certified Florida Collector Assistant program.

Please contact PTOTraining@floridarevenue.com with any questions.

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

Certifies that

Kathleen Widner

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours



Kathleen Widner

From: Gauge/TestCOM Administrator <results@testcentral.com>
Sent: Friday, March 15, 2024 3:00 PM
To: Kathleen Widner
Subject: TCC 501 Exam - February 27 - March 1, 2024 Results
Attachments: Certificate.pdf

EXTERNAL EMAIL: Use extreme caution when opening attachments or clicking links.

Kathleen Widner,

Thank you for completing the TCC 501 Exam - February 27 - March 1, 2024. The review of your proctoring session is complete. Your final exam score is **100.0%**.

Your Certificate of Completion is attached. **Please download and save a copy of this certificate now as a copy is required to be included in the Certified Florida Collector or Certified Florida Collector Assistant certification application.**

We thank you for your continuing interest in the Certified Florida Collector and Certified Florida Collector Assistant program.

Please contact PTOTraining@floridarevenue.com with any questions.



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Sara Williams		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Highlands	Job Title: CSR		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 09/04/19	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Birth Certificates	0.50	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - Social Security Cards	0.50	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.50	Attended Course
AAMVA - Expanding the Review	0.50	Attended Course
Total Hours	112.75	

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



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Sara Williams		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Highlands	Job Title: CSR		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 09/04/19	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
AAMVA - Military ID Cards	0.50	Attended Course
AAMVA - Security Features	1.0	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Fraud	1.0	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1.0	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.25	Attended Course
Total Hours	10.75	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Applicant included the AAMVA CDL 2015 for 2020 Recertification: Orientation document in the application. This module is not an approved course toward the CFCA designation.

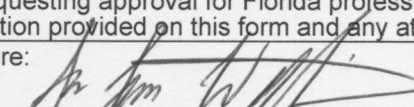


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Sara Williams					
Business email address: slwilliams@hctaxcollector.com			Business phone number: 863-402-6685		
Job title: CSR					
Employed by: Highlands 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: Highlands County Tax Collector					
Your Title: CSR			Employment Dates: 09/04/2019-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
TC00400	TCC 501 Duties and Responsibilities	30	TC00420	TCC 504 Collection of Licenses, Taxes	30
TC00360	TCC 503 Collection and Distribution	30	TC00390	TCC 003 Customer Service	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: 03/15/2024	

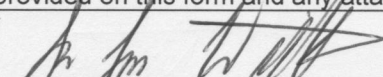


**Application for
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DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
Page 1 of 2

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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): Sara Williams					
Business email address: slwilliams@hctaxcollector.com			Business phone number: 863-402-6685		
Job title: CSR					
Employed by: Highlands 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: Highlands County Tax Collector					
Your Title: CSR			Employment Dates: 09/04/2019-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
TC00060	Canadian Birth Certificates	.75	TC0025C	Driver's License Prep Training	12
TC00050	Birth Certificates	.50	TC0002C	Driver's 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: 				Date: 03/15/2024	

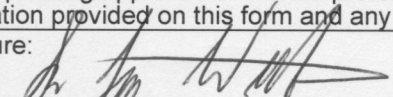


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Sara Williams					
Business email address: slwilliams@hctaxcollector.com			Business phone number: 863-402-6685		
Job title: CSR					
Employed by: Highlands 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.					
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Employer:					
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No.	Course Title	Hours	No.	Course Title	Hours
TC00170	U.S. Immigration Documents	.75	TC00160	Travel Documents	.75
TC00150	Social Security Cards	.50	TC00130	People and Actions	.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: 03/15/2024	




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Job title: CSR					
Employed by: Highlands County Tax Collector					
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<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			
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Your Title: CSR			Employment Dates: 09/04/2019-Present		
Employer:					
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No.	Course Title	Hours	No.	Course Title	Hours
TC00030	Vehicle Identification Documents	.50	TC00120	Military ID Cards	.50
TC00040	Expanding the Review	.50	TC00140	Security Features	1.00
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: 03/15/2024	

