

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

Agenda and Meeting Materials

October 16, 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: October 16, 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 agenda may be obtained by contacting: Kelly McLane, Property Tax Oversight program, Department of Revenue, PO Box 3294, Tallahassee, FL 32315-3294, 850-941-6024, kelly.mclane@floridarevenue.com. Parties may also submit written materials they intend to offer during the meeting to Kelly McLane.

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

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

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

**CERTIFIED FLORIDA COLLECTOR
ADMISSIONS AND CERTIFICATIONS COMMITTEE**



MEETING

**Florida Department of Revenue – Property Tax Oversight
October 16, 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
Bruce Vickers, C.F.C., President, Florida Tax Collectors Association
Peter Cam, C.F.C.
Dennis Hollingsworth, C.F.C.
Nancy Millan, C.F.C.
Jim Overton, C.F.C.
Will Roberts, C.F.C.
Becky Smith, C.F.C.
Joe Tedder, C.F.C.
Janice Warren, C.F.C.

AGENDA

Welcome: Chair (5 minutes)

Roll call: Secretary (3 minutes)

June 12, 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 "October 16, 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
CERTIFICATION COMMITTEE

TELEPHONIC MEETING

June 12, 2024

3:00 p.m. - 3:08 p.m.

2450 Shumard Oak Boulevard

Tallahassee, Florida 32399

Reported by:

JULIE CULVER

Court Reporter

For the Record Reporting

1500 Mahan Drive - Suite 140

Tallahassee, Florida 32308

1 APPEARANCES:

2 RENE LEWIS, Chair
3 CHUCK PERDUE
4 PETER CAM
5 DENNIS HOLLINGSWORTH
6 SHARON JORDAN
7 NANCY MILLAN
8 BECKY SMITH

9 ALSO PRESENT:

10 RACHEL GOLDSTEIN
11 MEGHAN MILLER
12 KELLY MCLANE
13 JENNA HARPER

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1 C O M M I T T E E M E E T I N G

2 MS. LEWIS: Good afternoon, everyone.

3 Welcome to the Certified Florida Collector
4 Admissions and Certifications Committee. My name
5 is Rene Lewis; I am the director of the Property
6 Tax oversight Program and the chair for today's
7 proceedings.

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

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

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

24 MS. MCLANE: Kelly McLane, Intra-Departmental
25 Projects Administrator.

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

3 MS. LEWIS: Thank you. If you are part of
4 the public participating by telephone and want to
5 submit a written comment pertaining to the
6 material being presented today, please send an
7 e-mail to ptotraining@floridarevenue.com.

8 In the subject line of your e-mail, please
9 use "June 12th Committee Meeting." We are
10 monitoring that e-mail account during the meeting
11 and will read aloud all comments we receive during
12 the meeting.

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

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

20 Meghan Miller, the secretary of the
21 committee, will you please call the role?

22 MS. MILLER: Rene Lewis?

23 MS. LEWIS: Here.

24 MS. MILLER: Chuck Perdue?

25 MR. PERDUE: Here.

1 MS. MILLER: Peter Cam?
2 (NO RESPONSE.)
3 MS. MILLER: Dennis Hollingsworth?
4 MR. HOLLINGSWORTH: Here.
5 MS. MILLER: Sharon Jordan?
6 MS. JORDAN: Here.
7 MS. MILLER: Nancy Millan?
8 MS. MILLAN: Here.
9 MS. MILLER: Jim Overton?
10 (NO RESPONSE.)
11 MS. MILLER: Becky Smith?
12 MS. SMITH: Here.
13 MS. MILLER: Janice Warren?
14 (NO RESPONSE.)
15 MS. MILLER: Eric Zwayer?
16 (NO RESPONSE.)
17 MS. LEWIS: According to rule 12D-19.002(6)
18 Florida Administrative Code, five members of the
19 Admissions and Certifications Committee constitute
20 a quorum. Meghan, do we have a quorum?
21 MS. MILLER: Yes.
22 MS. LEWIS: Thank you. Our first order of
23 business today is the approval of the February 15,
24 2024, Certified Florida Collector Admissions and
25 Certifications Committee meeting minutes. Do I

1 have a motion to approve the February 15, 2024,
2 committee meeting minutes? Please state your
3 name, if you make a motion.

4 (NO RESPONSE.)

5 MS. LEWIS: Do I have a motion?

6 (MULTIPLE SPEAKERS.)

7 MS. LEWIS: Thank you. I heard Becky Smith
8 first. So we will do a motion from Becky Smith.
9 Do I have a second?

10 MS. MILLAN: This is Nancy Millan --

11 (MULTIPLE SPEAKERS.)

12 MS. LEWIS: Thank you. I have a second from
13 Nancy Millan. All of those in favor please
14 indicate by saying, "Aye."

15 (CHORUS OF AYES.)

16 MS. LEWIS: All opposed please indicate by
17 saying, "Nay."

18 (NO RESPONSE.)

19 MS. LEWIS: Thank you. Did we have someone
20 join the line? Did Janice Warren, Jim Overton,
21 Eric Zwayer, join us, or Peter Cam?

22 (NO RESPONSE.)

23 MS. LEWIS: Okay. Our next item of business
24 is the presentation and recommendation of
25 applicants.

1 The program posted the list of applicants,
2 along with the completed applications, on the
3 Department's website and sent the meeting
4 materials link to each of you. Each application
5 has a checklist at the front to assist you in your
6 review of the applicants. This checklist has the
7 certification criteria required in Rule Chapter
8 12D-19, F.A.C.

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

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

23 MS. LEWIS: Thank you, Meghan. Now, I need
24 for each Committee Member to individually answer
25 the following question on the record. After I

1 read the question, Meghan will call the name of
2 each member. Please, state your answer of yes or
3 no.

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

9 MS. MILLER: Rene Lewis?

10 MS. LEWIS: No.

11 MS. MILLER: Chuck Perdue?

12 MR. PERDUE: No.

13 MS. MILLER: Peter Cam?

14 (NO RESPONSE.)

15 MS. MILLER: Dennis Hollingsworth?

16 MR. HOLLINGSWORTH: No.

17 MS. MILLER: Sharon Jordan?

18 MS. JORDAN: No.

19 MS. MILLER: Nancy Millan?

20 MS. MILLAN: No.

21 MS. MILLER: Jim Overton?

22 (NO RESPONSE.)

23 MS. MILLER: Becky Smith?

24 MS. SMITH: No.

25 MS. MILLER: Janice Warren?

1 (NO RESPONSE.)

2 MS. MILLER: Eric Zwayer?

3 (NO RESPONSE.)

4 MS. LEWIS: Okay. Do any committee members
5 have anything they wish to discuss about the
6 applicant's credentials?

7 (NO RESPONSE.)

8 MS. LEWIS: Does the public have any comments
9 on any of the applicants? If you are attending by
10 telephone, please send us an e-mail so we can
11 recognize you. Again, that e-mail address is
12 ptotraining@floridarevenue.com.

13 (WAITING FOR RESPONSE.)

14 MS. LEWIS: Jenna, have we received any
15 e-mail comments?

16 MS. HARPER: No, we have not.

17 MS. LEWIS: Hearing no additional comments or
18 discussion of the credentials, the committee will
19 now vote on consideration of the applicant list.
20 Do I have a motion for recommendation of the
21 applicants? Please, state your name when making
22 your motion.

23 MR. HOLLINGSWORTH: So moved, Dennis
24 Hollingsworth.

25 MS. LEWIS: Thank you. We have a motion by

1 Dennis Hollingsworth. Do we have a second?

2 MS. JORDAN: Second, Sharon Jordan.

3 MS. LEWIS: Thank you. We have a second by
4 Sharon Jordan. All in favor indicate by saying,
5 "Aye."

6 (CHORUS OF AYES.)

7 MS. LEWIS: All opposed indicated by saying,
8 "Nay."

9 (NO RESPONSE.)

10 MS. LEWIS: Let the record reflect that the
11 committee has recommended all applicants for
12 certification. Congratulations to the new
13 Certified Florida Collectors and Certified Florida
14 Collector Assistants. The professional designees
15 will receive documentation of their certification
16 from the Department.

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

20 Again, thank you very much for your
21 leadership and service today on the committee.

22 Have a good afternoon. We are adjourned.

23 (WHEREUPON, THE COMMITTEE MEETING WAS
24 CONCLUDED AT 3:08 P.M.)

25

CERTIFICATE OF REPORTER

STATE OF FLORIDA)

COUNTY OF LEON)

I, JULIE CULVER, Notary Public for the State of Florida at Large, do hereby certify that I was authorized to and did stenographically report the foregoing remote proceedings; and that the foregoing transcript is a true and complete record of the proceedings within the limits and quality of the audio for the remote proceedings.

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

DATED this 12th day of June, 2024.



JULIE CULVER, Court Reporter

1

12 [1] - 1:9
120 [1] - 7:17
12D-19 [1] - 7:8
12D-19.002(6) [1] - 5:17
12th [2] - 4:9, 11:20
140 [1] - 1:18
15 [2] - 5:23, 6:1
1500 [1] - 1:18

2

2024 [4] - 1:9, 5:24, 6:1, 11:20
2450 [1] - 1:12

3

32308 [1] - 1:18
32399 [1] - 1:13
3:00 [1] - 1:10
3:08 [2] - 1:10, 10:24

A

according [1] - 5:17
account [1] - 4:10
action [3] - 3:15, 11:17, 11:18
additional [1] - 9:17
address [1] - 9:11
adjourned [1] - 10:22
Administrative [1] - 5:18
Administrator [2] - 3:23, 3:25
ADMISSIONS [1] - 1:1
Admissions [4] - 3:4, 5:19, 5:24, 10:18
afternoon [2] - 3:2, 10:22
agenda [1] - 10:17
aloud [1] - 4:11
ALSO [1] - 2:6
amount [1] - 4:17
AND [1] - 1:1
answer [2] - 7:24, 8:2
APPEARANCES [1] - 2:1
applicant [1] - 9:19
applicant's [1] - 9:6
applicants [7] - 6:25, 7:1, 7:6, 8:7, 9:9, 9:21, 10:11
application [1] - 7:4
applications [1] - 7:2
applies [1] - 3:12
appraiser's [2] - 7:16,

7:19

appreciate [1] - 4:15
approval [1] - 5:23
approve [1] - 6:1
approved [1] - 7:18
assist [1] - 7:5
Assistance [1] - 4:2
Assistant [2] - 7:11, 7:14
Assistants [1] - 10:14
AT [1] - 10:24
attending [1] - 9:9
attorney [2] - 11:15, 11:17
audio [1] - 11:11
authorized [1] - 11:8
aware [1] - 8:4
Aye [2] - 6:14, 10:5
AYES [2] - 6:15, 10:6

B

BECKY [1] - 2:5
Becky [4] - 5:11, 6:7, 6:8, 8:23
board [1] - 3:8
Boulevard [1] - 1:12
business [2] - 5:23, 6:23

C

Cam [3] - 5:1, 6:21, 8:13
CAM [1] - 2:3
CERTIFICATE [1] - 11:1
certification [3] - 7:7, 10:12, 10:15
CERTIFICATION [1] - 1:2
Certifications [4] - 3:4, 5:19, 5:25, 10:19
CERTIFIED [1] - 1:1
Certified [10] - 3:3, 5:24, 7:10, 7:13, 7:21, 10:13, 10:18
certify [1] - 11:7
CERTIFY [1] - 11:14
chair [1] - 3:6
Chair [1] - 2:2
Chapter [1] - 7:7
checklist [2] - 7:5, 7:6
Chief [1] - 3:16
CHORUS [2] - 6:15, 10:6
Chuck [1] - 4:24
CHUCK [1] - 2:2
chuck [1] - 8:11

Code [1] - 5:18

Collector [9] - 3:3, 5:24, 7:10, 7:11, 7:13, 7:14, 7:21, 10:14, 10:18
COLLECTOR [1] - 1:1
collector's [2] - 7:15, 7:19
Collectors [1] - 10:13
comment [2] - 4:5, 4:14
comments [4] - 4:11, 9:8, 9:15, 9:17
COMMITTEE [2] - 1:2, 10:23
Committee [6] - 3:4, 4:9, 5:19, 5:25, 7:24, 10:19
committee [9] - 3:8, 3:13, 3:14, 4:21, 6:2, 9:4, 9:18, 10:11, 10:21
committee's [1] - 3:10
complete [1] - 11:10
completed [1] - 7:2
Compliance [1] - 4:1
CONCLUDED [1] - 10:24
concludes [1] - 10:17
Congratulations [1] - 10:12
connected [1] - 11:17
consideration [1] - 9:19
constitute [1] - 5:19
counsel [2] - 11:15, 11:17
Counsel [1] - 3:16
county [1] - 7:22
COUNTY [1] - 11:4
Court [2] - 1:17, 11:22
credentials [2] - 9:6, 9:18
criteria [1] - 7:7
CULVER [3] - 1:16, 11:6, 11:22
current [1] - 7:18

D

DATED [1] - 11:20
deliberate [1] - 8:7
DENNIS [1] - 2:3
Dennis [4] - 5:3, 8:15, 9:23, 10:1
Department [4] - 3:19, 7:17, 7:20, 10:16
Department's [1] - 7:3
Departmental [1] - 3:24

designation [1] - 7:21

designations [1] - 7:11
designees [1] - 10:14
director [1] - 3:5
discuss [1] - 9:5
discussion [2] - 3:13, 9:18
disqualify [1] - 8:6
documentation [1] - 10:15
Drive [1] - 1:18
during [3] - 4:10, 4:11, 4:17

E

e-mail [7] - 4:7, 4:8, 4:10, 4:14, 9:10, 9:11, 9:15
education [1] - 7:18
employee [2] - 11:15, 11:16
employment [1] - 7:18
Eric [3] - 5:15, 6:21, 9:2
experience [1] - 7:15

F

F.A.C [1] - 7:8
facts [1] - 8:4
favor [2] - 6:13, 10:4
February [2] - 5:23, 6:1
feedback [1] - 4:17
financially [1] - 11:18
first [2] - 5:22, 6:8
five [1] - 5:18
FLORIDA [2] - 1:1, 11:3
Florida [18] - 1:13, 1:18, 3:3, 5:18, 5:24, 7:10, 7:11, 7:13, 7:15, 7:16, 7:19, 7:20, 7:21, 10:13, 10:18, 11:7
following [1] - 7:25
FOR [1] - 9:13
foregoing [2] - 11:9
front [1] - 7:5
FURTHER [1] - 11:14

G

gathering [1] - 3:12
GOLDSTEIN [1] - 2:7
Goldstein [1] - 3:16
Government [1] - 3:9

H

HARPER [3] - 2:8, 4:1, 9:16
Harper [1] - 4:1
hear [1] - 8:7
heard [1] - 6:7
hearing [1] - 9:17
hereby [1] - 11:7
HOLLINGSWORTH [4] - 2:3, 5:4, 8:16, 9:23
Hollingsworth [4] - 5:3, 8:15, 9:24, 10:1
hours [1] - 7:17

I

improper [1] - 8:6
include [1] - 7:14
indicate [3] - 6:14, 6:16, 10:4
indicated [1] - 10:7
individually [1] - 7:24
interested [1] - 11:18
Intra [1] - 3:24
Intra-Departmental [1] - 3:24
introduce [1] - 3:20
item [1] - 6:23

J

Janice [3] - 5:13, 6:20, 8:25
Jenna [2] - 4:1, 9:14
JENNA [1] - 2:8
Jim [3] - 5:9, 6:20, 8:21
join [2] - 6:20, 6:21
JORDAN [4] - 2:4, 5:6, 8:18, 10:2
Jordan [4] - 5:5, 8:17, 10:2, 10:4
JULIE [3] - 1:16, 11:6, 11:22
June [3] - 1:9, 4:9, 11:20

K

Kelly [1] - 3:24
KELLY [1] - 2:8

L

Large [1] - 11:7
laws [1] - 3:9
leadership [1] - 10:21
least [2] - 7:14, 7:17

legal [1] - 3:16
LEON [1] - 11:4
LEWIS [22] - 2:2, 3:2, 4:3, 4:23, 5:17, 5:22, 6:5, 6:7, 6:12, 6:16, 6:19, 6:23, 7:23, 8:10, 9:4, 9:8, 9:14, 9:17, 9:25, 10:3, 10:7, 10:10
Lewis [3] - 3:5, 4:22, 8:9
limits [1] - 11:11
line [3] - 4:8, 4:18, 6:20
link [1] - 7:4
list [3] - 7:1, 7:9, 9:19

M

Mahan [1] - 1:18
mail [7] - 4:7, 4:8, 4:10, 4:14, 9:10, 9:11, 9:15
Manager [1] - 4:2
material [1] - 4:6
materials [1] - 7:4
matter [1] - 3:14
MCLANE [2] - 2:8, 3:24
McLane [1] - 3:24
MEETING [2] - 1:7, 10:23
Meeting [1] - 4:9
meeting [7] - 4:10, 4:12, 4:18, 5:25, 6:2, 7:3, 10:19
meetings [1] - 3:10
MEGHAN [1] - 2:7
Meghan [6] - 3:22, 4:20, 5:20, 7:9, 7:23, 8:1
Member [1] - 7:24
member [1] - 8:2
members [4] - 3:13, 3:18, 5:18, 9:4
Millan [4] - 5:7, 6:10, 6:13, 8:19
MILLAN [4] - 2:4, 5:8, 6:10, 8:20
Miller [2] - 3:22, 4:20
MILLER [24] - 2:7, 3:22, 4:22, 4:24, 5:1, 5:3, 5:5, 5:7, 5:9, 5:11, 5:13, 5:15, 5:21, 7:12, 8:9, 8:11, 8:13, 8:15, 8:17, 8:19, 8:21, 8:23, 8:25, 9:2
minutes [2] - 5:25, 6:2
monitoring [1] - 4:10

motion [7] - 6:1, 6:3, 6:5, 6:8, 9:20, 9:22, 9:25
moved [1] - 9:23
MR [5] - 4:25, 5:4, 8:12, 8:16, 9:23
MS [55] - 3:2, 3:22, 3:24, 4:1, 4:3, 4:22, 4:23, 4:24, 5:1, 5:3, 5:5, 5:6, 5:7, 5:8, 5:9, 5:11, 5:12, 5:13, 5:15, 5:17, 5:21, 5:22, 6:5, 6:7, 6:10, 6:12, 6:16, 6:19, 6:23, 7:12, 7:23, 8:9, 8:10, 8:11, 8:13, 8:15, 8:17, 8:18, 8:19, 8:20, 8:21, 8:23, 8:24, 8:25, 9:2, 9:4, 9:8, 9:14, 9:16, 9:17, 9:25, 10:2, 10:3, 10:7, 10:10
MULTIPLE [2] - 6:6, 6:11
mute [1] - 4:16

N

name [4] - 3:4, 6:3, 8:1, 9:21
names [1] - 3:21
NANCY [1] - 2:4
Nancy [3] - 5:7, 6:10, 6:13
nancy [1] - 8:19
Nay [2] - 6:17, 10:8
need [2] - 4:19, 7:23
new [1] - 10:12
next [1] - 6:23
NO [12] - 5:2, 5:10, 5:14, 5:16, 6:18, 6:22, 8:14, 8:22, 9:1, 9:3, 9:7, 10:9
Notary [1] - 11:6
noticed [1] - 3:11

O

Oak [1] - 1:12
OF [5] - 6:15, 10:6, 11:1, 11:3, 11:4
office [2] - 7:16, 7:20
official [1] - 7:22
open [1] - 3:11
opposed [2] - 6:16, 10:7
order [1] - 5:22
otherwise [1] - 8:6
oversight [1] - 3:6
Oversight [2] - 3:17,

3:19
Overton [3] - 5:9, 6:20, 8:21

P

P.M [1] - 10:24
p.m [2] - 1:10
part [1] - 4:3
participating [2] - 4:4, 4:16
parties [1] - 11:15
parties' [1] - 11:16
PERDUE [3] - 2:2, 4:25, 8:12
Perdue [2] - 4:24, 8:11
pertaining [1] - 4:5
peter [1] - 8:13
PETER [1] - 2:3
Peter [2] - 5:1, 6:21
phone [2] - 3:17, 4:16
posted [1] - 7:1
prefer [1] - 4:13
present [1] - 3:18
PRESENT [1] - 2:6
presentation [1] - 6:24
presented [1] - 4:6
proceedings [4] - 3:7, 11:9, 11:11, 11:12
Process [1] - 4:2
professional [1] - 10:14
program [1] - 7:1
Program [3] - 3:6, 3:19, 3:22
Projects [1] - 3:25
properly [1] - 3:11
property [2] - 7:16, 7:19
Property [3] - 3:5, 3:17, 3:18
ptotraining@floridarevenue.com [2] - 4:7, 9:12
Public [1] - 11:6
public [4] - 3:8, 3:11, 4:4, 9:8

Q

qualifications [1] - 7:12
quality [1] - 11:11
quorum [2] - 5:20

R

RACHEL [1] - 2:7
Rachel [1] - 3:16

read [2] - 4:11, 8:1
reasons [1] - 8:5
receive [2] - 4:11, 10:15
received [1] - 9:14
recognize [2] - 4:14, 9:11
recommendation [2] - 6:24, 9:20
recommended [1] - 10:11
Record [1] - 1:17
record [3] - 7:25, 10:10, 11:10
reduce [1] - 4:17
reflect [1] - 10:10
relative [2] - 11:14, 11:16
remote [2] - 11:9, 11:12
Rene [3] - 3:5, 4:22, 8:9
RENE [1] - 2:2
report [1] - 11:8
Reported [1] - 1:15
REPORTER [1] - 11:1
Reporter [2] - 1:17, 11:22
Reporting [1] - 1:17
required [2] - 3:10, 7:7
requirements [1] - 7:9
reserved [1] - 7:22
RESPONSE [14] - 5:2, 5:10, 5:14, 5:16, 6:4, 6:18, 6:22, 8:14, 8:22, 9:1, 9:3, 9:7, 9:13, 10:9
Revenue [4] - 3:19, 3:22, 7:17, 7:20
review [1] - 7:6
reviewed [1] - 8:8
role [1] - 4:21
rule [1] - 5:17
Rule [1] - 7:7

S

scheduled [1] - 8:8
second [4] - 6:9, 6:12, 10:1, 10:3
Second [1] - 10:2
secretary [1] - 4:20
send [2] - 4:6, 9:10
sent [1] - 7:3
service [1] - 10:21
Sharon [4] - 5:5, 8:17, 10:2, 10:4
SHARON [1] - 2:4
Shumard [1] - 1:12
situations [1] - 8:5

SMITH [3] - 2:5, 5:12, 8:24
Smith [4] - 5:11, 6:7, 6:8, 8:23
someone [1] - 6:19
SPEAKERS [2] - 6:6, 6:11
staff [2] - 3:18, 3:20
STATE [1] - 11:3
state [4] - 4:13, 6:2, 8:2, 9:21
State [1] - 11:6
stating [1] - 3:21
stenographically [1] - 11:8
subject [2] - 3:8, 4:8
submit [1] - 4:5
Suite [1] - 1:18
Sunshine [1] - 3:9

T

Tallahassee [2] - 1:13, 1:18
tax [2] - 7:15, 7:19
Tax [3] - 3:6, 3:17, 3:18
telephone [2] - 4:4, 9:10
TELEPHONIC [1] - 1:7
THE [1] - 10:23
themselves [1] - 3:20
therefore [1] - 3:10
titles [1] - 3:21
today [4] - 4:6, 5:23, 8:8, 10:21
today's [2] - 3:6, 10:17
transcript [1] - 11:10
true [1] - 11:10
two [2] - 3:12, 7:14

U

unmute [1] - 4:18

V

voice [1] - 4:19
vote [2] - 4:19, 9:19

W

WAITING [1] - 9:13
Warren [3] - 5:13, 6:20, 8:25
WAS [1] - 10:23
website [1] - 7:3
Welcome [1] - 3:3
WHEREUPON [1] - 10:23

wish ^[1] - 9:5
written ^[1] - 4:5

Y

years ^[1] - 7:14

Z

Zwayer ^[3] - 5:15,
6:21, 9:2



OCTOBER 16, 2024

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

CERTIFIED FLORIDA COLLECTOR ASSISTANT

JENNIFER ACKLES	RENAE HORSFOD	KIANA POWELL
ALLYS ALVAREZ	DOUGLAS IVEY	JEANETTE REID
MISSY BLADES	BRENDAN P. KILROE	MELISSA SUE ROBBINS
BELINDA BOWERS	MERCEDES KNOWLES	STACY TRAVIS SANFORD
SAMANTHA HOPE BRUEIN	CHASE LACKEY	MIGUEL SANTIAGO
CHRISTI BURROW	TRACY LONGEST	ANDREW SEAVERS
CAROLINE A. COCCO	JENNIFER LOPEZ	TAMARA SMITH
DARLENE COLEMAN	LEE MAERTZ	JACOB SPARKS
BENJAMIN CONCEPCION	PENNELOPE MALICE	JENNIFER V. SPELL
ROBERTO CONTRERAS	WILLIAM MANN	HALLIE SULLIVAN
JACQUELINE DALTON	MARIE MARTIN	JUSTYNA SWIEBOCKI
TYLER DEWITT	EMILY L. MASTRANTONIO	CHERRELLE TURNER
EVANGELINA DIAZ GOMEZ	ANITA MCCANN	JUSTIN VALDES
CHERIE L. DIMOND	ANGELA MCCOY	JEOVANI VELOZ
RUDOLPH LEOPOLD DUZANT	KRISTINA MCMILLIAN	JENNIFER VETTEL
CARRIE EDENFIELD	JESSICA E. MILLWOOD	BRANDON WARE
CATHERINE FORTE	DOUGLAS MOYA	DEVLIN WARE
ANGELA HOLBROOK FREEMAN	TIANA NESBITT	COLLEEN WEBB
LUCILA GARCIA	SALLY NG	LUTINIA WILLIAMS
NICALEB GEDEON	ELIZABETH NIEVES	SUZETTE WILLIAMS
ERIC GRAY	JUDAH PARISOE	
CAROL ANN HARRISON	KAREN PASHKOW	
KIM D. HILL	JORDAN POTENTE	



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jennifer Ackles
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:	07/01/24

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: 05/04/15	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 503.01 - Current Ad Valorem Taxes	4	Attended Course
TCC 503.02 - Tangible Personal Property	4	Attended Course
TCC 503.03 - Non-Ad Valorem Assessments	4	Attended Course
TCC 503.04 - Delinquent Taxes	4	Attended Course
TCC 503.05 - Refunds	4	Attended Course
TCC 503.06 - Annual Tax Rolls	4	Attended Course
TCC 503.07 - Tax Deeds	2	Attended Course
TCC 503.08 - Mapping Basics	2	Attended Course
TCC 503.09 - Distribution of Taxes	2	Attended Course
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:



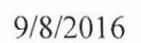
**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): JENNIFER ACKLES					
Business email address: JENNIFERA@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: 05/04/2015 - PRESENT		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-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: Ackles.Jennifer			Digitally signed by Ackles.Jennifer Date: 2024.06.18 11:37:33 -04'00'		Date: 06/18/2024



TCC 503.02 lms

Resources | Help

Congratulations

JENNIFER ACKLES


on completing the

TCC 503 Tangible Personal Property

course on

9/8/2016

4 credit hours



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Speaker icon, Play button, Progress bar, Refresh icon, < PREV

TCC 503.03 lms

Resources | Help

Congratulations

JENNIFER ACKLES

on completing the

TCC 503 Non-Ad Valorem Assessments course on

9/8/2016

4 credit hours

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TCC 503.04 lms

Back to top

Congratulations

JENNIFER ACKLES

on completing the
TCC 503 Delinquent Taxes course on
9/8/2016
4 credit hours

[Print](#)[Print Help](#)

< PREV

TCC 503.05 lms

Resources | Menu | Notes

Congratulations

JENNIFER ACKLES

on completing the

TCC 503 Refunds

course on

9/8/2016

4 credit hours



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◀ PREV


NEXT ▶

TCC 503.06 lms Resources | Me

Congratulations

JENNIFER ACKLES

on completing the
TCC 503 Annual Tax Roll
course on
9/8/2016
4 credit hours



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TCC 503.07 lms

Resources | Help

Congratulations

JENNIFERACKLES

on completing the
TCC 503 Tax Deeds
course on
9/8/2016
2 credit hours



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Print Help


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TCC 503.08 lms Resources | Menu

Congratulations

JENNIFER ACKLES

on completing the
TCC 503 Mapping Basics
course on
9/8/2016
2 credit hours



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TCC 503.09 lms Resources | Help

Congratulations

JENNIFER ACKLES

on completing the
TCC 503 Distribution of Taxes
course on
9/8/2016
2 credit hours



Print **Print Help**

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

Certifies that

Jennifer Ackles

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

JENNIFER ACKLES

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: 6/18/2024



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Allys Alvarez		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Broward		Job Title: Records, Taxes and Treasury - Admin Assis	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	07/01/24		

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: 01/13/20	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 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
TC

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): Allys Alvarez					
Business email address: allysalvarez@broward.org			Business phone number: 954-357-5470		
Job title: Records, Taxes and Treasury - Administrative Assistant					
Employed by: Broward County 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:					
<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: Board County Board of County Commissioners - Tax Collector's office					
Your Title: Records Taxes and Treasury Administrative Assistant			Employment Dates: 1/13/20 - 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 in the workplace	10	TC-0036C	TCC- 503 Collection & Distribution of Property Taxes	30
TC-0042C	TCC-504 Collection of Licenses, Taxes and Fees	30	TC-0040C	TCC-501 Duties & Responsibilities of Fl. Tax Collector	30
Applicant Signature: I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: ALLYS ALVAREZ			Digitally signed by ALLYS ALVAREZ Date: 2024.09.13 16:31:48 -04'00'		Date:

Congratulations,

Allys Alvarez

on completing

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

Course Number: TC-0038C

on

September 18, 2023
10 credit hours



Congratulations,

Allys Alvarez

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

September 20, 2023
15 credit hours



Congratulations,

Allys Alvarez

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

September 25, 2023

5 credit hours



Congratulations,

Allys Alvarez

on completing

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

Course Number: TC-0036C

on

October 2, 2023
30 credit hours



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

Certifies that

Allys Alvarez

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

Allys Alvarez

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Missy Blades		
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:	07/01/24		

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: 10/06/21	To: Present
From: 8/4/14	To: 5/25/21

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)		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	120	

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

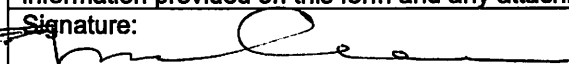


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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): MISSY BLADES					
Business email address: MBLADES@IRCTAX.COM				Business phone number: 772-360-3394	
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: BRANCH MANAGER				Employment Dates: 8/4/2014-5/25/2021	
Employer: INDIAN RIVER COUNTY TAX COLLECTOR					
Your Title: LEAD CLERK				Employment Dates: 10/6/2021-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-0037C	TCC 001-BANKRUPTCY	15	TC-0039C	TCC 003-CUSTOMER SERVICE COURSE	5
TC-0038C	TCC 002-EFFECTIVE DECISION MAKING	10	TC-0040C	TCC 501-DUTIES & 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: 7/11/24	

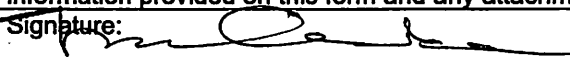


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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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): MISSY BLADES					
Business email address: MBLADES@IRCTAX.COM				Business phone number: 772-360-3394	
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: BRANCH MANAGER				Employment Dates: 8/4/2014-5/25/2021	
Employer: INDIAN RIVER COUNTY TAX COLLECTOR					
Your Title: LEAD CLERK				Employment Dates: 10/6/2021-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-0041C	TCC 502-MANAGEMENT OF FLORIDA TAX COLLECTOR'S	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: 7/11/24	

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



Certifies that

Missy Blades

has successfully completed

MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE

TCC 502, 30 Hours

September 18 - October 2, 2020

Congratulations,
MISSY BLADES,
on completing
TCC 001 - BANKRUPTCY COURSE
course on
Thursday, January 28, 2021
15.00 credit hours



Congratulations,
MISSY BLADES,
on completing
TCC 002 - EFFECTIVE DECISION MAKING
course on
Tuesday, February 9, 2021
10.00 credit hours

x

Congratulations,
MISSY BLADES,
on completing
TCC 003 - CUSTOMER SERVICE COURSE
course on
Tuesday, February 9, 2021
5.00 credit hours



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



Certifies that

Missy Blades

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

February 22-26, 2021

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

Certifies that

Melissa Blades

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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 Bowers		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: Tax Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	08/01/24		

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: 06/08/21	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					
<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): Belinda Bowers					
Business email address: belinda.bowers@tclsc.com			Business phone number: 772-462-1650		
Job title: Tax Specialist					
Employed by: St. Lucie County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: St. Lucie County Tax Collector					
Your Title: Tax Specialist			Employment Dates: 6/8/2021 - 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	TCC 501 Duties and Responsibilities of FL Tax Collectors +	30	TC-0024C	DL Preparatory Training	64
TC-0036C	TCC 503 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: Belinda Bowers				Date: 9/13/24	

This certificate is awarded to

BELINDA BOWERS

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: 2/28/2022

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

Certifies that

Belinda Bowers

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,
Belinda Bowers

on completing

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

Course Number: TC-0036C

on

July 23, 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:	Samantha Hope Bruein		
Previous Name(s)(if applicable):	Samantha Jones		
Documentation Included:	Yes		
County: Monroe	Job Title: Senior Customer Service Associate		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	08/01/24		

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

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 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 003 - Customer Service Training	5	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
Total Hours	122	

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
TC

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): Samantha Hope Bruein					
Business email address: sbruein@monroetaxcollector.com			Business phone number: 305-295-5082		
Job title: Senior Customer Service Associate					
Employed by: Monroe County Tax Collector, Sam C. Steele, C.F.C.					
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: Senior Customer Service Representative			Employment Dates: 8/19/19 - 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-0025C	Driver's License Preparatory Training	12	TC-0041C	Management of a Florida Tax Collector's Office	30
TC-0037C	Bankruptcy	15	TC-0036C	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: Samantha Bruein				Date: 7/23/24	

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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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.

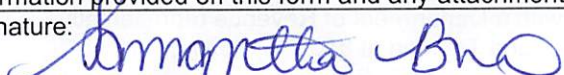


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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): Samantha Hope Bruein					
Business email address: sbruein@monroetaxcollector.com			Business phone number: 305-295-5082		
Job title: Senior Customer Service Associate					
Employed by: Monroe County Tax Collector, Sam C. Steele, C.F.C.					
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: Senior Customer Service Representative			Employment Dates: 8/19/19- 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	Collection of Licenses, Taxes, & Fees	30	TC-0039C	Customer Service Training	5
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 7/23/24	

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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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.

Department of Health • Vital Statistics

(STATE FILE NUMBER)

**STATE OF FLORIDA
MARRIAGE RECORD**

TYPE IN UPPER CASE

USE BLACK INK

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

K32677

(APPLICATION NUMBER)

APPLICATION TO MARRY			
1a. NAME OF SPOUSE (First, Middle, Last) NORMAN BRUEIN III		1b. MAIDEN SURNAME (If different) N/A	
2. DATE OF BIRTH (Month, Day, Year) June 27, 1976		3a. RESIDENCE - CITY, TOWN, OR LOCATION KEY WEST	
3b. COUNTY MONROE		3c. STATE FLORIDA	
4. BIRTHPLACE (State or Foreign Country) FLORIDA		5a. NAME OF SPOUSE (First, Middle, Last) SAMANTHA HOPE JONES	
5b. MAIDEN SURNAME (If different) JONES		6. DATE OF BIRTH (Month, Day, Year) July 31, 1990	
7a. RESIDENCE - CITY, TOWN, OR LOCATION KEY WEST		7b. COUNTY MONROE	
7c. STATE FLORIDA		8. BIRTHPLACE (State or Foreign Country) FLORIDA	
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) <i>Norman Bruein III</i>		10. SUBSCRIBED AND SWORN TO BEFORE ME ON (DATE) February 12, 2020	
11. TITLE OF OFFICIAL DEPUTY CLERK		12. SIGNATURE OF OFFICIAL (Use black ink) <i>Kevin Madok</i>	
13. SIGNATURE OF SPOUSE (Sign full name using black ink) <i>Samantha Hope Jones</i>		14. SUBSCRIBED AND SWORN TO BEFORE ME ON (DATE) February 12, 2020	
15. TITLE OF OFFICIAL DEPUTY CLERK		16. SIGNATURE OF OFFICIAL (Use black ink) <i>Kevin Madok</i>	
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 MONROE		18. DATE LICENSE ISSUED February 12, 2020	
19a. DATE LICENSE EFFECTIVE February 15, 2020		19. EXPIRATION DATE April 15, 2020	
20a. SIGNATURE OF COURT CLERK OR JUDGE <i>Kevin Madok</i>		20b. TITLE CLERK OF THE COURT	
20c. BY D.C. <i>AM</i>			
CERTIFICATE OF MARRIAGE			
I HEREBY CERTIFY THAT THE ABOVE NAMED SPOUSES WERE JOINED BY ME IN MARRIAGE IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA.			
21. DATE OF MARRIAGE (Month, Day, Year) February 22, 2020		22. CITY, TOWN, OR LOCATION OF MARRIAGE Key West	
23a. SIGNATURE OF PERSON PERFORMING CEREMONY (Use black ink) <i>Martina Lake</i>		23c. ADDRESS (Of person performing ceremony) 36 6th Ave. Key West FL 33040	
23b. NAME AND ADDRESS OF PERSON PERFORMING CEREMONY MARTINA LAKE MY COMMISSION # GG 304619 EXPIRES: February 21, 2023 Bonded thru Notary Public Underwriters		24. SIGNATURE OF WITNESS TO CEREMONY (Use black ink) <i>Angela y De la Cruz</i>	
		25. SIGNATURE OF WITNESS TO CEREMONY (Use black ink) <i>Core Woods</i>	



SEAL



This certificate is awarded to

SAMANTHA JONES

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 7/23/2021

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Samantha Bruein

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,

Samantha Bruein

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

March 15, 2024

15 credit hours



Congratulations,

Samantha Bruein

on completing

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

Course Number: TC-0036C

on

June 18, 2024
30 credit hours



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

Certifies that

Samantha Bruein

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



Congratulations,

Samantha Bruein

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

July 22, 2024
5 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Christi Burrow
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:	07/01/24

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: 10/22/18	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 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): CHRISTI BURROW					
Business email address: CHRISTIB@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: 10/22/2018 - 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	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: Christi Burrow			Digitally signed by Christi Burrow Date: 2024.06.18 12:32:39 -04'00'		Date: 06/18/2024

Congratulations,

Christi Burrow

on completing

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

Course Number: TC-0036C

on

July 17, 2023
30 credit hours



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

Certifies that

Christi Burrow

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

CHRISTI BURROW

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: 6/18/2024



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Caroline A. Cocco		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Collier		Job Title:	Lead Customer Service Representative
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	07/01/24		

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: 04/10/17	To: Present
From:	To:

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

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): Caroline A Cocco					
Business email address: ccocco@colliertax.com			Business phone number: 239-252-1154		
Job title: Lead Customer Service Representative					
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: Lead Customer Service Representative			Employment Dates: April 10, 2017 - Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TCC0040C	TCC-501 - Duties and Responsibilities	30	TC0024C	Driver License Preparatory Training	64
TC0042C	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: August 19, 2024	



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

CAROLINE COCCO

for the successful completion of

Driver License Preparatory Training – Virtual Instructor-Led Training

by FLHSMV

64 Hours 00 Minutes

Date of Course Completion: 10/22/2021

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

Certifies that

Caroline Cocco

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

Caroline Cocco

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Darlene Coleman		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Accounting Analyst		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	08/01/24		

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: 03/20/00	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 12D-16.002, F.A.C.
Effective 10/21
Page 1 of 2
TC

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): Darlene Coleman					
Business email address: colemand@hillstax.org			Business phone number: 813.635.5212		
Job title: Accounting Analyst					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: Accounting Analyst			Employment Dates: 03/20/2000 - 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
TC0042C	TCC504 Collection of Licenses, Taxes and Fees	30	TC0036C	TCC503 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: <i>Darlene Coleman</i>				Date: 07/16/2024	

RECEIVED

AUG - 1 2024

Florida Dept of Revenue
Property Tax Oversight



**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
TC

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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): Darlene Coleman					
Business email address: colemand@hillstax.org			Business phone number: 813.635.5212		
Job title: Accounting Analyst					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: Accounting Analyst			Employment Dates: 03/20/2000 - 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	TCC001 Bankruptcy	15	TC0038C	TCC002 Effective Decision Making in the Workplace	10
TC0039C	TCC003 Customer Service Training	5	TC0040C	TCC501 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: Darlene Coleman				Date: 07/16/2024	

Congratulations,

Darlene Coleman

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

July 12, 2024
15 credit hours



Congratulations,

Darlene Coleman

on completing

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

Course Number: TC-0038C

on

June 17, 2022
10 credit hours



Congratulations,

Darlene Coleman

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 10, 2022
5 credit hours



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

Certifies that

Darlene Coleman

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

Darlene Coleman

has successfully completed

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

Course Number: TC-0042C

June 21-24, 2022
30 credit hours



Congratulations,

Darlene Coleman

on completing

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

Course Number: TC-0036C

on

May 24, 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:	Benjamin Concepcion		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: Customer Service Assistant Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	09/01/24		

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: 08/07/19	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
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:

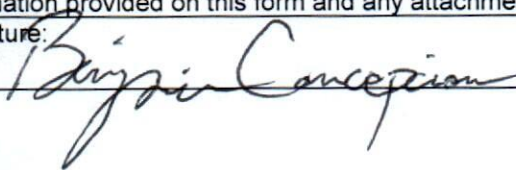


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Benjamin Concepcion					
Business email address: tax277@tcslc.com			Business phone number: 772-462-1650		
Job title: Customer Serv Asst Supervisor					
Employed by: St. Lucie County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: St. Lucie County Tax Collector					
Your Title: Customer Serv Asst Supervisor			Employment Dates: 8/7/2019 - Current		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0024C	DL Preparatory Training	64	TC-0041C	TCC 502 Management of a FL Tax Collector's Office	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: 9/13/24	

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

Certifies that

Benjamin Concepcion

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

Benjamin Concepcion

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

BENJAMIN CONCEPCION

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: 8/2/2024



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Roberto Contreras		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade	Job Title: Tax Revenue Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 06/13/22	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 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:

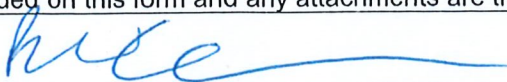


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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): Roberto Contreras					
Business email address: e330129@miamidade.gov			Business phone number: 305-375-1694		
Job title: Tax Revenue Specialist					
Employed by: Miami Dade 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 Tax Collector					
Your Title: Tax Revenue Specialist			Employment Dates: 06/13/2022 - 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 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-Management of a 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: 				Date: 06/13/2024	



Application for
Florida Professional Certification
Property Tax Oversight Certification and Training

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

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): Roberto Contreras

Business email address: e330129@miamidade.gov

Business phone number: 305-375-1694

Job title: Tax Revenue Specialist

Employed by: Miami Dade Tax Collector

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

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

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

Employer: Miami Dade Tax Collector

Your Title: Tax Revenue Specialist

Employment Dates: 06/13/2022 - 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-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:

Date:

06/13/2024

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

Certifies that

roberto contreras

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



Congratulations,

Roberto Contreras

on completing

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

Course Number: TC-0036C

on

July 2, 2023
30 credit hours



Congratulations,

Roberto Contreras

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

July 2, 2023
5 credit hours



Congratulations,

Roberto Contreras

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 2, 2023
15 credit hours



Congratulations,

Roberto Contreras

on completing

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

Course Number: TC-0038C

on

August 3, 2023
10 credit hours



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

Certifies that

Roberto Contreras

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:	Jacqueline Dalton
Previous Name(s)(if applicable):	
Documentation Included:	
County: Clay	Job Title: Lead Guest Service Representative
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: 06/17/19	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 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:



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
TC

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 Dalton					
Business email address: <u>jdalton@claycountytax.com</u>			Business phone number: 904-529-5361		
Job title: Lead Guest Service Representative					
Employed by: Clay County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: Clay County Tax Collector					
Your Title: Guest Service Representative			Employment Dates: 06/17/19 - 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 and Responsibilities of a TC	30	TC-0041C	Management of a TC Office	30
TC-0036C	Collect. and Distribution of Property Taxes and Spec. Assessment	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: <u>Jacqueline Dalton</u>				Date: <u>6/3/2024</u>	

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

Certifies that

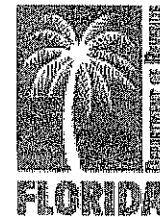
Jacqueline Dalton

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

Jacqueline Dalton

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

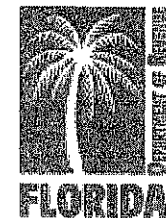
Jacqueline Dalton

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,

Jacqueline Dalton

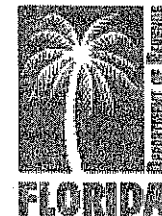
on completing

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

Course Number: TC-0036C

on

May 26, 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:	Tyler DeWitt		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake	Job Title: Branch Coordinator		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 06/07/21	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 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
FLHSVM - Information and Cyber Security Awareness Training	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 - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
Total Hours	108	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Total hours = 120.33