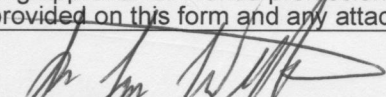


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
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No.	Course Title	Hours	No.	Course Title	Hours
TC00110	Mexican Documents	.75	TC0008C	Internal Fraud for Staff	.75
TC00100	Introduction to Fraud	1.00	TC0009C	Introduction to Covert Features	.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: 03/15/2024	

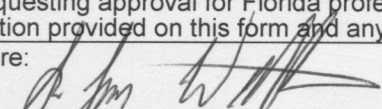


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No.	Course Title	Hours	No.	Course Title	Hours
TC0007C	Canadian Travel, Citizenship	1.00	TC001C	Counterfeit and Alterations	.75
Applicant Signature					
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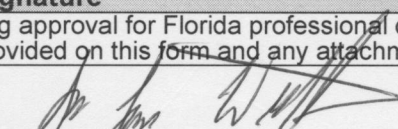


**Application for
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I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; justify-content: space-between; 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>					
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No.	Course Title	Hours	No.	Course Title	Hours
TC00180	CDL Module 1	2.50	TC00190	CDL Module 2	.75
TC00200	CDL Module 3	.75	TC00210	CDL Module 4	.25
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: 03/15/2024	



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Transcript: SARA WILLIAMS > AAMVA CDL 2015 for Re-certification in 2020 >

AAMVA CDL 2015 for 2020 Recertification: Orientation

Training Details

Training Type: Online Class

Provider: External Training

Version: 1.0

Training Hours: 0 Hours 30 Minutes

Description: "Material last updated 2015. This training module serves as an introduction to the Commercial Knowledge Examiner Training Program provided by AAMVA. Upon completion of this training program, CDL Knowledge Examiners will be provided with a fundamental understanding of the objectives of the CDL testing program, and gain all of the knowledge, skills, and responsibilities necessary to serve as a CDL Knowledge Examiner."

Status: Completed

Training Purpose:

Due Date: None

Certificate: Print Certificate

Legacy Course

ID:

Duration: 0.5

Reporting Select

Classification:

TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)

Last Accessed: 7/23/2020

Total Views: 1

View Time: 0 Hour(s) 7 Minute(s)

Status: Completed

Modules:  View details of modules for AAMVA CDL 2015 for 2020 Recertification: Orientation

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Transcript: SARA WILLIAMS > AAMVA CDL 2015 for Re-certification in 2020 >

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

Training Details

Training Type: Online Class

Provider: External Training

Version: 1.0

Training Hours: 2 Hours 30 Minutes

Description: "Material last updated 2015. The purpose of this module is to acquaint you with the basic understanding of the history and rationale of the Commercial Motor Vehicle Safety Act of 1986 and the Motor Carrier Safety Improvement Act of 1999. This will include a description of the drivers covered by the CDL program, CDL vehicle classifications and all of the CDL endorsements and restrictions."

Status: Completed

Training Purpose:

Due Date: None

Certificate: Print Certificate

Legacy Course

ID:

Duration: 2.5

Reporting Select

Classification:

TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)


Last Accessed: 7/23/2020

Total Views: 1

View Time: 1 Hour(s) 41 Minute(s)

Status: Completed

Score: 100%

Modules:  [View details of modules for AAMVA CDL 2015 for 2020 Recertification: Module 1 - Introduction to CDL Licensing](#)

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Transcript: SARA WILLIAMS > AAMVA CDL 2015 for Re-certification in 2020 >

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

Training Details

Training Type: Online Class

Provider: External Training

Version: 1.0

Training Hours: 0 Hours 45 Minutes

Description: "Material last updated 2015. The purpose of this module is to describe how CDL tests directly reflect the CDL classifications and endorsements. The need for a representative vehicle will also be explained and you will understand the need for CDL test validity and reliability."

Status: Completed

Training Purpose:

Due Date: None

Certificate: Print Certificate

Legacy Course

ID:

Duration: 0.75

Reporting

Classification: Select

TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)


Last Accessed: 7/24/2020

Total Views: 1

View Time: 3 Hour(s) 52 Minute(s)

Status: Completed

Score: 100%

Modules:  [View details of modules for AAMVA CDL 2015 for 2020 Recertification: Module 2 - Overview of the CDL Tests](#)

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Transcript: SARA WILLIAMS > AAMVA CDL 2015 for Re-certification in 2020 >

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

Training Details

Training Type: Online Class

Provider: External Training

Version: 1.0

Training Hours: 0 Hours 45 Minutes

Description: "Material last updated 2015. The purpose of this module is to provide a basic understanding of the jurisdiction's knowledge test system and how it is implemented."

Status: Completed

Training Purpose:

Due Date: None

Certificate: Print Certificate

Legacy Course

ID:

Duration: 0.75

Reporting

Classification: Select

TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)


Last Accessed: 7/28/2020

Total Views: 1

View Time: 7 Hour(s) 59 Minute(s)

Status: Completed

Score: 100%

Modules:  View details of modules for AAMVA CDL 2015 for 2020 Recertification: Module 3 - CDL Knowledge Tests

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Transcript: SARA WILLIAMS > AAMVA CDL 2015 for Re-certification in 2020 >

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

Training Details

Training Type: Online Class

Provider: External Training

Version: 1.0

Training Hours: 0 Hours 15 Minutes

Description: "Material last updated 2015. The purpose of this module is to provide you with a clear understanding of the training and examination requirements defined in Federal regulations; and to demonstrate that you have a firm understanding of the knowledge, skills and attitudes necessary to become a commercial knowledge examiner by successfully completing an end of course exam."

Status: Completed

Training Purpose:

Due Date: None

Certificate: Print Certificate

Legacy Course

ID:

Duration: 0.25

Reporting Select

Classification:

TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)


Last Accessed: 7/29/2020

Total Views: 2

View Time: 0 Hour(s) 43 Minute(s)

Status: Completed

Score: 80%

Modules:  [View details of modules for AAMVA CDL 2015 for 2020 Recertification: Module 4 - CKE End-of-Course Exam](#)

Assignment and Version History

Transcript History

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FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA CDL 2015 for Re-certification in 2020

by External Training

5 Hours 0 Minutes

Date of Course Completion: 7/29/2020



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

SARA WILLIAMS

for the successful completion of

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

by External Training

0 Hours 45 Minutes

Date of Course Completion: 9/25/2020

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 9/29/2020



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 9/30/2020

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 6/28/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: Travel Documents

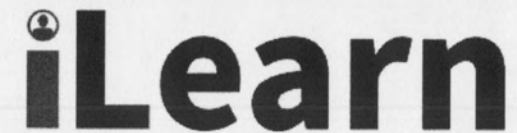
by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/2/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/7/2021

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/7/2021

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: Vehicle Identification Documents

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/7/2021

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/7/2021

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: Expanding the Review

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/7/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 8/3/2021

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: Mexican Documents

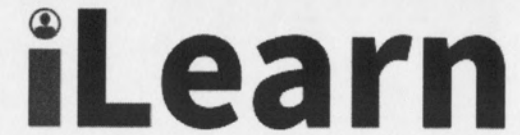
by External Training

0 Hours 45 Minutes

Date of Course Completion: 8/4/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 9/8/2021

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 9/8/2021



This certificate is awarded to

SARA WILLIAMS

for the successful completion of

Driver License Preparatory Training - OLT

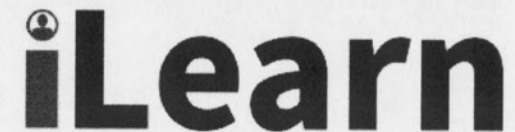
by FLHSMV

12 Hours

Date of Course Completion: 10/8/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/11/2021

This certificate is awarded to

SARA WILLIAMS

for the successful completion of _____

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

by External Training

1 Hours 0 Minutes

Date of Course Completion: 10/12/2021



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

SARA WILLIAMS

for the successful completion of

AAMVA FDR 2020: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/12/2021

Congratulations,

Sara Williams

on completing

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

Course Number: TC-0036C

on

March 20, 2023
30 credit hours



Congratulations,

Sara Williams

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

April 6, 2023
5 credit hours



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

Certifies that

Sara Williams

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

Sara Williams

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Wendy Jo Williams		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Putnam		Job Title: Customer Service Representative I	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