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Tyler DeWitt		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake	Job Title: Branch Coordinator		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 06/07/21	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 - 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 - Vehicle Identification Documents	0.83	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
Total Hours	11.58	

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



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

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): Tyler DeWitt					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Branch Coordinator					
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: Branch Coordinator			Employment Dates: 06/07/2021 - 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-0001C	Counterfeits and Alterations	.75 (45 min)	TC-0003C	Vehicle Identification Documents	.83 (50 min)
TC-0002C	Driver's License & ID Cards	.75 (45 min)	TC-0005C	Birth Certificates	.50 (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: Tyler DeWitt				Date: 07/19/24	



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): Tyler DeWitt					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Branch Coordinator					
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: Branch Coordinator			Employment Dates: 06/07/2021 - 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-0006C	Canadian BC, Driver and Vehicle Documents	.75 (45 min)	TC-0008C	Internal Fraud for Staff	.75 (45 min)
TC-0007C	Canadian Travel, Citizenship, & Immigration Docs	1.0 (60 min)	TC-0009C	Introduction to Covert Features	.75 (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: Tyler DeWitt				Date: 7/19/24	



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): Tyler DeWitt					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Branch Coordinator					
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: Branch Coordinator			Employment Dates: 06/07/2021 - 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-0010C	Introduction to Fraud	1.0 (60 min)	TC-0012C	Military ID Cards	.50 (30 min)
TC-0011C	Mexican Documents	.75 (45 min)	TC-0013C	People and Actions	.75 (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: Tyler DeWitt				Date: 7/19/24	



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): Tyler DeWitt					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Branch Coordinator					
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: Branch Coordinator			Employment Dates: 06/07/2021 - 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-0014C	Security Features	1.0 (60 min)	TC-0016C	Travel Documents	.75 (45 min)
TC-0015C	Social Security Cards	.50 (30 min)	TC-0017C	U.S. Immigration Documents	.75 (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: Tyler DeWitt				Date: 7/19/24	



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): Tyler DeWitt					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Branch Coordinator					
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: Branch Coordinator			Employment Dates: 06/07/2021 - 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-0018C	CDL Module 1	2.5	TC-0020C	CDL Module 3	.75 (45 min)
TC-0019C	CDL Module 2	.75 (45 min)	TC-0021C	CDL Module 4	.75 (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: Tyler DeWitt				Date: 7/19/24	



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): Tyler DeWitt					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Branch Coordinator					
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: Branch Coordinator			Employment Dates: 06/07/2021 - 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-0025C	Driver License Preparatory Training Online	12.0	TC-0045C	Information and Cyber Security Awareness Training	.50 (30 min)
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1.0	TC-0042C	TCC 504 - Collection of Licenses, Taxes, and Fees	30.0
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: Tyler DeWitt				Date: 7/19/24	



**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): Tyler DeWitt					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Branch Coordinator					
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: Branch Coordinator			Employment Dates: 06/07/2021 - 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	15.0	TC-0039C	TCC 003 - Customer Service Training	5.0
TC-0038C	TCC 002 - Effective Decision Making	10.0	TC-0040C	TCC 501 - Duties & Responsibilities of FL Tax Collectors	30.0
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: Tyler DeWitt				Date: 7/19/24	



This certificate is awarded to

TYLER DEWITT

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 9/14/2021

This certificate is awarded to

Tyler DeWitt

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

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

Certifies that

Tyler DeWitt

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



Congratulations,

Tyler Dewitt

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

August 9, 2023

5 credit hours



Congratulations,

Tyler Dewitt

on completing

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

Course Number: TC-0038C

on

September 14, 2023
10 credit hours



This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2021: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/12/2023

This certificate is awarded to

TYLER DEWITT

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2023

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 10/12/2023

This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2021: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/12/2023

This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2021: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 10/12/2023

This certificate is awarded to

TYLER DEWITT

for the successful completion of

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

by External Training

0 Hours 45 Minutes

This certificate is awarded to

TYLER DEWITT

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: 10/13/2023

This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2021: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/13/2023

This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2021: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/13/2023

This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2021: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 10/13/2023

This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2021: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/13/2023

This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2021: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 10/13/2023

This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2024: Vehicle Identification Documents

by External Training

0 Hours 50 Minutes

Date of Course Completion: 2/21/2024

This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2024: People and Actions

by External Training

0 Hours 45 Minutes

This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2024: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 4/18/2024

This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2024: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 4/18/2024

This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2024: Travel Documents

by External Training

0 Hours 45 Minutes

This certificate is awarded to

TYLER DEWITT

for the successful completion of

AAMVA FDR 2024: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/18/2024

This certificate is awarded to

TYLER DEWITT

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: 4/18/2024

This certificate is awarded to

TYLER DEWITT

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: 4/18/2024

This certificate is awarded to

TYLER DEWITT

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: 4/18/2024

This certificate is awarded to

TYLER DEWITT

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: 4/18/2024

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

Certifies that

Tyler Dewitt

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



Congratulations,

Tyler Dewitt

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

June 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:	Cherie L. DiMond		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Monroe		Job Title: Assistant Supervisor	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	09/01/24		

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: 10/22/07	To: Present
From:	To:

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

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



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

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

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

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

Reason for Applying

☒ **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): **Cherie L DiMond**

Business email address: **cdimond@monroetaxcollector.com**

Business phone number: **305-853-7350**

Job title: **Assistant Supervisor**

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:

☐ 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: **Monroe County Tax Collector**

Your Title: **Assistant Supervisor**

Employment Dates: **10/22/2007--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	Collection & Distribution of Property Taxes & Special Assessments	30	TC-0041C	Leadership & Management Skill in a FL Tax Collector's Office	30
TC-0037C	Bankruptcy	15	TC-0042C	Collection of Licenses, Taxes and Fees	30

Applicant Signature

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

Signature: 

Date: **09/05/2024**



**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

☒ **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): Cherie L DiMond

Business email address: cdimond@monroetaxcollector.com

Business phone number: 305-853-7350

Job title: Assistant Supervisor

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:

☐ 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: Monroe County Tax Collector

Your Title: Assistant Supervisor

Employment Dates: 10/22/2007--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	10			
TC-0039C	Customer Service Training	5			

Applicant Signature

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

Signature:

Date: 09/05/2024

Congratulations,

Cherie Dimond

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

April 18, 2023
15 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Cherie Dimond

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023

30 credit hours



Congratulations,

Cherie Dimond

on completing

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

Course Number: TC-0038C

on

September 12, 2023
10 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Cherie Dimond

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,

Cherie Dimond

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

April 22, 2024

5 credit hours



Congratulations,

Cherie Dimond

on completing

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

Course Number: TC-0036C

on

August 23, 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:	Rudolph Leopold Duzant		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Clay	Job Title: Guest Service Representative		
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: 11/01/16	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)		
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:

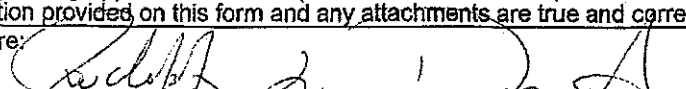


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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): Rudolph Leopold Duzant					
Business email address: <u>rduzant@claycountytax.com</u>			Business phone number: 904-529-5315		
Job title: Guest Service Representative					
Employed by: Clay County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: Clay County Tax Collector					
Your Title: Guest Service Representative			Employment Dates: 11/01/16 - 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 and Responsibilities of a TC	30	TC-0041C	Management of a TC Office	30
TC-0036C	Collect, and Distribution of Property Taxes and Spec. Assessment	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: 6-3-2024		

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

Certifies that

Rudolph Leopold Duzant

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

Rudolph Leopold Duzant

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

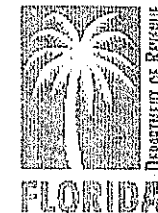
Rudolph Leopold Duzant

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,

Rudolph Leopold Duzant

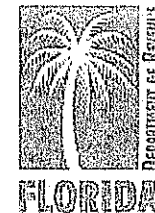
on completing

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

Course Number: TC-0036C

on

May 29, 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:	Carrie Edenfield		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Clay		Job Title:	Guest Service Representative
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: 04/07/17	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 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
TC

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

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

Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Carrie Edenfield					
Business email address: cedenfield@claycountytax.com			Business phone number: 904-529-5307		
Job title: Guest Service Representative					
Employed by: Clay County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: Clay County Tax Collector					
Your Title: Guest Service Representative			Employment Dates: 04/07/17 - 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-00400	Duties and Responsibilities of a TC	30	TC-00410	Management of a TC Office	30
TC-00360	Collect. and Distribution of Property Taxes and Spec. Assessment	30	TC-00420	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: 6/3/2024		

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

Certifies that

Carrie Lynn Edenfield

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

Carrie Lynn Edenfield

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

Carrie Lynn Edenfield

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,

Carrie Lynn Edenfield

on completing

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

Course Number: TC-0036C

on

May 24, 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:	Catherine Forte		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade		Job Title:	Special Projects Administrator 2
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	07/01/24		

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: 06/12/22	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 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
TC

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): Catherine Forte					
Business email address: cforte@miamidade.gov				Business phone number: 305-375-5998	
Job title: Special Projects Administrator 2					
Employed by: Miami-Dade County					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input 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: Miami-Dade County					
Your Title: Special Projects Administrator 2				Employment Dates: 6/12/22 - 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-0038C	TCC 002 - Effective Decision-Making in the Workplace	10
TC-0037C	TCC 001 - Bankruptcy	15	TC-0039C	TCC 003 - Customer Service Training	5
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: 06/12/2024	



**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
TC

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): Catherine Forte					
Business email address: cforte@miamidade.gov			Business phone number: 305-375-5998		
Job title: Special Projects Administrator 2					
Employed by: Miami-Dade County					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div><input type="checkbox"/> Certified Florida Appraiser</div><div><input type="checkbox"/> Certified Florida Evaluator</div><div><input type="checkbox"/> Certified Cadastralist of Florida</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div><input checked="" type="checkbox"/> Certified Florida Collector</div><div><input checked="" type="checkbox"/> Certified Florida Collector Assistant</div></div>					
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Miami-Dade County					
Your Title: Special Projects Administrator 2			Employment Dates: 6/12/22 - 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 Taxes and Special Assessments	30			
TC-0041C	TCC 502 - Management of a Florida Tax Collector's Office	30			
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: 06/12/2024	

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

Certifies that

Catherine Forte

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



Congratulations,

Catherine Forte

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 14, 2023
15 credit hours



Congratulations,

Catherine Forte

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

August 14, 2023

5 credit hours



Congratulations,

Catherine Forte

on completing

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

Course Number: TC-0038C

on

August 21, 2023
10 credit hours



Congratulations,
Catherine Forte

on completing

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

Course Number: TC-0036C

on

August 25, 2023
30 credit hours



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

Certifies that

Catherine Forte

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:	Angela Holbrook Freeman
Previous Name(s)(if applicable):	
Documentation Included:	
County: Pinellas	Job Title: IT Analyst
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: 01/28/02	To: Present
From:	To:

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

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



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

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

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

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

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

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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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,
Angela Freeman

on completing

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

Course Number: TC-0036C

on

May 26, 2023
30 credit hours



The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Angela D. Holbrook

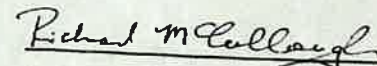
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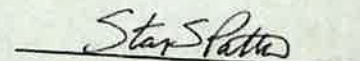
Certified Supervisory Manager

June 2023


GOVERNOR


DIRECTOR


PRESIDENT


VICE-PRESIDENT



The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Angela Holbrook Freeman

THE DESIGNATION OF

Certified Public Manager

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

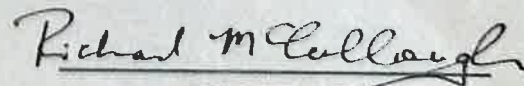
August 2024



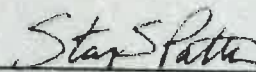
GOVERNOR



DIRECTOR



PRESIDENT



VICE PRESIDENT





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Lucila Garcia		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: Customer Service Representative Lead		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	08/01/24		

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: 02/01/21	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					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): <div style="text-align: right;">Lucila Garcia</div>					
Business email address: <div style="text-align: right;">tax364@tcscl.com</div>			Business phone number: 772-462-1650		
Job title: Customer Serv Rep Lead					
Employed by: St. Lucie County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Certified Florida Appraiser</div><div><input type="checkbox"/> Certified Florida Evaluator</div><div><input type="checkbox"/> Certified Cadastralist of Florida</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Certified Florida Collector</div><div><input checked="" type="checkbox"/> Certified Florida Collector Assistant</div></div>					
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: St. Lucie County Tax Collector					
Your Title: Customer Serv Rep Lead			Employment Dates: 2/1/2021 - 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	TCC 501 Duties and Responsibilities of FL Tax Collectors	30	TC-0024C	DL Preparatory Training	64
TC-0036C	TCC 503 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: <i>Lucila Garcia</i>				Date: 9/13/2024	

This certificate is awarded to

LUCILA GARCIA

for the successful completion of

Driver License Preparatory Training - Virtual Instructor-Led Training

by FLHSMV

64 Hours 00 Minutes

Date of Course Completion: 5/17/2021

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

Certifies that

Lucila E.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



Congratulations,
Lucila E.garcia

on completing

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

Course Number: TC-0036C

on

July 23, 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:	Nicaleb Gedeon		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Clay		Job Title:	Lead Guest Services Representative
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: 04/07/17	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 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
TC

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): NICALEB GEDEON					
Business email address: ngedeon@claycountytax.com				Business phone number: 904-529-5330	
Job title: LEAD GUEST SERVICES REPRESENTATIVE					
Employed by: CLAY COUNTY TAX COLLECTOR					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: CLAY COUNTY TAX COLLECTOR					
Your Title: GUEST SERVICE REPRESENTATIVE				Employment Dates: 04/07/2017-PRESENT	
Employer:					
Your Title:				Employment Dates:	
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0040C	DUTIES AND RESPONSIBILITIES OF FL TAX COLLECTORS	30	TC0041C	LEADERSHIP AND MANAGEMENT SKILLS IN A FLORIDA TAX COLLECTORS OFFICE	30
TC0036C	Collection and Distribution of Property Taxes and Special Assessments	30	TC0042C	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: 06/03/2024	

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Nicaleb Gedeon

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

Nicaleb Gedeon

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

Nicaleb Gedeon

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,

Nicaleb Gedeon

on completing

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

Course Number: TC-0036C

on

May 17, 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:	Evangelina Diaz Gomez		
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:	07/01/24		

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: 09/03/21	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
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): EVANGELINA DIAZ GOMEZ					
Business email address: EVANGELINAD@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: 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-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: Diaz Gomez.Evangelina			Digitally signed by Diaz Gomez.Evangelina Date: 2024.07.10 11:09:26 -04'00'		Date: 07/10/2024

This certificate is awarded to

EVANGELINA DIAZ GOMEZ

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

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

Certifies that

Evangelina Diaz Gomez

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

Evangelina Diaz Gomez

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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 Gray		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: System Admin/Media Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 10/06/21	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
TC

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 GRAY					
Business email address: eric.gray@charlottecountyfl.gov			Business phone number: 941-743-1348		
Job title: System Admin/Media Specialist					
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: System Admin/Media Specialist			Employment Dates: 10/06/2021-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	30	TC-0036C	TCC-503	30
TC-0041C	TCC-502	30	TC-0042C	TCC-504	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: ERIC GRAY <small>ERIC GRAY Jul 30, 2024 12:30 EDT</small>				Date: 7/18/2024	

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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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.

Signature: ERIC GRAY

ERIC GRAY (Jul 18, 2024 12:30 EDT)

Email: eric.gray@charlottecountyfl.gov

Congratulations,

Eric Gray

on completing

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

Course Number: TC-0036C

on

June 27, 2023
30 credit hours



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

Certifies that

Eric Gray

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

Eric Gray

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

Eric Gray

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Carol Ann Harrison		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Orange	Job Title: Assistant Manager		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 06/01/20	To: Present
From: 3/1/01	To: 6/1/20

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

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



Application for
Florida Professional Certification
Property Tax Oversight Certification and Training

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

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): Carol Ann Harrison

Business email address: charrison@octaxcol.com

Business phone number: 407-836-4334

Job title: Assistant Manager

Employed by: Orange 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: Orange Count Tax Collector

Your Title: CSR

Employment Dates: 3/2001 - 6/2020

Employer: Orange County Tax Collector

Your Title: Assistant Manager

Employment Dates: 6/2020 - 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
tc-0037c	Bankruptcy	15	tc-0039c	Customer Service Training	5
tc-0038c	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:

07/23/2024



**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
TC

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): Carol Ann Harrison

Business email address: charrison@octaxcol.com

Business phone number: 407-836-4334

Job title: Assistant Manager

Employed by: Orange 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: Orange County Tax Collector

Your Title: CSR

Employment Dates: 3/2001 - 6/2020

Employer: Orange County Tax Collector

Your Title: Assistant Manager

Employment Dates: 6/2020 - 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
tc-0040c	Duties Responsibilities FL Tax Coll	30	tc-0042c	Collection of Licenses Taxes Fees	30
tc-0041c	Leadership Management 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: 

Date: 07/23/2024

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team



Certifies that

Carol Harrison

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

Carol Harrison

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

February 22-26, 2021

Congratulations,

Carol Harrison

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

July 25, 2023
15 credit hours



Congratulations,

Carol Harrison

on completing

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

Course Number: TC-0038C

on

August 9, 2023
10 credit hours



Congratulations,

Carol Harrison

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

August 18, 2023

5 credit hours



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

Certifies that

Carol Harrison

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Kim D. Hill		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Gilchrist	Job Title: Customer Service Associate		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 06/22/20	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 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
TC

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): Kim D. Hill

Business email address: khill@gilchrist.fl.us

Business phone number: 352-463-3178

Job title: Customer Service Associate

Employed by: Gilchrist 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: Gilchrist County Tax Collector

Your Title: Customer Service Associate

Employment Dates: 06/22/2020 - Present

Employer:

Your Title:

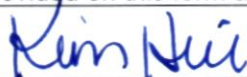
Employment Dates:

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

No.	Course Title	Hours	No.	Course Title	Hours
TC-0024C	Driver's License Preparatory Training	64	TC-0040C	Duties and Responsibilities	30
TC-0036C	Collection & 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: 08/30/2024

This certificate is awarded to

KIMBERLY HILL

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: 9/8/2023

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

Certifies that

Kimberly Diane Hill

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,

Kimberly Diane Hill

on completing

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

Course Number: TC-0036C

on

June 18, 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:	Renae Horsford		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Customer Service Representative		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 08/18/14	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
Total Hours	127	

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): Renae Horsford					
Business email address: horsfordr@hillstax.org				Business phone number: 813.635.5273	
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: 08/18/2014 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	TC0036	TCC503 Collection & Distribution of Prope	30
TC0042	TCC504 Collection of Licenses, Taxes, ar	30	TC0037	TCC001 Bankruptcy	15
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 7/11/24	




**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): Renae Horsford					
Business email address: horsfordr@hillstax.org				Business phone number: 813.635.5273	
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: 08/18/2014 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
TC0038	TCC002 Effective Decision Making in the	10	TC0025C	Driver License Preparatory Training - OLT	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: 7/11/24	

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

Certifies that

Renae Horsford

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,

Renae Horsford

on completing

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

Course Number: TC-0036C

on

December 4, 2023
30 credit hours



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

Certifies that

Renae Horsford

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



Congratulations,

Renae Horsford

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 1, 2023
15 credit hours



Congratulations,

Renae Horsford

on completing

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

Course Number: TC-0038C

on

May 17, 2024
10 credit hours



This certificate is awarded to

RENAE HORSFORD

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 10/27/2023

TC0025C



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Douglas Ivey
Previous Name(s)(if applicable):	
Documentation Included:	
County: Lake	Job Title: Customer Representative II
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	07/01/24

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: 05/31/22	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	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 - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.83	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
Total Hours	108.33	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Total Hours: 120.33



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Douglas Ivey
Previous Name(s)(if applicable):	
Documentation Included:	
County: Lake	Job Title: Customer Representative II
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	07/01/24

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: 05/31/22	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 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
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
Total Hours	11.5	

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



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

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): Douglas Ivey					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Customer Representative II					
Employed by: Office of The Lake County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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 Representative II			Employment Dates: 05/31/2022 - 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-0001C	Counterfeits and Alterations	.75 (45 min)	TC-0003C	Vehicle Identification Documents	.83(50 min)
TC-0002C	Driver's License & ID Cards	.75 (45 min)	TC-0005C	Birth Certificates	.50 (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: DOUGLAS IVEY				Date: Jul 16, 2024	



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): Douglas Ivey					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Customer Representative II					
Employed by: Office of The Lake County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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 Representative II			Employment Dates: 05/31/2022 - 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-0006C	Canadian BC, Driver and Vehicle Documents	.75 (45 min)	TC-0008C	Internal Fraud for Staff	.75 (45 min)
TC-0007C	Canadian Travel, Citizenship, & Immigration Docs	1.0 (60 min)	TC-0009C	Introduction to Covert Features	.75 (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: DOUGLAS IVEY				Date: Jul 16, 2024	



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): Douglas Ivey					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Customer Representative II					
Employed by: Office of The Lake County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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 Representative II			Employment Dates: 05/31/2022 - 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-0010C	Introduction to Fraud	1.0 (60 min)	TC-0012C	Military ID Cards	.50 (30 min)
TC-0011C	Mexican Documents	.75 (45 min)	TC-0013C	People and Actions	.75 (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: DOUGLAS IVEY				Date: Jul 16, 2024	



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): Douglas Ivey					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Customer Representative II					
Employed by: Office of The Lake County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <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 Representative II			Employment Dates: 05/31/2022 - 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-0014C	Security Features	1.0 (60 min)	TC-0016C	Travel Documents	.75 (45 min)
TC-0015C	Social Security Cards	.50 (30 min)	TC-0017C	U.S. Immigration Documents	.75 (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: DOUGLAS IVEY				Date: Jul 16, 2024	



Application for
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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): <div style="text-align: right; margin-right: 50px;">Douglas Ivey</div>					
Business email address: <div style="text-align: right; margin-right: 50px;">n/a</div>				Business phone number: <div style="text-align: right; margin-right: 50px;">352-343-9602</div>	
Job title: Customer Representative II					
Employed by: <div style="text-align: right; margin-right: 50px;">Office of The Lake County Tax Collector</div>					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; justify-content: space-between; margin-top: 10px;"><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: 10px;"><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: Office of The Lake County Tax Collector					
Your Title: Customer Representative II				Employment Dates: 05/31/2022 - 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-0018C	CDL Module 1	2.5	TC-0020C	CDL Module 3	.75 (45 min)
TC-0019C	CDL Module 2	.75 (45 min)	TC-0021C	CDL Module 4	.75 (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>DOUGLAS IVEY</i>				Date: Jul 16, 2024	