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: 02/10/20	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)		
AAMVA - Vehicle Identification Documents	1	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.25	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
FLHSMV - DL Training Series: Phase I	40	Attended Course
FLHSMV - DL Training Series: Phase II	40	Attended Course
AAMVA - Birth Certificates	0.50	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
Total Hours	120.25	

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



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

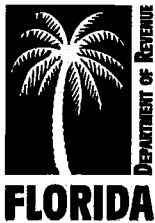
Name to Appear on Certificate:	Wendy Jo Williams		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Putnam	Job Title: Customer Service Representative I		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	04/01/24		

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: 02/10/20	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 - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Security Features	1	Attended Course
AAMVA - Social Security Cards	0.50	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
FLHSVM - Information and Cyber Security Awareness Training	0.50	Attended Course
AAMVA - Military ID Cards	0.50	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
Total Hours	7	

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): Wendy Jo Williams					
Business email address: wendyjo.williams@putnam-fl.gov			Business phone number: 386-329-0282		
Job title: CSR I					
Employed by: Putnam County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: Putnam County Tax Collector					
Your Title: Customer Service Representative I			Employment Dates: 02/10/2020-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
	see attached transcript				
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: Wendy Jo Williams			Date: 4/16/2024		

Wendy Williams

PUTNAM COUNTY TAX COLLECTOR

Course #	COURSE DESCRIPTION	COMPLETED	HRS
	DEPARTMENT OF REVENUE		
TC-0036C	TCC 503 - COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS		
TC-0037C	TCC 001 - BANKRUPTCY		
TC-0038C	TCC 002 - EFFECTIVE DECISION MAKING		
TC-0039C	TCC 003 - CUSTOMER SERVICE TRAINING		
TC-0040C	TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS (TCC 501)	2/27/-3/1/2024	30.00
TC-0041C	TCC 502 - MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE		
TC-0042C	TCC 504 - COLLECTION OF LICENSES, TAXES AND FEES		
	ON-LINE		
TC-0001C	AAMVA FDR 2018 COUNTERFEITS AND ALTERATIONS	3/23/2020	0.75
TC-0002C	AAMVA FDR 2018 DRIVER LICENSE AND ID CARDS	5/14/2020	0.75
TC-0003C	AAMVA FDR 218 VEHICLE IDENTIFICATION DOCUMENTS	3/18/2020	1.00
TC-0004C	AAMVA FDR 2019 EXPANDING THE REVIEW		
TC-0005C	AAMVA FDR 2020 BIRTH CERTIFICATES	7/19/2021	0.50
TC-0006C	AAMVA FDR 2018: CANADIAN BIRTH CERTIFICATES, DRIVE AND VEHICLE DOCUMENTS		
TC-0007C	AAMVA FDR 2020: CANADIAN TRAVEL, CITIZENSHIP AND IMMIGRATION DOCUMENTS	7/19/2021	1.00
TC-0008C	AAMVA FDR 2020: INTERNAL FRAUD FOR STAFF	7/20/2021	0.75
TC-0009C	AAMVA FDR 2020: INTRODUCTION TO COVERT FEATURES	7/20/2021	0.75
TC-0010C	AAMVA FDR 2020: INTRODUCTION TO FRAUD	7/19/2021	1.00
TC-0011C	AAMVA FDR 2018: MEXICAN DOCUMENTS	7/18/2023	0.75
TC-0012C	AAMVA FDR 2018: MILITARY ID CARDS	7/13/2023	0.50
TC-0013C	AAMVA FDR 2020: PEOPLE AND ACTIONS	7/20/2021	0.75
TC-0014C	AAMVA FDR 2020: SECURITY FEATURES	7/20/2021	1.00
TC-0015C	AAMVA FDR 2020: SOCIAL SECURITY CARDS	7/20/2021	0.50
TC-0016C	AAMVA FDR 2020: TRAVEL DOCUMENTS	7/20/2021	0.75
TC-0017C	AAMVA FDR 2020: U S IMMIGRANTS DOCUMENTS	7/20/2021	0.75
TC-0018C	CDL MODULE 1	3/19/2020	2.50
TC-0019C	CDL MODULE 2	3/19/2023	0.75
TC-0020C	CDL MODULE 3	3/23/2020	0.75
TC-0021C	CDL MODULE 4	3/23/2020	0.25
TC-0022C	DL PHASE I	9/25/2020	40.00
TC-0023C	DL PHASE II	10/9/2020	40.00
TC-0044C	HEAVY VEHICLE USE TAX (HVUT)	3/18/2020	1.00
TC-0045C	INFORMATION & CYBER SECURITY AWARENESS	9/12/2022	0.50
	TOTAL HOURS		127.25