Application for
Florida Professional Certification
Property Tax Oversight Certification and Training

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Reason for Applying					
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Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Douglas Ivey					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Customer Representative II					
Employed by: Office of The Lake County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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 Representative II			Employment Dates: 05/31/2022 - 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-0025C	Driver License Preparatory Training Online	12.0	TC-0045C	Information and Cyber Security Awareness Training	.50 (30 min)
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1.0	TC-0042C	TCC 504 - Collection of Licenses, Taxes, and Fees	30.0
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: DOUGLAS IVEY				Date: Jul 16, 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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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): Douglas Ivey					
Business email address: n/a				Business phone number: 352-343-9602	
Job title: Customer Representative II					
Employed by: Office of The Lake County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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 Representative II				Employment Dates: 05/30/2022 - 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-0037C	TCC 001 - Bankruptcy	15.0	TC-0039C	Customer Service Training	5.0
TC-0038C	TCC 002 - Effective Decision Making	10.0	TC-0036C	TCC 503 - Collection & Dist of Prop Taxes & Spec Assess	30.0
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: DOUGLAS IVEY				Date: Jul 16, 2024	



This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 6/9/2022

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Congratulations,

Douglas Ivey

on completing

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

Course Number: TC-0036C

on

June 12, 2023
30 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Douglas Ivey

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



Congratulations,

Douglas Ivey

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

July 13, 2023
5 credit hours



Congratulations,

Douglas Ivey

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 8, 2023
15 credit hours



Congratulations,

Douglas Ivey

on completing

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

Course Number: TC-0038C

on

September 6, 2023
10 credit hours



This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: Birth Certificates

by External Training

0 Hours 30 Minutes

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: Canadian Birth Certificates, Driver, and Vehicle Docs

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/17/2024

This certificate is awarded to

DOUGLAS IVEY

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: 4/17/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: Vehicle Identification Documents

by External Training

0 Hours 50 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

AAMVA FDR 2024: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

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: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

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: 5/1/2024

This certificate is awarded to

DOUGLAS IVEY

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: 5/8/2024

This certificate is awarded to

DOUGLAS IVEY

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: 5/8/2024

This certificate is awarded to

DOUGLAS IVEY

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2024

by FLHSMV

0 Hours 30 Minutes



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Brendan P. Kilroe		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Volusia	Job Title: Branch Manager		
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: 02/02/21	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 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
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	150	

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

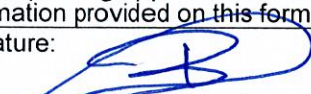


**Application for
Florida Professional Certification**
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DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
Page 1 of 2
TC

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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): BRENDAN P KILROE					
Business email address: BKILROE@VCTAXCOLLECTOR.ORG			Business phone number: 386-239-7860		
Job title: BRANCH MANAGER					
Employed by: VOLUSIA COUNTY TAX COLLECTOR					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: VOLUSIA COUNTY TAX COLLECTOR					
Your Title: BRANCH MANAGER			Employment Dates: 2/2/2021 - 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	TCC 501 – Duties and Responsibilities	30	TC-0041C	TCC 502 – Leadership and Management Skills	30
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: 				Date: 06/21/2024	

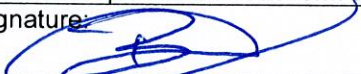


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Rule 12D-16.002, F.A.C.
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Reason for Applying					
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Applicant Information					
Applicant's name (as you would like it to appear on the certificate): BRENDAN P KILROE					
Business email address: BKILROE@VCTAXCOLLECTOR.ORG			Business phone number: 386-239-7860		
Job title: BRANCH MANAGER					
Employed by: VOLUSIA COUNTY TAX COLLECTOR					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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: VOLUSIA COUNTY TAX COLLECTOR					
Your Title: BRANCH MANAGER			Employment Dates: 2/2/2021 - 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-0037C	TCC 001 – Bankruptcy	15	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: 				Date: 06/21/2024	

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



Certifies that

Brendan Kilroe

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

Certifies that

Brendan P Kilroe

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

Brendan P Kilroe

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



Congratulations,

Brendan P Kilroe

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

April 4, 2023
15 credit hours



Congratulations,

Brendan P Kilroe

on completing

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

Course Number: TC-0038C

on

April 12, 2023
10 credit hours



Congratulations,

Brendan P Kilroe

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

February 13, 2024

5 credit hours



Congratulations,

Brendan P Kilroe

on completing

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

Course Number: TC-0036C

on

June 21, 2024
30 credit hours





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



**Application for
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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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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): Mercedes Knowles

Business email address: mknowles@monroetaxcollector.com Business phone number: 305-295-5090

Job title: Director of Operations

Employed by: Sam C. Steele, 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:

☐ 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: Monroe County Tax Collector

Your Title: Director of Operations Employment Dates: June 2004-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 & Distribution of Property Taxes	30	TC-0037C	TCC 001-Bankruptcy	15
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: Mercedes Knowles

Date: 07/15/2024



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

☒ **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): Mercedes Knowles

Business email address: mknowles@monroetaxcollector.com Business phone number: 305-295-5090

Job title: Director of Operations

Employed by: Sam C. Steele, 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:

☐ 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: Monroe County Tax Collector

Your Title: Director of Operations Employment Dates: June 2004-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 FI TC office	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: Mercedes Knowles Date: 07/15/2024

The Florida Department of Revenue

Property Tax Oversight, Certification & Training Team

Certifies that

Mercedes Knowles
has successfully completed

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

TCC 503, 30 Hours

May 22, 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

Mercedes Knowles

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,

Mercedes Knowles

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

February 2, 2024
15 credit hours



Congratulations,

Mercedes Knowles

on completing

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

Course Number: TC-0038C

on

February 16, 2024
10 credit hours



Congratulations,

Mercedes Knowles

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

February 23, 2024
5 credit hours



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

Certifies that

Mercedes Knowles

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Chase Lackey		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake		Job Title: Tax Services Manager	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	09/01/24		

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: 08/22/22	To: Present
From:	To:

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

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

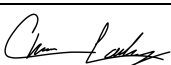


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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): Chase Lackey					
Business email address: chase.lackey@laketax.com			Business phone number: 352-343-9602		
Job title: Tax Services Manager					
Employed by: 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: Lake County Tax Collector					
Your Title: Tax Services Manager			Employment Dates: 08/22/2022-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-0036C	TCC 503 Collection and Distribution of Property Taxes & Spec. Ass.	30	TC-0038C	TCC 002 Effective Decision Making	10
TC-0037C	TCC 001 Bankruptcy	15	TC -0039C	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: Aug 27, 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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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.



**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
TC

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): Chase Lackey					
Business email address: chase.lackey@laketax.com			Business phone number: 352-343-9602		
Job title: Tax Services Manager					
Employed by: 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: Lake County Tax Collector					
Your Title: Tax Services Manager			Employment Dates: 08/22/2022-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-0041C	TCC 502 Leadership & Management Skills in a FL Tax Coll.	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: Aug 27, 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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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,

Thomas Chase Lackey

on completing

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

Course Number: TC-0036C

on

June 12, 2023
30 credit hours



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

Certifies that

Thomas Chase Lackey

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



Congratulations,

Thomas Chase Lackey

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

July 27, 2023
15 credit hours



Congratulations,

Thomas Chase Lackey

on completing

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

Course Number: TC-0038C

on

August 15, 2023
10 credit hours



Congratulations,

Thomas Chase Lackey

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

August 22, 2023
5 credit hours



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

Certifies that

Thomas Chase Lackey

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:	Tracy Longest		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake	Job Title: Customer Representative II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>		
Certification Date:	10/01/24		

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: 08/19/24	To: Present
From: 2/8/88	To: 1/31/23

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
TC

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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 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): Tracy Longest					
Business email address: Tracy.Longest@laketax.com			Business phone number: 352-343-9602		
Job title: Customer Representative II					
Employed by: 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: Lake County Tax Collector					
Your Title: Customer Representative II			Employment Dates: 8/19/2024 - present		
Employer: Orange County Tax Collector					
Your Title: Agency Manager			Employment Dates: 2/08/1988 - 01/31/2023		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	TCC 501 - Duties & Respons of FL TC	30	TC-0036C	TCC 503 Collect & Dist of Prop Taxes and Spec Assess	30
TC-0041C	TCC 502 - Lead & Mgmt in FL TC 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: Tracy R Longest				Date: 09/10/2024	



The State of Florida
Department of Revenue
certifies that

TRACY R. LONGEST
Orange 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.



**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): Tracy R Longest

Business email address: TLongest@octaxcol.com

Business phone number: 407-836-4121

Job title: Agency Manager

Employed by: Orange 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: Orange County Tax Collector

Your Title: Agency Manager

Employment Dates: 02/08/1988 - 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

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:

01/06/2022



*The Department of Revenue
of the State of Florida*

certifies that

Tracy Longest

has successfully completed

"Collection & Distribution Of Property Taxes"

Course TCC 503A, 30 Contact Hours

Friday, February 13, 2009

A handwritten signature in cursive script, reading "Lisa Echeverri", is positioned above a horizontal line.

*Lisa Echeverri
Executive Director*

A handwritten signature in cursive script, reading "James McAdams", is positioned above a horizontal line.

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



*The Department of Revenue
of the State of Florida*

certifies that

Tracy Longest

has successfully completed

"Management"

Course TCC 502A, 30 Contact Hours

Friday, April 24, 2009

Lisa Echeverri

*Lisa Echeverri
Executive Director*

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

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



*The Department of Revenue
of the State of Florida*

certifies that

Tracy Longest

has successfully completed

"Duties & Responsibilities Of Florida Tax Collectors"

Course TCC 501, 30 Contact Hours

Friday, June 19, 2009

Lisa Echeverri

*Lisa Echeverri
Executive Director*

A stylized, handwritten signature of James McAdams, consisting of a large, sweeping 'J' and 'M' followed by a horizontal line.

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



**The Department of Revenue
of the State of Florida**

certifies that

Tracy Longest

has successfully completed

"Collection Of Licenses, Taxes & Fees"

Course TCC 504, 30 Contact Hours

Friday, August 28, 2009

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

Lisa Echeverri

Executive Director

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

James McAdams

Chairman

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

***The Department of Revenue
of the State of Florida***

certifies that

Tracy R. Longest

*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 September, 2009,
declared to be a*

Certified Florida Collector Assistant

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



Lisa Echeverri
Executive Director



James McAdams
Chairman,
Admissions and Certifications Committee



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

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

Application	
<input checked="" type="checkbox"/>	Application with Required Signatures
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Courses Listed on Application
<input checked="" type="checkbox"/>	Employment Dates Listed
<input checked="" type="checkbox"/>	Includes Current Employment
<input checked="" type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 04/01/19	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

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

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): Jennifer Lopez

Business email address: jennifer.lopez@miamidade.gov

Business phone number: 3053755828

Job title: Paralegal Collection Specialist

Employed by: Miami-Dade County

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

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

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

Employer: Miami-Dade County

Your Title: Paralegal Collection Specialist

Employment Dates: April 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
TC-0040C	TCC-501 Duties and Responsibilities of Florida Tax Collectors	30	TC-0039C	TCC-003 Customer Service Training	5
TC-0038C	TCC-002- Effective Decision-Making in the Workplace	10	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:

06/06/2024



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
TC

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): Jennifer Lopez

Business email address: jennifer.lopez@miamidade.gov Business phone number: 3053755828

Job title: Paralegal Collection Specialist

Employed by: Miami-Dade County

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

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

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

Employer: Miami-Dade County

Your Title: Paralegal Collection Specialist Employment Dates: April 2019-Present

Employer:

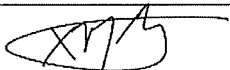
Your Title: Employment Dates:

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
TCC-0036C	TCC-503 Collection and Distribution of Property Taxes and Special Assessments	30	TCC-0041C	TCC 502- Management of a Florida Tax Collector's Office	30

Applicant Signature

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

Signature:  Date: 06/06/2024

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



Certificate of Completion

Jennifer Lopez

MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE

TCC 502, 30 Hours

September 13-16, 2021

Congratulations,

Jennifer Lopez

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

March 21, 2022
15 credit hours



Congratulations,

Jennifer Lopez

on completing

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

Course Number: TC-0038C

on

March 23, 2022
10 credit hours



Congratulations,

Jennifer Lopez

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

March 25, 2022

5 credit hours



Congratulations,

Jennifer Lopez

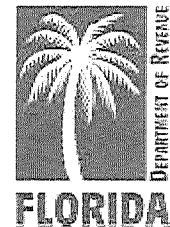
on completing

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

Course Number: TC-0036C

on

March 25, 2022
30 credit hours



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

Certifies that

Jennifer Lopez

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Lee Maertz		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: Customer Service Representative II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	08/01/24		

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: 03/15/17	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 003 - Customer Service Training	5	Attended Course
FLHSMV - DL Transformed: Phase I	45	Attended Course
FLHSMV - DL Transformed: Phase II	40	Attended Course
Total Hours	120	

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

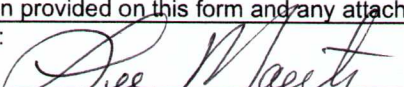


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

DK-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): Lee Maertz					
Business email address: tax170@tcslc.com			Business phone number: 772-462-1650		
Job title: Customer Service Rep II					
Employed by: St. Lucie County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: St. Lucie County Tax Collector					
Your Title: Customer Service Rep II			Employment Dates: 03/15/2017 - 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 FL Tax Collectors	30	TC-0022C	DL Training Series Phase I	45
TC-0039C	TCC 003 Customer Service Training	5	TC-0023C	DL Training Series Phase II	40
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 9-12-2024	

This certificate is awarded to

LEE MAERTZ

for the successful completion of

DL Transformed: Phase I

by FLHSMV

45 Hours 0 Minutes

Date of Course Completion: 7/21/2017

This certificate is awarded to

LEE MAERTZ

for the successful completion of

DL Transformed: Phase II

by FLHSMV

40 Hours 0 Minutes

Date of Course Completion: 8/25/2017

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

Certifies that

Lee Maertz

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,

Lee Maertz

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

July 24, 2024
5 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Pennelope Malice		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Duval		Job Title:	Assistant Director of Finance & Accounting
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	07/01/24		

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: 01/01/22	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
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
TC

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): **PENNELOPE MALICE**

Business email address: **pmalice@coj.net**

Business phone number: **904-255-5790**

Job title: **ASSISTANT DIRECTOR OF FINANCE AND ACCOUNTING**

Employed by: **CITY OF JACKSONVILLE/DUVAL 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: **DUVAL COUNTY TAX COLLECTOR**

Your Title: **ASSISTANT DIRECTOR OF FINANCE AND ACCOUNTING** Employment Dates: **01/01/2022-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	TCC 501-DUTIES AND RESPONSIBILITIES	30	TC0036C	TCC 503-COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS	30
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: *Penelope Malice*

Date: *7/10/24*



**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
TC

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): PENNELOPE MALICE

Business email address: pmalice@coj.net

Business phone number: 904-255-5790

Job title: ASSISTANT DIRECTOR OF FINANCE AND ACCOUNTING

Employed by: CITY OF JACKSONVILLE/DUVAL 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: DUVAL COUNTY TAX COLLECTOR

Your Title: ASSISTANT DIRECTOR OF FINANCE AND ACCOUNTING Employment Dates: 01/01/2022-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	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: *Penelope Malice*

Date: 7/10/24

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

Certifies that

Pennelope Malice

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



Congratulations,
Pennelope Malice

on completing

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

Course Number: TC-0036C

on

March 27, 2023
30 credit hours



Congratulations,

Pennelope Malice

on completing

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

Course Number: TC-0038C

on

April 13, 2023
10 credit hours



Congratulations,

Pennelope Malice

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

April 24, 2023
5 credit hours



Congratulations,

Pennelope Malice

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

June 21, 2023
15 credit hours



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

Certifies that

Pennelope Malice

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	William Mann		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Putnam		Job Title: Customer Service Representative II	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	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: 07/01/13	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)		
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 - Birth Certificates	0.50	Attended Course
AAMVA - Introduction to Fraud	1	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 - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
Total Hours	42	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Total Hours = 122.25



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	William Mann		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Putnam	Job Title: Customer Service Representative II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	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: 07/01/13	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 Covert Features	0.75	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Social Security Cards	0.50	Attended Course
AAMVA - Security Features	1	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.50	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
AAMVA - Vehicle Identification Documents	0.50	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Military ID Cards	0.50	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
FLHSMV - DL Transformed: Driving Test	8	Attended Course
Total Hours	80.25	

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): William Mann					
Business email address: william.mann@putnam-fl.gov			Business phone number: 386-326-7278		
Job title: CSR II					
Employed by: Putnam County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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 II			Employment Dates: 03/01/2021-Current		
Employer: Palm Beach County Tax Collector					
Your Title: Customer Service Specialist			Employment Dates: 2013-2021 03/ 1		
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	

Sarah Thomas

From: brenda bridges <brenda.bridges@putnam-fl.gov>
Sent: Tuesday, April 16, 2024 3:07 PM
To: Sarah Thomas
Subject: RE: [EXTERNAL] William Mann 2013 Start Date

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

Yes mam,

July 2013

Thank you,

Brenda J. Bridges, C.F.C.A.
Deputy Tax Collector
Proudly Serving the Citizens of Putnam County

Putnam County Tax Collector's Office
323 St. Johns Avenue
Palatka, Fl. 32177
(386) 326-2722 Office
(386) 329-0886 Fax

From: Sarah Thomas <Sarah.Thomas@floridarevenue.com>
Sent: Tuesday, April 16, 2024 2:24 PM
To: brenda bridges <brenda.bridges@putnam-fl.gov>
Subject: [EXTERNAL] William Mann 2013 Start Date

Hi Brenda,

Does William have the month that he started in Palm Beach Co. in 2013?

Thank you!



Sarah Thomas
Research and Training Specialist
Property Tax Oversight
Florida Department of Revenue
(850) 617-8874
Sarah.Thomas@floridarevenue.com

William Mann
PUTNAM COUNTY TAX COLLECTOR

Course #	COURSE DESCRIPTION	COMPLETED	HRS
TC-0001C	AAMVA FDR 2020 COUNTERFEITS AND ALTERATIONS	8/12/2021	0.75
TC-0002C	AAMVA FDR 2020 DRIVER LICENSE AND ID CARDS	8/12/2021	0.75
TC-0003C	AAMVA FDR VEHICLE IDENTIFICATION DOCUMENTS	7/13/2023	0.50
TC-0004C	AAMVA FDR EXPANDING THE REVIEW		
TC-0005C	AAMVA FDR 2020 BIRTH CERTIFICATES	7/26/2021	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	7/26/2021	1.00
TC-0008C	AAMVA FDR 2020: INTERNAL FRAUD FOR STAFF	8/12/2021	0.75
TC-0009C	AAMVA FDR 2020: INTRODUCTION TO COVERT FEATURES	8/12/2021	0.75
TC-0010C	AAMVA FDR 2020: INTRODUCTION TO FRAUD	7/26/2021	1.00
TC-0011C	AAMVA FDR 2020: MEXICAN DOCUMENTS	7/13/2023	0.75
TC-0012C	AAMVA FDR 2020: MILITARY ID CARDS	7/13/2023	0.50
TC-0013C	AAMVA FDR 2020: PEOPLE AND ACTIONS	8/12/2021	0.75
TC-0014C	AAMVA FDR 2020: SECURITY FEATURES	8/12/2021	1.00
TC-0015C	AAMVA FDR 2020: SOCIAL SECURITY CARDS	8/12/2021	0.50
TC-0016C	AAMVA FDR 2020: TRAVEL DOCUMENTS	8/12/2021	0.75
TC-0017C	AAMVA FDR 2020: U S IMMIGRANTS DOCUMENTS	8/12/2021	0.75
TC-0018C	CDL MODULE 1	5/5/2016	2.50
TC-0019C	CDL MODULE 2	5/5/2016	0.75
TC-0020C	CDL MODULE 3	5/5/2016	0.75
TC-0021C	CDL MODULE 4	5/5/2016	0.75
TC-0022C	DRIVER LICENSE PHASE TRAINING I		
TC-0023C	DRIVER LICENSE PHASE TRAINING II		
TC-0025C	DRIVER LICENSE PREPARATORY TRAINING	5/17/2024	12.00
TC-0026C	DL TRANSFORMED COMMERCIAL DRIVER LICENSE (INSTRUCTOR LED)		
TC-0027C	DL TRANSFORMED DRIVING TEST (INSTRUCTOR LED) <i>pg 2 FLHSMV transcript</i>	3/19/2013	8.00
TC-0031C	DL TRANSFORMED LEGAL PRESENCE (INSTRUCTOR LED)		
TC-0032C	DL TRANSFORMED LICENSE AND ID REQUIREMENTS (INSTRUCTOR LED)		
TC-0035C	DL TRANSFORMED VISION (INSTRUCTOR LED)		
TC-0036C	TCC 503 - COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS		
TC-0037C	TCC 001 - BANKRUPTCY	6/21/2023	15.00
TC-0038C	TCC 002 - EFFECTIVE DECISION MAKING	7/12/2023	10.00
TC-0039C	TCC 003 - CUSTOMER SERVICE TRAINING		
TC-0040C	TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS (TCC 501)	02/27-03/01/2024	30.00
TC-0041C	TCC 502 - MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE		
TC-0042C	TCC 504 - COLLECTION OF LICENSES, TAXES AND FEES	6/21-24/2022	30.00
TC-0044C	HEAVY VEHICLE USE TAX (HVUT)	10/24/2019	1.00
TC-0045C	INFORMATION AND CYBER SECURITY AWARENESS	10/27/2022	0.50
	TOTAL HOURS		122.25

FLHSMV

iLearn

Requestor: Kathy Wilkinson, Putnam Training Coordinator

Report Type: Full Transcript

Report Drawn By: Robert Llanes, Research & Training Specialist

Date Report Requested: 6/7/2023

Date Report was Drawn: 6/8/2023

Records Timeframe: 2012 - Present

William Mann - P7350WAM					
Training Title	Training Type	Duration	Status	Date Completed	
AAMVA FDR 2020: Birth Certificates	Online Class	0.50	Complete	7/26/2021	
AAMVA FDR 2020: Canadian Travel, Citizenship, and Immigration Docs	Online Class	1.00	Complete	7/26/2021	
AAMVA FDR 2020: Counterfeits and Alterations	Online Class	0.75	Complete	8/12/2021	
AAMVA FDR 2020: Driver Licenses and ID Cards	Online Class	0.75	Complete	8/12/2021	
AAMVA FDR 2020: High Quality Counterfeits Level 1	Online Class	0.50	Complete	8/12/2021	
AAMVA FDR 2020: High Quality Counterfeits Level 2	Online Class	0.75	Complete	8/12/2021	
AAMVA FDR 2020: Internal Fraud for Staff	Online Class	0.75	Complete	8/12/2021	
AAMVA FDR 2020: Introduction to Covert Features	Online Class	0.75	Complete	8/12/2021	
AAMVA FDR 2020: Introduction to Fraud	Online Class	1.00	Complete	7/26/2021	
AAMVA FDR 2020: People and Actions	Online Class	0.75	Complete	8/12/2021	
AAMVA FDR 2020: Security Features	Online Class	1.00	Complete	8/12/2021	
AAMVA FDR 2020: Social Security Cards	Online Class	0.50	Complete	8/12/2021	
AAMVA FDR 2020: Travel Documents	Online Class	0.75	Complete	8/12/2021	
AAMVA FDR 2020: Update Only Module	Online Class	0.25	Complete	8/12/2021	
AAMVA FDR 2020: US Immigration Documents	Online Class	0.75	Complete	8/12/2021	
Capture Training	Online Class	1.00	Complete	3/17/2016	
Class E Skills Exam Part II: Graded Maneuvers	Online Class	0.50	Complete	4/20/2022	
Class E Skills Exam Part III: Other Graded Criteria	Online Class	0.75	Complete	4/20/2022	
Class E Skills Exam Part IV: Results, Reciprocity, and Assessments	Online Class	0.75	Complete	4/20/2022	
DL Issuance: Applicant Screening Questions	Online Class	0.07	Complete	6/9/2020	
DL Issuance: Badge Transaction	Online Class	0.05	Complete	6/15/2020	
DL Issuance: Capture Summary	Online Class	0.05	Complete	6/9/2020	
DL Issuance: Cashier Checkout	Online Class	0.05	Complete	6/15/2020	
DL Issuance: Cashiering	Online Class	0.12	Complete	6/9/2020	

pg. 1

William Mann - P7350WAM				
Training Title	Training Type	Duration	Status	Date Completed
DL Issuance: CDL and CLP Exams and License Details	Online Class	0.08	Complete	6/9/2020
DL Issuance: Class E Exams and License Details	Online Class	0.07	Complete	6/9/2020
DL Issuance: Class E Learner's License	Online Class	0.17	Complete	6/15/2020
DL Issuance: Completing a Transaction	Online Class	0.07	Complete	6/9/2020
DL Issuance: Customer Inquiry	Online Class	0.05	Complete	6/9/2020
DL Issuance: Customer Summary	Online Class	0.12	Complete	6/9/2020
DL Issuance: Exam Only	Online Class	0.10	Complete	6/15/2020
DL Issuance: FDLE Letter	Online Class	0.07	Complete	6/15/2020
DL Issuance: Identification Documents and Capture Scan Documents	Online Class	0.05	Complete	6/9/2020
DL Issuance: Locate, Create, and Start a Transaction	Online Class	0.07	Complete	6/9/2020
DL Issuance: Personal Details, Temporary Address, and Emergency Contact Information	Online Class	0.08	Complete	6/9/2020
DL Issuance: Sanctions Clearance	Online Class	0.18	Complete	6/15/2020
DL Issuance: Submitting ID Document Exceptions	Online Class	0.05	Complete	6/15/2020
DL Issuance: Temporary Permits	Online Class	0.07	Complete	6/15/2020
DL Issuance: Vision	Instructor-Led	5.00	Complete	3/6/2013
DL Phase I: Motor Voter	Online Class	1.00	Complete	1/3/2018
DL Transformed: Driving Test	Instructor-Led	8.00	Complete	3/19/2013
DL Transformed: Legal Presence	Instructor-Led	5.00	Complete	4/3/2013
Enrolling for Florida Smart ID in MyDMV Portal (1)	Video	0.03	Complete	4/20/2022
Heavy Vehicle Use Tax (HVUT) - 2019	Online Class	1.00	Complete	10/24/2019
Heavy Vehicle Use Tax (HVUT) - 2021	Online Class	1.00	Complete	12/16/2021
How to use the Florida Smart ID Proof of Age Verifier	Video	0.08	Complete	4/20/2022
How to use your Florida Smart ID	Video	0.08	Complete	4/20/2022
Information and Cyber Security Awareness for External Entities - 2019	Online Class	0.75	Complete	9/20/2018
Information and Cyber Security Awareness for External Entities - 2020	Online Class	0.50	Complete	3/11/2020
Information and Cyber Security Awareness for External Entities - 2021	Online Class	0.50	Complete	12/7/2021
Information and Cyber Security Awareness for External Entities - 2022	Online Class	0.50	Complete	10/27/2022
Introducing Florida Smart ID	Video	0.08	Complete	4/20/2022
Legal Presence: Acceptable Documents Table	Online Class	0.25	Complete	8/1/2018
Legal Presence: Immigrant	Online Class	0.25	Complete	8/1/2018
Legal Presence: Non-Immigrant	Online Class	0.25	Complete	8/1/2018
Legal Presence: U.S. Citizen	Online Class	0.25	Complete	8/1/2018
Licensing Requirements and ID Card and Issuance Procedures	Instructor-Led	8.00	Complete	5/1/2013
Motorist Maintenance: Medical Queue for Field Users	Online Class	0.08	Complete	6/15/2020
Motorist Maintenance: Search and Navigation for Examiners and Agents	Online Class	0.23	Complete	6/15/2020

To receive credit for this course, you will need to complete the fields listed in the table below, and then send to the following email address: **TC-Training-Tracker@flhsmv.gov**. It is important that you include all of the information below, in order to receive credit for the course in a timely manner.

Information	Please fill in your information
Course Title (full name of the course)	AAMVA CDL MODULE 1
Course Completion Date	05/05/2016
First Name	WILLIAM
Middle Initial	A
Last Name	WANN
Driver License/ID Card #	M500921672070
Email	WMANN@PBC TAX.COM
Work Telephone	5617841323
Work Address	200 CMC CENTER WAY
Work City	ROYAL PALM BEACH
Work Zip Code	33411
Work County	PALM BEACH
Supervisor Name	BRENDA MERRIT

To receive credit for this course, you will need to complete the fields listed in the table below, and then send to the following email address: TC-Training-Tracker@flhsmv.gov. It is important that you include all of the information below, in order to receive credit for the course in a timely manner.

Information	Please fill in your information
Course Title (full name of the course)	AAMVA CDL MODULE 2
Course Completion Date	05/05/2016
First Name	WILLIAM
Middle Initial	A
Last Name	MANN
Driver License/ID Card #	M500921672070
Email	WMANN@PBCTAX.COM
Work Telephone	5617841323
Work Address	200 CMC CENTER WAY
Work City	ROYAL PALM BEACH
Work Zip Code	33411
Work County	PALM BEACH
Supervisor Name	BRENDA MERRITT

Brenda Merritt

From: William Mann
Sent: Thursday, May 05, 2016 3:53 PM
To: TC-Training-Tracker
Cc: Brenda Merritt
Subject: AAMVA CDL: Module 3

To receive credit for this course, you will need to complete the fields listed in the table below, and then send to the following email address: **TC-Training-Tracker@flhsmv.gov**. It is important that you include all of the information below, in order to receive credit for the course in a timely manner.

Information	Please fill in your information
Course Title (full name of the course)	AAMVA CDL MODULE 3
Course Completion Date	05/05/2016
First Name	WILLIAM
Middle Initial	A
Last Name	MANN
Driver License/ID Card #	M500921672070
Email	WMANN@PBCTAX.COM
Work Telephone	561-784-1323
Work Address	200 CIVIC CENTER WAY
Work City	ROYAL PALM BEACH
Work Zip Code	33411
Work County	PALM BEACH
Supervisor Name	BRENDA MERRITT

William Mann
Client Service Specialist | Royal Palm
Constitutional Tax Collector, *Serving Palm Beach County*
200 Civic Center Way, Royal Palm Beach, FL, 33411

Direct (561) 784-1323 | Fax (561) 784-1338
e-Newsletter Sign-Up | www.pbctax.com

Brenda Merritt

From: William Mann
Sent: Thursday, May 05, 2016 4:04 PM
To: TC-Training-Tracker
Cc: Brenda Merritt
Subject: AAMVA CDL: Module 4

To receive credit for this course, you will need to complete the fields listed in the table below, and then send to the following email address: TC-Training-Tracker@flhsmv.gov. It is important that you include all of the information below, in order to receive credit for the course in a timely manner.

Information	Please fill in your information
Course Title (full name of the course)	AAMVA CDL MODULE 4
Course Completion Date	05/05/2016
First Name	WILLIAM
Middle Initial	A
Last Name	MANN
Driver License/ID Card #	M500921672070
Email	WMANN@PBCTAX.COM
Work Telephone	561-784-1323
Work Address	200 CIVIC CENTER WAY
Work City	ROYAL PALM BEACH
Work Zip Code	33411
Work County	ROYAL PALM BEACH
Supervisor Name	BRENDA MERRITT

William Mann
Client Service Specialist | Royal Palm
Constitutional Tax Collector, *Serving Palm Beach County*
200 Civic Center Way, Royal Palm Beach, FL, 33411

Direct (561) 784-1323 | Fax (561) 784-1338
e-Newsletter Sign-Up | www.pbctax.com

This certificate is awarded to

WILLIAM MANN

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2019

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 10/24/2019

This certificate is awarded to

WILLIAM MANN

for the successful completion of

AAMVA FDR 2020: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/26/2021

This certificate is awarded to

WILLIAM MANN

for the successful completion of

AAMVA FDR 2020: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 7/26/2021

This certificate is awarded to

WILLIAM MANN

for the successful completion of

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

by External Training

1 Hours 0 Minutes

Date of Course Completion: 7/26/2021

This certificate is awarded to

WILLIAM MANN

for the successful completion of

AAMVA FDR 2020: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 8/12/2021



This certificate is awarded to

WILLIAM MANN

for the successful completion of

AAMVA FDR 2020: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 8/12/2021

This certificate is awarded to

WILLIAM MANN

for the successful completion of

AAMVA FDR 2020: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 8/12/2021

This certificate is awarded to

WILLIAM MANN

for the successful completion of

AAMVA FDR 2020: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 8/12/2021



This certificate is awarded to

WILLIAM MANN

for the successful completion of

AAMVA FDR 2020: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 8/12/2021

This certificate is awarded to

WILLIAM MANN

for the successful completion of

AAMVA FDR 2020: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 8/12/2021

This certificate is awarded to

WILLIAM MANN

for the successful completion of

AAMVA FDR 2020: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 8/12/2021



This certificate is awarded to

WILLIAM MANN

for the successful completion of

AAMVA FDR 2020: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 8/12/2021

This certificate is awarded to

WILLIAM MANN

for the successful completion of

AAMVA FDR 2020: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 8/12/2021

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

Certifies that

WILLIAM MANN

has successfully completed

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

Course Number: TC-0042C

June 21-24, 2022
30 credit hours





This certificate is awarded to

WILLIAM MANN

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2022

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 10/27/2022

Congratulations,

William Mann

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

June 21, 2023
15 credit hours



Congratulations,

William Mann

on completing

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

Course Number: TC-0038C

on

July 12, 2023
10 credit hours



This certificate is awarded to

WILLIAM MANN

for the successful completion of

AAMVA FDR 2021: Vehicle Identification Documents

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/13/2023

This certificate is awarded to

WILLIAM MANN

for the successful completion of

AAMVA FDR 2021: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/13/2023

This certificate is awarded to

WILLIAM MANN

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

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

Certifies that

William Mann

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

WILLIAM MANN

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 5/17/2024



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Marie Martin		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Citrus	Job Title: Customer Service Representative II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 03/05/19	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 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.50	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.50	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
Total Hours	120.5	

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

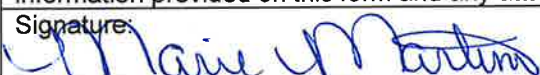


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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): Marie Martin					
Business email address: mmartin@citrustc.us				Business phone number: 352-341-6510	
Job title: Customer Service Representative II					
Employed by: Citrus County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Citrus County Tax Collector					
Your Title: Customer Service Representative II				Employment Dates: 03/05/2019 - 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
TC-0038C	TCC 002 - Effective Decision Making	10.00	TC-0040C	TCC 501 - Duties & Responsibilities of FL Tax Collectors	30.00
TC-0039C	TCC 003 - Customer Service Training	5.00	TC-0036C	TCC 503 - Collection & Distribution of Property Taxes & Special Assessments	30.00
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: 7/16/2024	

TC-0042C TCC 504 - Collection of Licenses, Taxes, and Fees	30.00
TC-0025C Driver's License Preparatory Training	12.00
TC-0001C Counterfeits and Alterations	0.75
TC-0003C Vehicle Identification Documents	0.50
TC-0044C Heavy Vehicle Use Tax (HVUT)	1.00
TC-0045C Information and Cyber Security Awareness Training	0.50
TC-0002C Driver's License and ID Cards	0.75

RECEIVED

JUL 23 2024

**Florida Dept of Revenue
Property Tax Oversight**

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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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,

MARIE MARTIN,

on completing

TCC 003 - CUSTOMER SERVICE COURSE

course on

Thursday, May 02, 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.

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.

Marie Martin

From: LMSadmin@dor.state.fl.us
Sent: Monday, May 6, 2019 12:27 PM
To: Marie Martin
Subject: EFFECTIVE DECISION MAKING Certificate

Congratulations,

MARIE MARTIN,

on completing

TCC 002 - EFFECTIVE DECISION MAKING

course on

Monday, May 06, 2019

10 hours

Congratulations,

MARIE MARTIN,

on completing

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

course on

Thursday, March 26, 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.

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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.



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

MARIE MARTIN

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 4/7/2022

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

MARIE MARTIN

for the successful completion of

AAMVA FDR 2020: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 6/8/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

MARIE MARTIN

for the successful completion of

AAMVA FDR 2020: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 6/21/2023

This certificate is awarded to

MARIE MARTIN

for the successful completion of

AAMVA FDR 2020: Vehicle Identification Documents

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/11/2023

This certificate is awarded to

MARIE MARTIN

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2023

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 12/6/2023

This certificate is awarded to

MARIE MARTIN

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 12/7/2023

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

Certifies that

Marie Martin

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

Marie Martin

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Emily L. Mastrantonio		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Volusia	Job Title: Outreach Project Coordinator		
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: 01/05/21	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
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	150	

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
TC

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): Emily L. Mastrantonio

Business email address: emastrantonio@vctaxcollector.org Business phone number: 386-507-9355

Job title: Outreach Project Coordinator

Employed by: Office of Will Roberts, Volusia County Tax Collector

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

☐ 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: Office of Will Roberts, Volusia County Tax Collector

Your Title: Outreach Project Coordinator Employment Dates: 1/5/2021-Present

Employer:

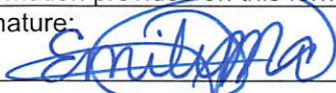
Your Title: Employment Dates:

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

No.	Course Title	Hours	No.	Course Title	Hours
TC0037C	Bankruptcy	15	TC0038C	Effective Decision making in the Workplace	10
TC0039C	Customer Service Training	5	TC0040C	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:  Date: 7/11/2024



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
TC

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): Emily L. Mastrantonio

Business email address: emastrantonio@vctaxcollector.org

Business phone number: 386-507-9355

Job title: Outreach Project Coordinator

Employed by: Office of Will Roberts, Volusia County Tax Collector

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

☐ 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: Office of Will Roberts, Volusia County Tax Collector

Your Title: Outreach Project Coordinator

Employment Dates: 1/5/2021-Present

Employer:

Your Title:

Employment Dates:

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

No.	Course Title	Hours	No.	Course Title	Hours
TC0041C	Management of FL Tax Collector's office	30	TC0036C	Collection & Distribution of Property Taxes and Special Assessments	30
TC0042C	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:

7/11/2024

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Emily Mastrantonio

has successfully completed

TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Emily Mastrantonio

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,

Emily Mastrantonio

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

December 11, 2023

5 credit hours



Congratulations,

Emily Mastrantonio

on completing

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

Course Number: TC-0038C

on

March 5, 2024
10 credit hours



Congratulations,

Emily Mastrantonio

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

March 7, 2024
15 credit hours



Congratulations,
Emily Mastrantonio

on completing

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

Course Number: TC-0036C

on

March 21, 2024
30 credit hours



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

Certifies that

Emily Mastrantonio

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Anita McCann		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: CSR Customer Contact Center		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	09/01/24		

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: 09/01/99	To: Present
From:	To:

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

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



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

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

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

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

Reason for Applying

☒ 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):

Anita McCann

Business email address:

tax227@tcslc.com

Business phone number:

772-462-1650

Job title:

CSR Customer Contact Center

Employed by:

St. Lucie County Tax Collector

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

☐ 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: St. Lucie County Tax Collector

Your Title: CSR Customer Contact Center

Employment Dates: 9/1/1999 - 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-0042C	TCC 504 Collection of Licenses, Taxes, and Fees	30	TC-0039C	TCC 003 Customer Service Training	5
TC-0041C	TCC 502 Management of a FL Tax Collector's Office	30	TC-0036C	TCC 503 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:

9/13/24

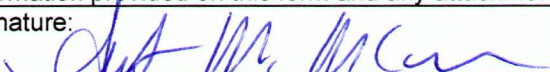


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Anita McCann					
Business email address: tax227@tcslc.com			Business phone number: 772-462-1650		
Job title: CSR Customer Contact Center					
Employed by: St. Lucie County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: St. Lucie County Tax Collector					
Your Title: CSR Customer Contact Center			Employment Dates: 9/1/1999 - 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 in the Workplace	10			
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: 9/13/24	

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

Certifies that

Anita Mccann

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

Anita Mccann

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,

Anita Mccann

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

February 13, 2024

5 credit hours



Congratulations,

Anita Mccann

on completing

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

Course Number: TC-0036C

on

June 7, 2024
30 credit hours



Congratulations,

Anita Mccann

on completing

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

Course Number: TC-0038C

on

July 2, 2024
10 credit hours



Congratulations,

Anita Mccann

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 12, 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:	Angela McCoy		
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:	07/01/24		

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: 08/09/10	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): ANGELA MCCOY					
Business email address: ANGELAM@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: 8/9/2010 - 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: Mccoy.Angela		Digitally signed by Mccoy.Angela Date: 2024.06.18 13:59:18 -04'00'		Date: 06/18/2024	

The Florida Department of Revenue

Property Tax Oversight, Certification & Training Team

Certifies that

Angela McCoy

has successfully completed

DUTIES & RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

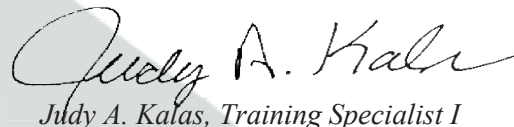
TCC 501, 30 Hours

February 1-5, 2016



Meghan Miller, Training Director

Property Tax Oversight



Judy A. Kalas, Training Specialist I

Property Tax Oversight

Congratulations,

Angela McCoy

on completing

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

Course Number: TC-0036C

on

July 17, 2023
30 credit hours



This certificate is awarded to

ANGELA MCCOY

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: 6/18/2024



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Kristina McMillian
Previous Name(s)(if applicable):	
Documentation Included:	
County: Orange	Job Title: Assistant Manager
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	07/01/24

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: 04/04/05	To: Present
From:	To:

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

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

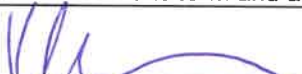


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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

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

Reason for Applying					
<input type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): KRISTINA MCMILLIAN					
Business email address: KMCMILLIAN@OCTAXCOL.COM			Business phone number: 407-836-4103		
Job title: ASSISTANT MANAGER					
Employed by: SCOTT RANDOLPH ORANGE 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: SCOTT RANDOLPH ORANGE COUNTY TAX COLLECTOR					
Your Title: ASSISTANT MANAGER			Employment Dates: 04-04-2005-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 MAKEING	10	TC-0040C	TCC 501-DUTIES AND RESPONSIBILITES 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: 				Date: 7/18/2024	

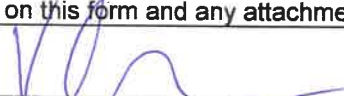


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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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 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): KRISTINA MCMILLIAN					
Business email address: KCMILLIAN@OCTAXCOL.COM			Business phone number: 407-836-4103		
Job title: ASSISTANT MANAGER					
Employed by: SCOTT RANDOLPH ORANGE 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: SCOTT RANDOLPH ORANGE COUNTY TAX COLLECTOR					
Your Title: ASSISTANT MANAGER			Employment Dates: 04-04-2005 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 AND MANAGEMENT SKILLS IN FLORIDA TAX COLLECTORS OFFICE	30	TC-0042C	TCC 504- COLLECTION OF LICENSES, TAXES, AND FEES	30
				T	
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: 7/18/2024	

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



Certifies that

Kristina Mcmillian

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

Kristina McMillian

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

February 22-26, 2021

Congratulations,

Kristina Mcmillian

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 27, 2023
15 credit hours



Congratulations,

Kristina Mcmillian

on completing

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

Course Number: TC-0038C

on

September 10, 2023
10 credit hours



Congratulations,

Kristina Mcmillian

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

September 17, 2023

5 credit hours



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

Certifies that

Kristina Mcmillian

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Jessica E. Millwood		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: Road Test Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	08/01/24		

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: 02/01/21	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					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): <div style="text-align: right; font-family: cursive;">Jessica E. Millwood</div>					
Business email address: <div style="text-align: right;">tax363@tcslc.com</div>			Business phone number: 772-462-1650		
Job title: Road Test Specialist					
Employed by: St. Lucie County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: St. Lucie County Tax Collector					
Your Title: Road Test Specialist			Employment Dates: 2/1/2021 - 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	TCC 501 Duties and Responsibilities of FL Tax Collectors +	30	TC-0024C	DL Preparatory Training	64
TC-0036C	TCC 503 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: <div style="font-family: cursive; font-size: 1.2em;">Jessica E. Millwood</div>				Date: <div style="font-family: cursive; font-size: 1.2em;">09/13/2024</div>	



This certificate is awarded to

JESSICA MILLWOOD

for the successful completion of

Driver License Preparatory Training - Virtual Instructor-Led Training

by FLHSMV

64 Hours 00 Minutes

Date of Course Completion: 5/17/2021

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

Certifies that

Jessica Millwood

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,

Jessica Millwood

on completing

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

Course Number: TC-0036C

on

July 25, 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:	Douglas Moya		
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:	08/01/24		