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2019: Vehicle Identification Documents

by External Training

1 Hours 0 Minutes

Date of Course Completion: 3/18/2020



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2019

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 3/18/2020



iLearn

This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

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

by External Training

2 Hours 30 Minutes

Date of Course Completion: 3/19/2020



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

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

by External Training

0 Hours 45 Minutes

Date of Course Completion: 3/19/2020

This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

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

by External Training

0 Hours 45 Minutes

Date of Course Completion: 3/23/2020



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

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

by External Training

0 Hours 15 Minutes

Date of Course Completion: 3/23/2020



iLearn

This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2019: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 3/23/2020



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2019: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/14/2020



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

DL Transformed: Phase I

by FLHSMV

40 Hours 0 Minutes

Date of Course Completion: 9/25/2020



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

DL Transformed: Phase II

by FLHSMV

40 Hours 0 Minutes

Date of Course Completion: 10/9/2020



iLearn

This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2020: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/19/2021



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

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

by External Training

1 Hours 0 Minutes

Date of Course Completion: 7/19/2021



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2020: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 7/19/2021



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2020: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/20/2021



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2020: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/20/2021



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2020: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/20/2021



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2020: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 7/20/2021



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2020: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/20/2021



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2020: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/20/2021



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2020: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/20/2021



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2022

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 9/12/2022



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2021: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/13/2023



This certificate is awarded to

WENDY WILLIAMS

for the successful completion of

AAMVA FDR 2021: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/18/2023

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

Certifies that

Wendy Jo Williams

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Viola Winningham		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake		Job Title: Customer Service Representative I	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	04/01/24		

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 10/30/20	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 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): Viola Winningham					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Customer Service Representative I					
Employed by: Office of The Lake County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; flex-wrap: wrap;"><div style="width: 33%;"><input type="checkbox"/> Certified Florida Appraiser</div><div style="width: 33%;"><input type="checkbox"/> Certified Florida Evaluator</div><div style="width: 33%;"><input type="checkbox"/> Certified Cadastralist of Florida</div><div style="width: 33%;"><input type="checkbox"/> Certified Florida Collector</div><div style="width: 33%;"><input checked="" type="checkbox"/> Certified Florida Collector Assistant</div></div>					
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 The Lake County Tax Collector					
Your Title: Customer Service Representative I			Employment Dates: 10/30/2020-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 FL Tax Collectors	30	TC-0036C	TCC 503 Collection & Distribution of Property Taxes & Special Ass.	30
TC-0041C	TCC 502 Leadership & Management Skills in a FL Tax Coll.	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: <i>viola l winningham</i>				Date: 03/21/2024	



**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): Viola Winningham					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Customer Service Representative I					
Employed by: Office of The Lake County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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 The Lake County Tax Collector					
Your Title: Customer Service Representative I			Employment Dates: 10/30/2020-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-0038C	TCC 002 Effective Decision Making	10			
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>viola l winningham</i>				Date: 03/21/2024	

Congratulations,

Viola Winningham

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

May 12, 2023
15 credit hours



Congratulations,

Viola Winningham

on completing

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

Course Number: TC-0038C

on

May 23, 2023
10 credit hours



Congratulations,

Viola Winningham

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 23, 2023

5 credit hours



Congratulations,

Viola Winningham

on completing

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

Course Number: TC-0036C

on

July 11, 2023
30 credit hours



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

Certifies that

Viola Winningham

has successfully completed

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

Course Number: TC-0041C

September 18-21, 2023
30 credit hours



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

Certifies that

Viola Winningham

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours