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: 04/11/11	To: Present
From:	To:

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

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

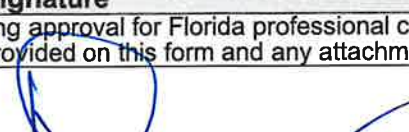


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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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): Douglas Moya					
Business email address: moya@hillstax.org			Business phone number: 813.612.6763		
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: 04/11/2011 to Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0041	TCC502 Management of a Florida Tax Co	30	TC0036C	TCC503 Collection & Distribution of Prope	30
TC0042	TCC504 Collection of Licenses, Taxes, ar	30	TC0037C	TCC001 Bankruptcy	15
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 			Date: 8/5/2024		

RECEIVED

AUG 13 2024

Florida Dept of Revenue
Property Tax Oversight

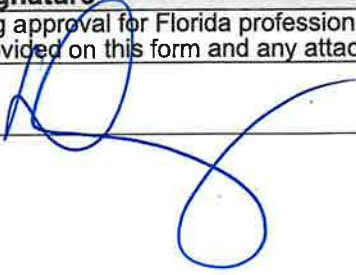


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Douglas Moya					
Business email address: moya@hillstax.org			Business phone number: 813.612.6763		
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: 04/11/2011 to Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0038	TCC002 Effective Decision-Making in the	10	TC0039C	TCC003 Customer Service Training	5
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 8/5/2024	

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

Certifies that

Douglas Moya

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,

Douglas Moya

on completing

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

Course Number: TC-0036C

on

April 18, 2024
30 credit hours



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

Certifies that

Douglas Moya

has successfully completed

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

Course Number: TC-0042C

July 25, 2024
30 credit hours



Congratulations,

Douglas Moya

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 10, 2023
15 credit hours



Congratulations,

Douglas Moya

on completing

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

Course Number: TC-0038C

on

September 12, 2023
10 credit hours



Congratulations,

Douglas Moya

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

September 18, 2023
5 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Tiana Nesbitt		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: Customer Service Representative Lead		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	08/01/24		

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 type="checkbox"/>	Includes Current Employment
<input type="checkbox"/>	Two Years of Experience with an Applicable Office
From: 06/06/22	To: Present
From: 3/22/17	To: 3/4/22

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 003 - Customer Service Training	5	Attended Course
FLHSMV - DL Transformed: Phase I	45	Attended Course
FLHSMV - DL Transformed: Phase II	40	Attended Course
Total Hours	120	

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



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

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

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

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

Reason for Applying

☒ **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):

Tiana Nesbitt

Business email address:

tax172@tcscl.com

Business phone number:

772-462-1650

Job title:

Customer Serv Rep Lead

Employed by:

St. Lucie County Tax Collector

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

☐ 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: St. Lucie County Tax Collector

Your Title: Customer Serv Rep Lead

Employment Dates: 3/22/2017 - 3/4/2022

Employer: St. Lucie County Tax Collector

Your Title: Customer Serv Rep Lead

Employment Dates: 6/6/2022 - 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
TC-0040C	TCC 501 Duties and Responsibilities of FL Tax Collectors	30	TCC-0022C	DL Training Series Phase I	45
TC-0039C	TCC 003 Customer Service Training	5	TCC-0023C	DL Training Series Phase II	40

Applicant Signature

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

Signature:

Date:

9/12/24

This certificate is awarded to

Tiana Nesbitt

for the successful completion of

DL Transformed: Phase I

by FLHSMV

45 Hours 0 Minutes

Date of Course Completion: 7/21/2017

This certificate is awarded to

Tiana Nesbitt

for the successful completion of

DL Transformed: Phase II

by FLHSMV

40 Hours 0 Minutes

Date of Course Completion: 8/25/2017

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

Certifies that

Tiana Nesbitt

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,

Tiana Nesbitt

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

July 23, 2024

5 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Sally Ng		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade	Job Title: Senior Tax Records Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 06/26/23	To: Present
From: 6/21/22	To: 6/25/23

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 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
TC

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): Sally Ng					
Business email address: sally.ng@miamidade.gov				Business phone number: 305-375-3318	
Job title: Senior Tax Records Specialist					
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 Records Specialist II				Employment Dates: 06/21/2022 - 6/25/2023	
Employer: Miami-Dade Office of the Tax Collector					
Your Title: Senior Tax Records Specialist				Employment Dates: 06/26/2023 - 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	TCC 501 - Duties & Responsibilities of FL Tax Collectors	30	TC-0036C	TCC 503 - Collection & Distribution of Property Taxes	30
TC-0041C	TCC 502 - Management of a Florida Tax Collector 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: Sally Ng				Date: 6-28-24	



**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
TC

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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): Sally Ng

Business email address: sally.ng@miamidade.gov

Business phone number: 305-375-3318

Job title: Senior Tax Records Specialist

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:

☐ Certified Florida Appraiser

☐ Certified Florida Evaluator

☐ Certified Cadastralist of Florida

☐ Certified Florida Collector

☒ Certified Florida Collector Assistant

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

Employer: Miami-Dade Office of the Tax Collector

Your Title: Tax Records Specialist II

Employment Dates: 06/21/2022 - 6/25/2023

Employer: Miami-Dade Office of the Tax Collector

Your Title: Senior Tax Records Specialist

Employment Dates: 06/26/2023 - 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-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:

Sally Ng

Date:

6-28-24

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

Certifies that

Sally Ng

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



Congratulations,

Sally Ng

on completing

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

Course Number: TC-0038C

on

June 8, 2023
10 credit hours



Congratulations,

Sally Ng

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

June 8, 2023

5 credit hours



Congratulations,

Sally Ng

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

June 12, 2023
15 credit hours



Congratulations,

Sally Ng

on completing

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

Course Number: TC-0036C

on

June 12, 2023
30 credit hours



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

Certifies that

Sally Ng

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:	Elizabeth Nieves		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Orange	Job Title: Assistant Manager		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 09/12/05	To: Present
From:	To:

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

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



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

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

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): ELIZABETH NIEVES

Business email address: ENIEVES@OCTAXCOL.COM

Business phone number: 407-836-4130

Job title: ASSISTANT MANAGER

Employed by: ORANGE 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: ORANGE COUNTY TAX COLLECTOR

Your Title: ASSISTANT MANAGER

Employment Dates: 09/12/2005 - CURRENT

Employer:

Your Title:

Employment Dates:

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

No.	Course Title	Hours	No.	Course Title	Hours
TC-0042C	TCC 504- COLLECTION OF LICENSES, TAXES, & FEES	30	TC-0037C	TCC 001- BANKRUPTCY	15
TC-0039C	TCC 003- CUSTOMER SERVICE TRAINING	5	TC 0038C	TCC 002 - EFFECTIVE DECISION-MAKING IN THE WORKPLACE	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: 07/16/2024

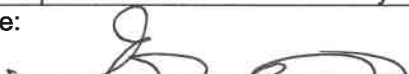


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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): ELIZABETH NIEVES					
Business email address: ENIEVES@OCTAXCOL.COM			Business phone number: 407-836-4130		
Job title: ASSISTANT MANAGER					
Employed by: ORANGE 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: ORANGE COUNTY TAX COLLECTOR					
Your Title: ASSISTANT MANAGER			Employment Dates: 09/12/2005 - CURRENT		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	TCC 501 - DUTIES & RESPONSIBILITIES OF FLORIDA TAX COLLECTORS	30	TC-0041C	TCC 502 - MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 07/18/2024	

07/18/2024

Good afternoon, Sarah

Below is the list of the courses I have successfully completed for the certification of Certified Florida Collector Assistant.

TCC 502, 30 Hours- Management of A Florida Tax Collector's Office

TCC 501, 30 Hours- Duties and Responsibilities of Florida Tax Collector

TCC 504, 30 Hours- Collection of Licenses, Taxes, and Fees. Course Number: TC – 0042C

TCC 003, 5 Hours- Customer Service Training. Course Number: TC – 0039C

TCC 001, 15 Hours - Bankruptcy. Course Number: TC-0037C

TCC 002, 10 Hours – Effective Decision – Making in The Workplace. Course Number: TC-0038C

Please feel free to contact me should you need anything else.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elizabeth Nieves', with a large, stylized loop at the end.

Elizabeth Nieves

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team



Certifies that

Elizabeth Nieves

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

Elizabeth Nieves

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

February 22-26, 2021

Congratulations,

Elizabeth Nieves

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

April 5, 2024
5 credit hours



Congratulations,

Elizabeth Nieves

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

April 12, 2024
15 credit hours



Congratulations,

Elizabeth Nieves

on completing

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

Course Number: TC-0038C

on

April 12, 2024
10 credit hours



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

Certifies that

Elizabeth Nieves

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Judah Parisoe		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake		Job Title: Director of IT	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	09/01/24		

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: 08/01/22	To: Present
From:	To:

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

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



Application for
Florida Professional Certification
Property Tax Oversight Certification and Training

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): Judah Parisoe					
Business email address: judah.parisoe@laketax.com			Business phone number: 352-343-9602		
Job title: Director of IT					
Employed by: 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: Lake County Tax Collector					
Your Title: Director of IT			Employment Dates: 08/01/2022-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-0036C	TCC 503 Collection & Distribution of Property Taxes & Spec. Ass.	30	TC-0038C	TCC 002 Effective Decision Making	10
TC-0037C	TCC 001 Bankruptcy	15	TC-0039C	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: <i>Judah Parisoe</i>				Date: Aug 27, 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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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.



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
TC

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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): Judah Parisoe					
Business email address: judah.parisoe@laketax.com			Business phone number: 352-343-9602		
Job title: Director of IT					
Employed by: 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>					
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Employer: Lake County Tax Collector					
Your Title: Director of IT			Employment Dates: 08/01/2022-present		
Employer:					
Your Title:			Employment Dates:		
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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 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: <i>Judah Parisoe</i>				Date: Aug 27, 2024	

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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,

Judah Parisoe

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

May 26, 2023
15 credit hours



Congratulations,

Judah Parisoe

on completing

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

Course Number: TC-0038C

on

July 13, 2023
10 credit hours



Congratulations,

Judah Parisoe

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

August 28, 2023
5 credit hours



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

Certifies that

Judah Parisoe

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,

Judah Parisoe

on completing

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

Course Number: TC-0036C

on

May 24, 2024
30 credit hours



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

Certifies that

Judah Parisoe

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Karen Pashkow		
Previous Name(s)(if applicable):			
Documentation Included:			
County: St. Lucie	Job Title: Tax Specialist		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	09/01/24		

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: 04/17/19	To: Present
From:	To:

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

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

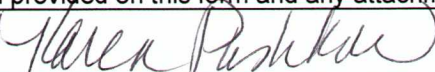


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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

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

Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Karen Pashkow					
Business email address: karen.pashkow@tcslc.com			Business phone number: 772-462-1650		
Job title: Tax Specialist					
Employed by: St. Lucie County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: St. Lucie County Tax Collector					
Your Title: Tax Specialist			Employment Dates: 4/17/2019 - Current		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0042C	TCC 504 Collection of Licenses, Taxes, and Fees	30	TC-0039C	TCC 003 Customer Service Training	5
TC-0041C	TCC 502 Management of a FL Tax Collector's Office	30	TC-0036C	TCC 503 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: 9/13/24	



**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**

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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): Karen Pashkow					
Business email address: karen.pashkow@tcslc.com			Business phone number: 772-462-1650		
Job title: Tax Specialist					
Employed by: St. Lucie County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: St. Lucie County Tax Collector					
Your Title: Tax Specialist			Employment Dates: 4/17/2019 - Current		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0038C	TCC 002 Effective Decision Making in the Workplace +	10			
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: Karen Pashkow				Date: 9/13/24	

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Karen Pashkow

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

Karen Pashkow

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,

Karen Pashkow

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

February 13, 2024

5 credit hours



Congratulations,
Karen Pashkow

on completing

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

Course Number: TC-0036C

on

June 6, 2024
30 credit hours



Congratulations,
Karen Pashkow

on completing

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

Course Number: TC-0038C

on

July 3, 2024
10 credit hours



Congratulations,

Karen Pashkow

on completing

TCC 001 - BANKRUPTCY
Course Number: TC-0037C

on

August 6, 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:	Jordan Potente		
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:	09/01/24		

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: 08/08/22	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
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
TC

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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): Jordan Potente					
Business email address: jordan.potente@laketax.com			Business phone number: 352-343-9602		
Job title: Customer Service Representative II					
Employed by: 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:					
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Your Title: Customer Service Representative II			Employment Dates: 08/08/2022-present		
Employer:					
Your Title:			Employment Dates:		
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TC-0037C	TCC 001 Bankruptcy	15	TC-0039C	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: JORDAN POTENTE				Date: Aug 27, 2024	

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- 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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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.



**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
TC

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): Jordan Potente					
Business email address: jordan.potente@laketax.com			Business phone number: 352-343-9602		
Job title: Customer Service Representative II					
Employed by: 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: Lake County Tax Collector					
Your Title: Customer Service Representative II			Employment Dates: 08/08/2022-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 FL Tax Coll.	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: JORDAN POTENTE				Date: Aug 27, 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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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,

Jordan Potente

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

December 13, 2023
15 credit hours



Congratulations,

Jordan Potente

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

February 22, 2024
5 credit hours



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

Certifies that

Jordan Potente

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,

Jordan Potente

on completing

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

Course Number: TC-0038C

on

May 23, 2024
10 credit hours



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

Certifies that

Jordan Potente

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



Congratulations,
Jordan Potente

on completing

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

Course Number: TC-0036C

on

July 2, 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:	Kiana Powell
Previous Name(s)(if applicable):	
Documentation Included:	
County: Hillsborough	Job Title: Supervisor
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	07/01/24

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: 10/26/15	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	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
AAMVA - Security Features	1	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
Total Hours	110.75	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Total hours = 120.83

Applicant included the FLHSMV: Fraudulent Document Recognition (9 hours) document in the application. This course was not an approved course toward the CFCA designation at the time of completion.



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Kiana Powell		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 10/26/15	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 - Birth Certificates	0.50	Attended Course
AAMVA - Counterfeits and Alterations	0.75	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 - Social Security Cards	0.50	Attended Course
AAMVA - Military ID Cards	0.50	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.83	Attended Course
AAMVA - Expanding the Review	0.50	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
Total Hours	8.83	

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:	Kiana Powell		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 10/26/15	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 - U.S. Immigration Documents	0.75	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.50	Attended Course
Total Hours	1.25	

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

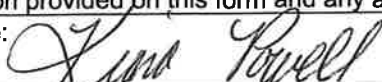


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Kiana Powell					
Business email address: powellk@hillstax.org				Business phone number: 813.612.6780	
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: 10/26/2015 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
TC0036	Collection & Distribution of Property Taxes	30	TC0044C	Heavy Vehicle Use Tax (HVUT)	1
TC0018	CDL 2024: Module 1 Intro to CDL Training	2.5	TC0019C	CDL 2024: Module 2 Overview of the CDL	.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: 7/16/24	

RECEIVED
AUG 1 2024
Florida Dept of Revenue
Property Tax Oversight



**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**

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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): Kiana Powell					
Business email address: powellk@hillstax.org			Business phone number: 813.612.6780		
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: 10/26/2015 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
TC00200	CDL 2024: Module 3 CDL Knowledge Tes	.75	TC00210	CDL 2024: Module 4 CKE End-of-Course	.75
TC00250	Driver License Preparatory Training - OLT	12	TC00140	Security Features	1
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <i>Kiana Powell</i>				Date: 7/16/24	



**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
TC

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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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): Kiana Powell					
Business email address: powellk@hillstax.org			Business phone number: 813.612.6780		
Job title: Supervisor					
Employed by: Hillsborough County Tax Collector					
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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: 10/26/2015 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
TC0002C	Drivers License and ID Cards	0.75	TC0006C	Canadian Birth Certificates, Driver and Vehicle Documents	0.75
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: Kiana Powell				Date: 08/07/2024	



**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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Business email address: powellk@hillstax.org			Business phone number: 813.612.6780		
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: 10/26/2015 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
TC00204	Fraudulent Document Forgery	5	TC0037C	TCC001 Bankruptcy	15
TC0038C	TCC002 Effective Decision Making	10	TC0039C	TCC003 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>Kiana Powell</i>				Date: 7/16/24	



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

☒ **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): Kiana Powell

Business email address: powellk@hillstax.org

Business phone number: 813.612.6780

Job title: Supervisor

Employed by: Hillsborough County Tax Collector

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

☐ Certified Florida Appraiser

☐ Certified Florida Evaluator

☐ Certified Cadastralist of Florida

☐ Certified Florida Collector

☒ Certified Florida Collector Assistant

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

Employer: Hillsborough County Tax Collector

Your Title: Supervisor

Employment Dates: 10/26/2015 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
TC0007C	Canadian Travel, Citizenship, and Immigr	1	TC0010C	Introduction to Fraud	1
TC0005C	Birth Certificates	.50	TC0001C	Counterfeits and Alterations	.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:

Kiana Powell

7/16/24



**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
TC

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): Kiana Powell					
Business email address: powellk@hillstax.org			Business phone number: 813.612.6780		
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: <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: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 10/26/2015 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
TC0045C	Information and Cyber Security Awareness	0.50	TC0015C	Social Security Cards	0.50
TC0013C	People and Actions	0.75	TC0012C	Military ID Cards	0.50
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: Kiana Powell				Date: 08/07/2024	



**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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Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Kiana Powell					
Business email address: powellk@hillstax.org			Business phone number: 813.612.6780		
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: <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: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 10/26/2015 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
TC0011C	Mexican Documents	0.75	TC0009C	Introduction to Covert Features	0.75
TC0008C	Internal Fraud for Staff	0.75	TC0003C	Vehicle Identification Documents	0.83
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: Kiana Powell				Date: 08/07/2024	



**Application for
Florida Professional Certification**
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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): Kiana Powell					
Business email address: powellk@hillstax.org			Business phone number: 813.612.6780		
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: 10/26/2015 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
TC0004C	Expanding the Review	0.50	TC0017C	US Immigration Documents	0.75
TC0016C	Travel Documents	0.75			
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: Kiana Powell				Date: 08/07/2024	

This certificate is awarded to

KIANA POWELL

for the successful completion of

Fraudulent Document Recognition

by FLHSMV

9 Hours 0 Minutes

Date of Course Completion: 5/18/2017

TC-0029C

Congratulations,

Kiana Powell

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

February 27, 2023

15 credit hours



Congratulations,

Kiana Powell

on completing

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

Course Number: TC-0038C

on

March 7, 2023

10 credit hours



Congratulations,

Kiana Powell

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

March 17, 2023

5 credit hours



Congratulations,

Kiana Powell

on completing

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

Course Number: TC-0036C

on

April 11, 2023

30 credit hours



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

Certifies that

Kiana Powell

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024

30 credit hours





This certificate is awarded to

KIANA POWELL

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 2/22/2024

TC 0044C



This certificate is awarded to

KIANA POWELL

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: 2/26/2024

TC 0018C



This certificate is awarded to

KIANA POWELL

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: 2/26/2024

TC-009C



This certificate is awarded to

KIANA POWELL

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: 2/26/2024

TC-0020C



This certificate is awarded to

KIANA POWELL

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: 2/26/2024

TC-0021C



This certificate is awarded to

KIANA POWELL

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 4/10/2024

TC 0025C



iLearn

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 2/29/2024

TC 0014C



iLearn

This certificate is awarded to

KIANA POWELL

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: 2/27/2024

TC 0007C



iLearn

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 2/29/2024

TC 0010C



iLearn

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/27/2024

TC 0005C



iLearn

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/28/2024

TC 0001C



iLearn

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/28/2024

TC 0002C

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Canadian Birth Certificates, Driver, and Vehicle Docs

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/28/2024

TC0006C

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/27/2024

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/27/2024

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/27/2024

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/28/2024

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/28/2024

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/29/2024

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Vehicle Identification Documents

by External Training

0 Hours 50 Minutes

Date of Course Completion: 2/29/2024

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Expanding the Review

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/29/2024

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/29/2024

This certificate is awarded to

KIANA POWELL

for the successful completion of

AAMVA FDR 2024: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/29/2024

This certificate is awarded to

KIANA POWELL

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2024

by FLHSMV

0 Hours 30 Minutes



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jeanette Reid		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: Technical Specialist I		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>		
Certification Date:	09/01/24		

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: 07/17/24	To: Present
From: 1/5/04	To: 7/20/23

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)		
CPM Levels 1-8 (Certified Public Manager)	240	Attended Course
Total Hours	270	

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



Application for
Florida Professional Certification
Property Tax Oversight Certification and Training

DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
Page 1 of 2
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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 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): JEANETTE REID					
Business email address: jeanette.reid@charlottecountyfl.gov			Business phone number: 941-743-1350		
Job title: TECHNICAL SPECIALIST I					
Employed by: CHARLOTTE COUNTY TAX COLLECTOR					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <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 I			Employment Dates: 07/17/2024 - PRESENT		
Employer: LEE COUNTY TAX COLLECTOR					
Your Title: CUSTOMER SERVICE MANAGER			Employment Dates: 01/05/2004-07/20/2023		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	TCC-501	30			
TC-0043C	CPM	240			
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: JEANETTE REID <small>JEANETTE REID (Aug 12, 2024 14:24 EDT)</small>				Date: 8.12.2024	

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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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.

Signature: JEANETTE REID
JEANETTE REID (Aug 12, 2024 14:24 EDT)

Email: jeanette.reid@charlottecountyfl.gov

The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Jeanette Martha Reid

THE DESIGNATION OF

Certified Public Manager

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

September 2016



Handwritten signature of the Governor of Florida.

GOVERNOR

Handwritten signature of the Director of the Florida Center for Public Management.

DIRECTOR

Handwritten signature of the President of the Florida State University.

PRESIDENT

Handwritten signature of the Vice President of the Florida State University.

VICE PRESIDENT



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



Certifies that

Jeanette Reid

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

January 27-31, 2020



CERTIFIED FLORIDA COLLECTOR ASSISTANT

The Florida Department of Revenue

Hereby Certifies That

Jeanette M. Reid

Has Successfully Completed the Requirements for the Designation

On This 1st Day of February, 2020

Jim Zingale
Executive Director
Florida Department of Revenue



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



**The State of Florida
Department of Revenue**
certifies that

JEANETTE M. REID
Lee County
is a
Certified Florida Collector Assistant

with certification requirements met
through December 31, 2023.

Sarah Thomas

From: Jeanette Reid <Jeanette.Reid@charlottecountyfl.gov>
Sent: Monday, September 30, 2024 9:35 AM
To: Sarah Thomas
Subject: Re: CFCA Application Revision Needed

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

Good morning,

I am still currently employed with the Charlotte County Tax Collector. Yes, my application may be revised to reflect those dates of "7/17/2024 to present".

Thank you,



Jeanette Reid

CFCA, CPM

Technical Specialist I

Representing Vickie L. Potts

Charlotte County Tax Collector

Murdock Motor Services

18500 Murdock Circle | Port Charlotte, FL 33948

(941)743-1971 | <https://taxcollector.charlottecountyfl.gov>

Under Florida law, e-mail addresses are public record. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. You may contact this office by phone.

From: Sarah Thomas <Sarah.Thomas@floridarevenue.com>
Sent: Monday, September 30, 2024 8:52 AM
To: Jeanette Reid <Jeanette.Reid@charlottecountyfl.gov>
Subject: CFCA Application Revision Needed

Good morning Jeanette,

Upon final review of the CFCA applications, a small revision is needed to the employment dates on your DR-4001. **Could you please advise if you are still currently employed with the Charlotte County Tax Collector?**

With your permission, may I revise your DR-4001 to state **"07/17/2024-Present"**, to reflect your current employment status for the committee's review? I will send the updated version back to you for your records. **Please advise.**

Thank you,



Sarah Thomas
Research and Training Specialist
Property Tax Oversight
Florida Department of Revenue
(850) 617-8874
Sarah.Thomas@floridarevenue.com

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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Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Melissa Sue Robbins		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Collier		Job Title: Lead Customer Service Specialist	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	07/01/24		

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: 11/16/04	To: Present
From:	To:

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

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): Melissa Sue Robbins					
Business email address: mrobbins@colliertax.com				Business phone number: 239-252-1125	
Job title: Lead Customer Service Specialist					
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: Lead Customer Service Specialist				Employment Dates: 11/16/2004-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 Florida Tax Collectors	30	TC-0024C	Driver's License Preparatory Training	64
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: <i>Melissa Robbins</i>				Date: 7-22-24	



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

MELISSA ROBBINS

for the successful completion of

Driver License Preparatory Training - Virtual Instructor-Led Training

by FLHSMV

64 Hours 00 Minutes

Date of Course Completion: 7/30/2021

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

Certifies that

Melissa Robbins

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

Melissa Robbins

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Stacy Travis Sanford
Previous Name(s)(if applicable):	
Documentation Included:	
County: Pinellas	Job Title: Tax Technician III
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: 04/30/07	To: Present
From:	To:

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

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

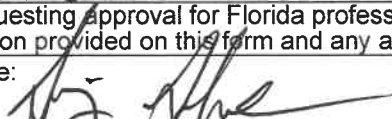


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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

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

Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Stacy Travis Sanford					
Business email address: ssanford@pinellastaxcollector.gov			Business phone number: 727-464-8544		
Job title: Tax Technician 3					
Employed by: Pinellas County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Pinellas County Tax Collector					
Your Title: Tax Technician 3			Employment Dates: 04/30/2007 - Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0043C	CPM Levels 1 - 8	240			
TC-0036C	Collection and Distribution of Property Taxes 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: 08/18/2023	

The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY


HEREBY CONFER UPON

Stacy Sanford

THE DESIGNATION OF

Certified Supervisory Manager

May 2022



GOVERNOR


DIRECTOR

PRESIDENT


VICE-PRESIDENT

The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Stacy Travis Sanford

THE DESIGNATION OF

Certified Public Manager

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

August 2023



GOVERNOR



DIRECTOR



PRESIDENT



VICE PRESIDENT



Congratulations,

Stacy Sanford

on completing

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

Course Number: TC-0036C

on

May 17, 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:	Miguel Santiago
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:	07/01/24

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: 07/18/16	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)		
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.50	Attended Course
Driver License Preparatory Training (Online)	12	Attended Course
TCC 001 - Bankruptcy	15	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 - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Military ID Cards	0.50	Attended Course
Total Hours	94.25	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Total Hours = 120.33



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Miguel Santiago
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:	07/01/24

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: 07/18/16	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 - Social Security Cards	0.50	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - Security Features	1	Attended Course
AAMVA - Vehicle Identification Documents	0.83	Attended Course
AAMVA - Introduction to Fraud	1	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
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	16.08	

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:	Miguel Santiago
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:	07/01/24

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: 07/18/16	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
Total Hours	10	

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
TC

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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): Miguel Santiago					
Business email address: Miguel.Santiago@laketax.com			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: <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 II			Employment Dates: 07/18/2016-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-0038C	TCC 002 Effective Decision Making	10
TC-0037C	TCC 001 Bankruptcy	15	TC-0039C	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: Miguel Santiago				Date: 07/03/2024	



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
TC

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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): Miguel Santiago					
Business email address: Miguel.Santiago@laketax.com				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: <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 II				Employment Dates: 07/18/2016-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-0040C	TCC 501 Duties & Responsibilities of FL Tax Coll.	30	TC-0045C	Information and Cyber Security Awareness	0.5
TC-0044C	Heavy Vehicle Use Tax	1.0	TC-0025C	Driver's License Preparatory Training	12.0
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: Miguel Santiago				Date: 07/03/2024	



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
TC

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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): Miguel Santiago					
Business email address: Miguel.Santiago@laketax.com				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: <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 II				Employment Dates: 07/18/2016-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-0001C	Counterfeits and Alterations	0.75	TC-0003C	Vehicle Identification Documents	0.83
TC-0002C	Driver's License and ID Cards	0.75	TC-0005C	Birth Certificates	0.5
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: Miguel Santiago				Date: 07/03/2024	



**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
TC

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): Miguel Santiago					
Business email address: Miguel.Santiago@laketax.com			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: <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 II			Employment Dates: 07/18/2016-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-0006C	Canadian Birth Certificates, Driver and Vehicle Docs.	0.75	TC-0008C	Internal Fraud for Staff	0.75
TC-0007C	Canadian Travel, Citizenship, and Immigration	1.0	TC-0009C	Introduction to Covert Features	0.75
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: Miguel Santiago				Date: 07/03/2024	



**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
TC

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): Miguel Santiago					
Business email address: Miguel.Santiago@laketax.com				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: <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 II				Employment Dates: 07/18/2016-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-0010C	Introduction to Fraud	1.0	TC-0012C	Military ID Cards	0.5
TC-0011C	Mexican Documents	0.75	TC-0013C	People and Actions	0.75
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: Miguel Santiago				Date: 07/03/2024	



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Page 1 of 2
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Business email address: Miguel.Santiago@laketax.com				Business phone number: 352-343-9602	
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Employed by: Office of The Lake County Tax Collector					
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Employer: Office of The Lake County Tax Collector					
Your Title: Customer Service Representative II				Employment Dates: 07/18/2016-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-0014C	Security Features	1.0	TC-0016C	Travel Documents	0.75
TC-0015C	Social Security Cards	0.5	TC-0017C	U.S. Immigration Documents	0.75
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: Miguel Santiago				Date: 07/03/2024	



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Page 1 of 2
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Business email address: Miguel.Santiago@laketax.com			Business phone number: 352-343-9602		
Job title: Customer Service Representative II					
Employed by: Office of The Lake County Tax Collector					
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Employer: Office of The Lake County Tax Collector					
Your Title: Customer Service Representative II			Employment Dates: 07/18/2016-present		
Employer:					
Your Title:			Employment Dates:		
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No.	Course Title	Hours	No.	Course Title	Hours
TC-0018C	CDL Module 1	2.5	TC-0020C	CDL Module 3	0.75
TC-0019C	CDL Module 2	0.75	TC-0021C	CDL Module 4	0.75
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: Miguel Santiago				Date: 07/03/2024	

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



Certifies that

Miguel Santiago

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

February 18, 2020

Congratulations,

MIGUEL SANTIAGO,

on completing

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

course on

Sunday, December 13, 2020

30.00 credit hours

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 12/8/2021

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2023

by FLHSMV

0 Hours 30 Minutes



This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 1/31/2024

Congratulations,

Miguel Santiago

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

April 23, 2024
15 credit hours



This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 4/26/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: Canadian Birth Certificates, Driver, and Vehicle Docs

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/29/2024

This certificate is awarded to

MIGUEL SANTIAGO

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: 4/29/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/2/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/2/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/2/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/2/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 5/2/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 5/2/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/2/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/2/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/3/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 5/3/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: Vehicle Identification Documents

by External Training

0 Hours 50 Minutes

Date of Course Completion: 5/8/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 5/8/2024

This certificate is awarded to

MIGUEL SANTIAGO

for the successful completion of

AAMVA FDR 2024: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/8/2024

This certificate is awarded to

MIGUEL SANTIAGO

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: 5/9/2024

This certificate is awarded to

MIGUEL SANTIAGO

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: 5/10/2024

This certificate is awarded to

MIGUEL SANTIAGO

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: 5/10/2024

This certificate is awarded to

MIGUEL SANTIAGO

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: 5/10/2024

Congratulations,

Miguel Santiago

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 31, 2024
5 credit hours



Congratulations,

Miguel Santiago

on completing

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

Course Number: TC-0038C

on

June 20, 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:	Andrew Seavers		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Manatee		Job Title:	Assistant System Administrator
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: 05/03/22	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 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:



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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): Andrew Seavers					
Business email address: andrews@taxcollector.com				Business phone number: 941-741-4855	
Job title: Assistant System Administrator					
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 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: Assistan System Administrator				Employment Dates: 05-03-22 to 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 FI Tax Collectors	30	TC-0042C	TCC 504 Collection of Licenses, Taxes, and Fees	30
TC-0041C	TCC 502 Management of a FL Tax Collectors 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: Andrew Seavers				Date: 05/17/2024	
<small>Digitally signed by Andrew Seavers DN: dc=TAX, dc=TC, ou=Locations, ou=Desoto, ou=Users, ou=IT, cn=Andrew Seavers, email=AndrewS@Taxcollector.com Date: 2024.05.17 15:45:28 -04'00'</small>					

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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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.



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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): Andrew Seavers					
Business email address: andrews@taxcollector.com				Business phone number: 941-741-4855	
Job title: Assistant System Administrator					
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>					
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Employer: Manatee County Tax Collector					
Your Title: Assistan System Administrator				Employment Dates: 05-03-22 to current	
Employer:					
Your Title:				Employment Dates:	
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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: Andrew Seavers <small>Digitally signed by Andrew Seavers DN: dc=TAX, dc=TC, ou=Locations, ou=Desoto, ou=Users, ou=IT, cn=Andrew Seavers, email=AndrewS@Taxcollector.com Date: 2024.05.17 15:43:54 -04'00'</small>				Date: 05/17/2024	

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Certification

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

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- 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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

Special Salary for Officials

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

Reinstatement

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

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

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

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

Need Assistance?

Email: PTOTraining@floridarevenue.com

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

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

Certifies that

Andrew Seavers

has successfully completed

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

Course Number: TC-0041C

September 12-15, 2022
30 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Andrew Seavers

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

Andrew Seavers

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,

Andrew Seavers

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

April 27, 2024
15 credit hours



Congratulations,
Andrew Seavers

on completing

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

Course Number: TC-0038C

on

May 11, 2024
10 credit hours



Congratulations,

Andrew Seavers

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 16, 2024
5 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Tamara Smith		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Citrus	Job Title: Customer Service Representative II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 01/28/20	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.50	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.50	Attended Course
Total Hours	120.25	

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
TC

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

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

Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): <u>Tamara Smith</u>					
Business email address: <u>tsmith@citrustc.us</u>				Business phone number: <u>352-341-6510</u>	
Job title: <u>Customer Service Representative II</u>					
Employed by: <u>Citrus 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>Citrus County Tax Collector</u>					
Your Title: <u>Customer Service Representative II</u>				Employment Dates: <u>01/28/2020 - Present</u>	
Employer:					
Your Title:				Employment Dates:	
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0038C	TCC 002 - Effective Decision Making	10.00	TC-0040C	TCC 501 - Duties & Responsibilities of FL Tax Collectors	30.00
TC-0039C	TCC 003 - Customer Service Training	5.00	TC-0036C	TCC 503 - Collection & Distribution of Property Taxes & Special Assessments	30.00
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: <u>Tamara Smith</u>				Date: <u>7-16-24</u>	

TC-0042C	TCC 504 - Collection of Licenses, Taxes, and Fees	30.00
TC-0025C	Driver's License Preparatory Training	12.00
TC-0001C	Counterfeits and Alterations	0.75
TC-0003C	Vehicle Identification Documents	0.50
TC-0008C	Internal Fraud for Staff	0.75
TC-0045C	Information and Cyber Security Awareness Training	0.50
TC-0002C	Driver's License and ID Cards	0.75

RECEIVED

JUL 23 2024

**Florida Dept of Revenue
Property Tax Oversight**

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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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.

Marian Nosal

From: Tamara Smith
Sent: Wednesday, May 27, 2020 11:25 AM
To: Marian Nosal
Subject: FW: COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS Certificate

From: LMSadmin@dor.state.fl.us <LMSadmin@dor.state.fl.us>
Sent: Friday, May 15, 2020 10:01 AM
To: Tamara Smith <tsmith@citrustc.us>
Subject: COLLECTION AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS Certificate

Congratulations,

TAMARA SMITH,

on completing

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

course on

Friday, May 15, 2020

30.00 credit hours

Tamara Smith

From: LMSadmin@dor.state.fl.us
Sent: Thursday, July 23, 2020 4:50 PM
To: Tamara Smith
Subject: CUSTOMER SERVICE COURSE Certificate

Congratulations,

TAMARA SMITH,

on completing

TCC 003 - CUSTOMER SERVICE COURSE

course on

Thursday, July 23, 2020

5 hours

Tamara Smith

From: LMSadmin@dor.state.fl.us
Sent: Thursday, September 3, 2020 10:19 AM
To: Tamara Smith
Subject: EFFECTIVE DECISION MAKING Certificate

Congratulations,

TAMARA SMITH,

on completing

TCC 002 - EFFECTIVE DECISION MAKING

course on

Thursday, September 3, 2020

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.

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.



This certificate is awarded to

TAMARA SMITH

for the successful completion of the course

Driver License Preparatory Training - OLT
By FLHSMV

Date: 4/23/2021

A handwritten signature in blue ink, consisting of a stylized 'M' or 'W' shape with a loop at the end.

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

TAMARA SMITH

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 4/23/2021

This certificate is awarded to

TAMARA SMITH

for the successful completion of

AAMVA FDR 2020: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 6/30/2021

This certificate is awarded to

TAMARA SMITH

for the successful completion of

AAMVA FDR 2020: Vehicle Identification Documents

by External Training

0 Hours 30 Minutes

Date of Course Completion: 7/21/2021

This certificate is awarded to

TAMARA SMITH

for the successful completion of

AAMVA FDR 2020: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 7/22/2021

This certificate is awarded to

TAMARA SMITH

for the successful completion of

AAMVA FDR 2020: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/8/2023



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

TAMARA SMITH

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2023

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 10/13/2023

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

Certifies that

Tamara Smith

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

Tamara Smith

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Jacob Sparks
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:	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 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
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): JACOB SPARKS					
Business email address: JACOBS@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: 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-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: Jacob Sparks			Digitally signed by Jacob Sparks Date: 2024.07.10 15:58:28 -04'00'		Date: 07/10/2024

This certificate is awarded to

JACOB SPARKS

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,

Jacob Sparks

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

Jacob Sparks

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jennifer V. Spell		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Volusia	Job Title: Outreach 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: 03/15/21	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 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	150	

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

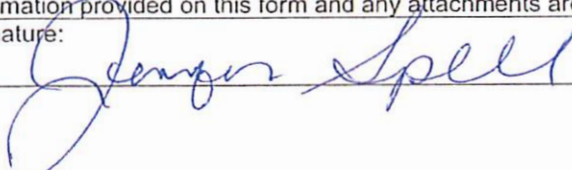


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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

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

Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Jennifer V. Spell					
Business email address: jspell@vctaxcollector.org			Business phone number: 386-337-0097		
Job title: Outreach Specialist					
Employed by: Office of Will Roberts, Volusia County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Office of Will Roberts, Volusia County Tax Collector					
Your Title: Outreach Specialist			Employment Dates: 3/15/2021-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
TC0037C	Bankruptcy	15	TC0038C	Effective Decision-Making in the Workplace	10
TC0039C	Customer Service Training	5	TC0040C	Duties & 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: 7/11/24	

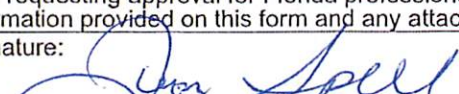


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
Page 7 of 2
TC

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

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

Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Jennifer V. Spell					
Business email address: jspell@vctaxcollector.org			Business phone number: 386-337-0097		
Job title: Outreach Specialist					
Employed by: Office of Will Roberts, Volusia County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Office of Will Roberts, Volusia County Tax Collector					
Your Title: Outreach Specialist			Employment Dates: 3/15/2021-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
TC0041C	Management of FL Tax Collector's office	30	TC0036C	Collection & Distribution of Property Taxes and Special Assessments	30
TC0042C	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: 7/11/24	

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Jennifer Spell

has successfully completed

TCC 501 - DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Jennifer Spell

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,

Jennifer Spell

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

December 20, 2023

5 credit hours



Congratulations,
Jennifer Spell

on completing

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

Course Number: TC-0038C

on

March 21, 2024
10 credit hours



Congratulations,

Jennifer Spell

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

April 2, 2024
15 credit hours



Congratulations,
Jennifer Spell

on completing

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

Course Number: TC-0036C

on

May 29, 2024
30 credit hours



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

Certifies that

Jennifer Spell

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours





Name to Appear on Certificate:	Hallie Sullivan
Previous Name(s)(if applicable):	
Documentation Included:	
County: Citrus	Job Title: Customer Service Representative II
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	07/01/24

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: 10/14/20		To: Present
From:		To:

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

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): Hallie Sullivan					
Business email address: hsullivan@citrustc.us			Business phone number: 352-341-6510		
Job title: Customer Service Representative II					
Employed by: Citrus County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Citrus County Tax Collector					
Your Title: Customer Service Representative II			Employment Dates: 10/14/2020 - 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	10.00	TC-0036C	TCC 503 - Collection & Distribution of Property Taxes & Special Assessments	30.00
TC-0039C	TCC 003 - Customer Service Training	5.00	TC-0037C	TCC 001 - Bankruptcy	15.00
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: 07.12.2024	

TC-0040C | TCC 501 - Duties & Responsibilities of Florida Tax Collectors | 30.00
TC-0042C | TCC 504 - Collection of Licenses, Taxes, and Fees | 30.00

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JUL 23 2024

**Florida Dept of Revenue
Property Tax Oversight**

INSTRUCTIONS

DR-4001
Page 2 of 2

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

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

Certification

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

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

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

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

To become a Certified Cadastralist of Florida you must complete:

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

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

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

Course Approval and Examinations

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

Annual Recertification Due January 1

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

Florida county property appraisers and tax collectors must complete a minimum of 24 hours of approved courses. In addition to the approved courses listed on the Department's Certification and Training webpage, continuing education courses, seminars, workshops, and conferences will be approved on a case-by-case basis. See Form DR-4002, *Application for Approval of a Course or Continuing Education Credit Hours* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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.

Hallie Sullivan

From: LMSadmin@dor.state.fl.us
Sent: Thursday, January 14, 2021 3:34 PM
To: Hallie Sullivan
Subject: EFFECTIVE DECISION MAKING Certificate

Congratulations,

HALLIE SULLIVAN,

on completing

TCC 002 - EFFECTIVE DECISION MAKING

course on

Thursday, January 14, 2021

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.

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.

Hallie Sullivan

From: LMSadmin@dor.state.fl.us
Sent: Thursday, January 14, 2021 9:59 AM
To: Hallie Sullivan
Subject: CUSTOMER SERVICE COURSE Certificate

Congratulations,

HALLIE SULLIVAN,

on completing

TCC 003 - CUSTOMER SERVICE COURSE

course on

Thursday, January 14, 2021

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.

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

Congratulations,
Hallie Sullivan

on completing

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

on

December 8, 2021
30 credit hours



Congratulations,

Hallie Sullivan

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 22, 2022
15 credit hours



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

Certifies that

Hallie Sullivan

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

Hallie Sullivan

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Justyna Swiebocki		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Director, Finance and Accounting		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	08/01/24		

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: 04/22/19	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 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): Justyna Swiebocki					
Business email address: swiebockij@hillstax.org				Business phone number: 813.635.5284	
Job title: Director, Finance & Accounting					
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: Director, Finance & Accounting				Employment Dates: 04/22/2019 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
TC00400	TCC501 Duties & Responsibilities of Florida Tax Collector	30	TC00360	TCC503 Collection & Distribution of Property Taxes	30
TC00420	TCC504 Collection of Licenses, Taxes, and Fees	30	TC00390	TCC003 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: 7/31/2024	

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AUG 13 2024

Florida Dept of Revenue
Property Tax Oversight

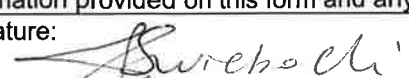


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Justyna Swiebocki					
Business email address: swiebockij@hillstax.org			Business phone number: 813.635.5284		
Job title: Director, Finance & Accounting					
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: Director, Finance & Accounting			Employment Dates: 04/22/2019 to Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0038	TCC002 Effective Decision-Making In the	10	TC0037C	TCC001 Bankruptcy	15
					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: 7/31/2024	

JS

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

Certifies that

Justyna Swiebocki

has successfully completed

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

Course Number: TC-0040C

February 7-10, 2022
30 credit hours



Congratulations,

Justyna Swiebocki

on completing

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

Course Number: TC-0036C

on

September 28, 2022
30 credit hours



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

Certifies that

Justyna Swiebocki

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



Congratulations,

Justyna Swiebocki

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 17, 2024
5 credit hours



Congratulations,

Justyna Swiebocki

on completing

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

Course Number: TC-0038C

on

June 5, 2024
10 credit hours



Congratulations,

Justyna Swiebocki

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

July 22, 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:	Cherrelle Turner		
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:	08/01/24		

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: 04/28/14	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	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 - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.75	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
Total Hours	98.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Total hours: 120



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Cherrelle Turner		
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:	08/01/24		

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: 04/28/14	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 - Expanding the Review	0.50	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
AAMVA - U.S. Immigration 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
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 - Vehicle Identification Documents	0.50	Attended Course
Total Hours	9.5	

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

Notes:



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Cherrelle Turner		
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:	08/01/24		

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: 04/28/14	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 - Driver License Preparatory Training (Online)	12	Attended Course
Total Hours	12	

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

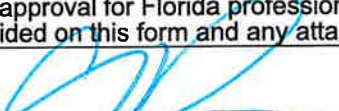


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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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): Cherrelle Turner					
Business email address: Turnerc@hillstax.org			Business phone number: 813-612-6778		
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: 04/28/2014 - Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0014C	AAMVA FDR 2021 Security Features	1	TC0015C	AAMVA FDR 2021 Social Security Cards	.5
TC0013C	AAMVA FDR 2021 People and Actions	.75	TC0012C	AAMVA FDR 2021 Military ID Cards	.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: 7/19/24	

RECEIVED

AUG 1 2024

**Florida Dept of Revenue
Property Tax Oversight**



**Application for
Florida Professional Certification**
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Page 1 of 2
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Applicant's name (as you would like it to appear on the certificate): Cherrelle Turner					
Business email address: Turnerc@hillstax.org			Business phone number: 813-612-6778		
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: <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: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 04/28/2014 - Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0041C	TCC502 MANAGEMENT OF A FL TAX COLLECTOR OFFICE	30	TC0037C	TCC001 BANKRUPTCY	15
TC0038C	TCC002 EFFECTIVE DECISION MAKING IN THE WORKPLACE	10	TC0042C	TCC504 COLLECTION OF LICENSES, TAXES, AND FEES	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: 7/19/24	

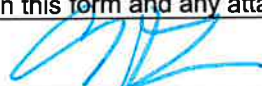


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N. 10/21
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Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Cherrelle Turner					
Business email address: Turnerc@hillstax.org				Business phone number: 813-612-6778	
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: 04/28/2014 - Present	
Employer:					
Your Title:				Employment Dates:	
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0019C	AAMVA CDL 2021 MODULE 2 OVERVIEW OF THE CDL TESTS	.75	TC0020C	AAMVA CDL 2021 MODULE 3 CDL KNOWLEDGE TESTES OVERVIEW	.75
TC00021C	AAMVA CDL 2021 MODULE 4 CKE END OF COURSE EXAM OVERVIEW	.75	TC0001C	AAMVA FDR 2021 COUNTERFEITS AND ALTERATIONS	.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: 7/19/24	

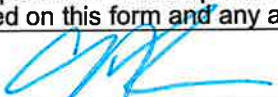


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Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Cherrelle Turner					
Business email address: Turnerc@hillstax.org				Business phone number: 813-612-6778	
Job title: Supervisor					
Employed by: Hillsborough County Tax Collector					
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<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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No.	Course Title	Hours	No.	Course Title	Hours
TC0002C	AAMVA FDR 2021 DRIVER LICENSES AND ID CARDS	.75	TC0004C	AAMVA FDR 2021 EXPANDING THE REVIEW	.5
TC0044C	HEAVY VEHICLE USE TAX (HVUT) 2021	1	TC0017C	AAMVA FDR 2021 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: 7/17/24	

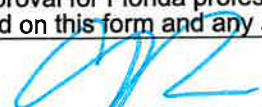


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No.	Course Title	Hours	No.	Course Title	Hours
TC0008C	AAMVA FDR 2021 INTERNAL FRAUD FOR STAFF	.75	TC0009C	AAMVA FDR 2021 INTRODUCTION TO COVERT FEATURES	.75
TC0010C	AAMVA FDR 2021 INTRODUCTION TO FRAUD	1	TC0011C	AAMVA FDR 2021 MEXICAN DOCUMENTS	.75
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: 7/19/24	

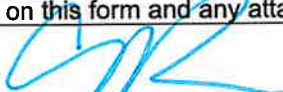


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No.	Course Title	Hours	No.	Course Title	Hours
TC0016C	AAMVA FDR 2021 TRAVEL DOCUMENTS	.75	TC0003	AAMVA FDR 2021 VEHICLE IDENTIFICATION DOCUMENTS	.5
TC0025C	DRIVER LICENSE PREPARATORY TRAINING OLT	12	TC0039C	TCC003 CUSTOMER SERVICE TRAINING	5
Applicant 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: 7/19/24	

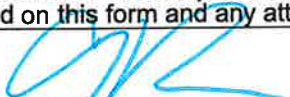


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Employer:					
Your Title:			Employment Dates:		
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No.	Course Title	Hours	No.	Course Title	Hours
TC0045C	INFORMATION AND CYBER SECURITY AWARENESS FOR EXTERNAL ENTITIES 2023	.5	TC0006C	AAMVA FDR 2021 CANADIAN BIRTH CERTIFICATES, DRIVER AND VEHICLE DOCS	.75
TC0007C	AAMVA FDR 2021 CANADIAN TRAVEL, CITIZENSHIP, AND IMMIGRATOI DOCS	1	TC0018C	AAMVA CDL 2021 MODULE 1 INTRODUCTION TO CDL LICENSING	2.5
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: 7/17/24	

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

Certifies that

Cherrelle Turner

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,

Cherrelle Turner

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

March 6, 2023
15 credit hours



Congratulations,

Cherrelle Turner

on completing

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

Course Number: TC-0038C

on

February 27, 2024
10 credit hours



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

Certifies that

Cherrelle Turner

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2023

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 10/17/2023

TC-0045C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

CHERRELLE TURNER

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: 10/17/2023

TC-0006C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

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

by External Training

1 Hour 0 Minutes

Date of Course Completion: 10/19/2023

TC-0007C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA CDL 2021: Module 1 - Introduction to CDL Licensing

by MS

2 Hours 30 Minutes

Date of Course Completion: 10/19/2023

TC-0018C

This certificate is awarded to

CHERRELLE TURNER

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: 10/19/2023

TC-0019C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA CDL 2021: Module 3 - CDL Knowledge Tests Overview

by MS

0 Hours 45 Minutes

Date of Course Completion: 10/19/2023

TC-0020C

This certificate is awarded to

CHERRELLE TURNER

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: 10/20/2023

TC-00021C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/17/2023

TC-0001C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/17/2023

TC-0002C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: Expanding the Review

by External Training

0 Hours 30 Minutes

Date of Course Completion: 10/17/2023

TC-0004C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 10/17/2023

TC-0044C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/19/2023

TC-0017C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/19/2023

TC-0008C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/19/2023

TC-0009C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 10/19/2023

tc-0010c

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/19/2023

TC-0011C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 10/19/2023

TC-0012C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/19/2023

TC-0013C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 10/19/2023

TC-0014C

This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 10/19/2023

TC-0015C



This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 10/19/2023

TC-0016C



This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

AAMVA FDR 2021: Vehicle Identification Documents

by External Training

0 Hours 30 Minutes

Date of Course Completion: 10/17/2023

TC-0003C



This certificate is awarded to

CHERRELLE TURNER

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 10/26/2023

TC-0025C

Congratulations,

Cherrelle Turner

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0030C

on

July 18, 2024
5 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Justin Valdes
Previous Name(s)(if applicable):	
Documentation Included:	
County: Bradford	Job Title: Tax and DHSMV Clerk
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	10/01/24

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: 12/1/19	To: 12/1/21

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
90-hours per 12D-19.003(3)(b)		
FLHSMV - Information and Cyber Security Awareness Training	0.50	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.83	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	1.0	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	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
Total Hours	41.33	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Total Hours = 120.33

Applicant included the AAMVA FDR 2024: Internal Fraud for Managers document in the application. This course 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:	Justin Valdes		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Bradford	Job Title: Tax and DHSMV Clerk		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	10/01/24		

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: 12/1/19	To: 12/1/21

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - Social Security Cards	0.50	Attended Course
AAMVA - Military ID Cards	0.50	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Introduction to Fraud	1.0	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Security Features	1.0	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1.0	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
Total Hours	74	

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:	Justin Valdes		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Bradford	Job Title: Tax and DHSMV Clerk		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	10/01/24		

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: 12/1/19	To: 12/1/21

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
-------------------------------------	--------------------------	-----	--------------------------	----

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
TC

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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): Justin Valdes					
Business email address: justin_valdes@bradfordcountyfl.gov			Business phone number: 904-966-6355		
Job title: Tax and DHSMV Clerk					
Employed by: Teresa G. Phillips, Bradford 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: DHSMV Clerk			Employment Dates: 12/2019 - 12/2021		
Employer: Bradford County Tax Collector					
Your Title: Tax and DHSMV Clerk			Employment Dates: 1/5/2022 - 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
TC0001C	Counterfeits and Alterations	.75	TC0002C	Driver's License and ID Cards	.75
TC0003C	Vehicle Identification Documents	.83	TC0005C	Birth Certificates	.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: 09/17/2024		



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N. 10/21
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Page 1 of 2
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Your Title: DHSMV Clerk			Employment Dates: 12/2019 - 12/2021		
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No.	Course Title	Hours	No.	Course Title	Hours
TC0006C	Canadian Birth Cert. Driver & Vehicle Documents	.75	TC0007C	Canadian Travel, Citizenship, and Immigration Docs	1.0
TC0008C	Internal Fraud for Staff	.75	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: 09/17/2024	



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

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No.	Course Title	Hours	No.	Course Title	Hours
TC0010C	Introduction to Fraud	1.0	TC0011C	Mexican Documents	.75
TC0012C	Military ID Cards	.5	TC0013C	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.				Date:	
Signature:				09/17/2024	

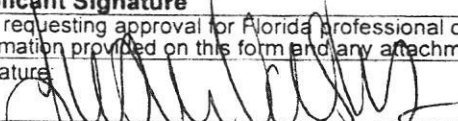


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DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
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Page 1 of 2
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No.	Course Title	Hours	No.	Course Title	Hours
TC0014C	Security Features	1.0	TC0015C	Social Security Cards	.5
TC0016C	Travel Documents	.75	TC0017C	U. S. 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: 09/17/2024		

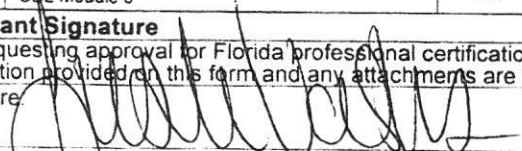


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DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
Page 1 of 2
TC

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Business email address: justin_valdes@bradfordcountyfl.gov			Business phone number: 904-966-6355		
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Employed by: Teresa G. Phillips, Bradford County Tax Collector					
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Employer: Pinellas County Tax Collector					
Your Title: DHSMV Clerk			Employment Dates: 12/2019 - 12/2021		
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No.	Course Title	Hours	No.	Course Title	Hours
TC0018C	CDL(Commercial Driver's License) Module 1	2.5	TC0019C	CDL Module 2	.75
TC0020C	CDL Module 3	.75	TC0021C	CDL Module 4	.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: 09/17/2024		



Application for
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Page 1 of 2
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Your Title: DHSMV Clerk			Employment Dates: 12/2019 - 12/2021		
Employer: Bradford County Tax Collector					
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No.	Course Title	Hours	No.	Course Title	Hours
TC0025C	Driver's License Preparatory Training (2021-present)	12	TC0044C	Heavy Vehicle Use Tax (HVUT)	1.0
TC0045C	Information and Cyber Security Awareness Training	.5	TC0036C	TCC 503 - Collection & Distrib of Property Taxes & SA	30
Applicant Signature					
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Signature:			Date: 09/17/2024		



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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	TC0038C	TCC 2 - Effective Decision Making	10
TC0039C	TCC 003 - Customer Service Training	5	TC0042C	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: 09/17/2024		

Below listed are the approved courses completed by Justin Valdes for Initial certification as a Certified Florida Collector Assistant:

Course Number	Course Name	Hours	Platform
TC-0001C	Counterfeits and Alterations	.75	Online
TC-0002C	Driver's License and ID Cards	.75	Online
TC-0003C	Vehicle Identification Documents	.83	Online
TC-0005C	Birth Certificates	.5	Online
TC-0006C	Canadian Birth Certificates, Driver and Vehicle Documents	.75	Online
TC-0007C	Canadian Travel, Citizenship and Immigration Documents	1.00	Online
TC-0008C	Internal Fraud for Staff	.75	Online
TC-0009C	Introduction to Covert Features	.75	Online
TC-0010C	Introduction to Fraud	1.0	Online
TC-0011C	Mexican Documents	.75	Online
TC-0012C	Military ID Cards	.5	Online
TC-0013C	People and Actions	.75	Online
TC-0014C	Security Features	1.00	Online
TC-0015C	Social Security Cards	.5	Online
TC-0016C	Travel Documents	.75	Online
TC-0017C	U.S. Immigration Documents	.75	Online
TC-0018C	CDL (Commercial Driver's License) Module 1	2.5	Online
TC-0019C	CDL Module 2	.75	Online
TC-0020C	CDL Module 3	.75	Online
TC-0021C	CDL Module 4	.75	Online
TC-0025C	Driver's License Preparatory Training (2021 – present)	12.00	Online
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1.00	Online
TC-0045C	Information and Cyber Security Awareness Training	.5	Online
TC-0036C	TCC 503 – Collection and Distribution of Property Taxes and Special Assessments	30.0	Online
TC-0037C	TCC 001 – Bankruptcy	15.0	Online
TC-0038C	TCC 002 – Effective Decision Making	10.0	Online
TC-0039C	TCC 003 – Customer Service Training	5.0	Online
TC-0042C	TCC 504 – Collection of Licenses, Taxes and Fees	<u>30.0</u>	Instructor Led

120.33 Hours

Approved Courses for Certification

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

The following courses are approved for credit for CFCs and CFCAs. 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 CFCAs 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 2024)			
Course Number	American Association of Motor Vehicle Administrators	Classroom Hours	Platform
TC-0001C	Counterfeits and Alterations	* .75	Online
TC-0002C	Driver's License and ID Cards	* .75	Online
TC-0003C	Vehicle Identification Documents	* .75	Online
TC-0004C	Expanding the Review	*	Online
TC-0005C	Birth Certificates	* .5	Online
TC-0006C	Canadian Birth Certificates, Driver and Vehicle Documents	* .75	Online
TC-0007C	Canadian Travel, Citizenship, and Immigration Documents	* 1.0	Online
TC-0008C	Internal Fraud for Staff	* .75	Online
TC-0009C	Introduction to Covert Features	* .75	Online
TC-0010C	Introduction to Fraud	* 1.0	Online
TC-0011C	Mexican Documents	* .75	Online
TC-0012C	Military ID Cards	* .5	Online
TC-0013C	People and Actions	* .75	Online
TC-0014C	Security Features	* 1.0	Online
TC-0015C	Social Security Cards	* .5	Online
TC-0016C	Travel Documents	* .75	Online
TC-0017C	U.S. Immigration Documents	* .75	Online
TC-0018C	CDL (Commercial Driver's License) Module 1	* 2.5	Online
TC-0019C	CDL Module 2	* .75	Online
TC-0020C	CDL Module 3	* .75	Online
TC-0021C	CDL Module 4	* .75	Online
Course Number	Florida Department of Highway Safety and Motor Vehicles	Classroom Hours	Platform
TC-0022C	Driver's License (DL) Training Series: Phase I	*	Instructor-led
TC-0023C	DL Training Series: Phase II	*	Instructor-led
TC-0024C	Driver's License Preparatory Training (2021 – present)	64	Instructor-led
TC-0025C	Driver's License Preparatory Training (2021 – present)	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) (2018 – present)	5	Instructor-led
TC-0027C	DL Transformed: Driving Test (2018 – present)	8	Instructor-led
TC-0028C	DL Transformed: Financial Responsibility (2018 – present)	8	Instructor-led
TC-0029C	DL Transformed: Fraudulent Document Recognition (2018 – present)	8	Instructor-led
TC-0030C	DL Transformed: Identification/Name Requirements (2018 – present)	4	Instructor-led
TC-0031C	DL Transformed: Legal Presence (2018 – present)	6	Instructor-led
TC-0032C	DL Transformed: License and ID Card Requirements (2018 – present)	7	Instructor-led
TC-0033C	DL Transformed: Medicals (2018 – present)	8	Instructor-led
TC-0034C	DL Transformed: Sanctions (2018 – present)	6	Instructor-led
TC-0035C	DL Transformed: Vision (2018 – present)	8	Instructor-led
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1	Online
TC-0045C	Information and Cyber Security Awareness Training	0.5	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

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

Certifies that

Justin Valdes

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



This certificate is awarded to

JUSTIN VALDES

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



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

JUSTIN VALDES

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: 2/22/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/23/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/23/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Vehicle Identification Documents

by External Training

0 Hours 50 Minutes

Date of Course Completion: 2/23/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/23/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Canadian Birth Certificates, Driver, and Vehicle Docs

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/23/2024



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

JUSTIN VALDES

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: 2/23/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/23/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Internal Fraud for Managers

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/23/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/23/2024



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

JUSTIN VALDES

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: 2/23/2024



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

JUSTIN VALDES

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: 2/23/2024



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

JUSTIN VALDES

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: 2/23/2024



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/23/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/23/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 2/23/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/23/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 2/26/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/26/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 2/26/2024



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

JUSTIN VALDES

for the successful completion of

AAMVA FDR 2024: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/26/2024



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

JUSTIN VALDES

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 7/11/2024

This certificate is awarded to

JUSTIN VALDES

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 7/11/2024

Congratulations,

Justin Valdes

on completing

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

Course Number: TC-0036C

on

August 31, 2024
30 credit hours



Congratulations,

Justin Valdes

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

September 12, 2024

15 credit hours



Congratulations,

Justin Valdes

on completing

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

Course Number: TC-0038C

on

September 13, 2024
10 credit hours



Congratulations,

Justin Valdes

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

September 13, 2024

5 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jeovani Veloz		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: Finance Associate III		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 02/02/22	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
TC

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): JEOVANI VELOZ					
Business email address: jeovani.veloz@charlottecountyfl.gov			Business phone number: 941-743-1360		
Job title: Finance Associate III					
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: Finance Associate III			Employment Dates: 02/02/2022-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	30	TC-0036C	TCC-503	30
TC-0041C	TCC-502	30	TC-0042C	TCC-504	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <u>Jeovani Veloz</u> <small>Jeovani Veloz (Jul 22, 2024 10:40 EDT)</small>				Date: 07/22/2024	

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* (incorporated by reference in Rule 12D-16.002, F.A.C.).

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.

Signature: Jeovani Veloz

Jeovani Veloz (Jul 22, 2024 10:40 EDT)

Email: jeovani.veloz@charlottecountyfl.gov

Congratulations,

Jeovani Veloz

on completing

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

Course Number: TC-0036C

on

April 7, 2022
30 credit hours



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

Certifies that

Jeovani Veloz

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

Jeovani Veloz

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

Jeovani Veloz

has successfully completed

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

Course Number: TC-0042C

June 24-27, 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:	Jennifer Vettel		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake		Job Title: Lead	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	09/01/24		

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: 06/26/17	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)		
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	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 - 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
AAMVA - Military ID Cards	0.50	Attended Course
Total Hours	63.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Total hours: 120.33



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jennifer Vettel		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake		Job Title: Lead	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	09/01/24		

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: 06/26/17	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 - Security Features	1	Attended Course
AAMVA - Social Security Cards	0.50	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - Vehicle Identification Documents	0.83	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
TCC 003 - Customer Service Training	5	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.50	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
Total Hours	26.83	

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:	Jennifer Vettel		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake		Job Title: Lead	
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	09/01/24		

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: 06/26/17	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 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
Total Hours	30	

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

Notes:



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					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Jennifer Vettel					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Lead					
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>					
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Employer: Office of The Lake County Tax Collector					
Your Title: Lead			Employment Dates: 06/26/2017-present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0001C	Counterfeits & Alterations	.75 (45 min)	TC-0003C	Vehicle Identification Documents	.83 (50 min)
TC-0002C	Driver's License & ID Cards	.75 (45 min)	TC-0005C	Birth Certificates	.50 (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: Jennifer Vettel				Date: Aug 29, 2024	



Application for
Florida Professional Certification
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<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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Employer:					
Your Title:			Employment Dates:		
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No.	Course Title	Hours	No.	Course Title	Hours
TC-0006C	Canadian BC, Driver and Vehicle Documents	.75 (45 min)	TC-0008C	Internal Fraud for Staff	.75 (45 min)
TC-0007C	Canadian Travel, Citizenship, & Immigration Docs	1.0 (60 min)	TC-0009C	Introduction to Covert Features	.75 (45 min)
Applicant Signature					
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Signature: Jennifer Vettel				Date: Aug 29, 2024	



Application for
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Employer: Office of The Lake County Tax Collector					
Your Title: Lead			Employment Dates: 06/26/2017-present		
Employer:					
Your Title:			Employment Dates:		
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No.	Course Title	Hours	No.	Course Title	Hours
TC-0010C	Introduction to Fraud	1.0 (60 min)	TC-0012C	Military ID Cards	.50 (30 min)
TC-0011C	Mexican Documents	.75 (45 min)	TC-0013C	People and Actions	.75 (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: Jennifer Vettel				Date: Aug 29, 2024	



**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**

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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:					
<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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Employer:					
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No.	Course Title	Hours	No.	Course Title	Hours
TC-0014C	Security Features	1.0 (60 min)	TC-0016C	Travel Documents	.75 (45 min)
TC-0015C	Social Security Cards	.50 (30 min)	TC-0017C	U.S. Immigration Documents	.75 (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: Jennifer Vettel				Date: Aug 29, 2024	



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**

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Applicant's name (as you would like it to appear on the certificate): Jennifer Vettel					
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No.	Course Title	Hours	No.	Course Title	Hours
TC-0018C	CDL Module 1	2.5	TC-0020C	CDL Module 3	.75 (45 min)
TC-0019C	CDL Module 2	.75 (45 min)	TC-0021C	CDL Module 4	.75 (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: Jennifer Vettel				Date: Aug 29, 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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Reason for Applying					
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No.	Course Title	Hours	No.	Course Title	Hours
TC-0025C	Driver License Preparatory Training Online	12.0	TC-0045C	Information and Cyber Security Awareness Training	.50 (30 min)
TC-0044C	Heavy Vehicle Use Tax (HVUT)	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: Jennifer Vettel				Date: Aug 29, 2024	



**Application for
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DR-4001
N. 10/21
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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					
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No.	Course Title	Hours	No.	Course Title	Hours
TC-0036C	TCC 503 Collection & Distribution of Property Taxes & Spc. Ass.	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: Jennifer Vettel				Date: Aug 29, 2024	

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



Certifies that

Jennifer Vettel

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

February 22-26, 2021

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Congratulations,

Jennifer Vettel

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

April 3, 2024
15 credit hours



Congratulations,

Jennifer Vettel

on completing

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

Course Number: TC-0038C

on

April 17, 2024
10 credit hours



This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/17/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/17/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 4/17/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

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: 4/17/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: Canadian Birth Certificates, Driver, and Vehicle Docs

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/17/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/23/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/23/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 4/23/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/23/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 4/23/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/23/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 4/23/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 4/23/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/23/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: Vehicle Identification Documents

by External Training

0 Hours 50 Minutes

Date of Course Completion: 4/24/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

AAMVA FDR 2024: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/24/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

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: 4/24/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

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: 4/24/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

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: 4/24/2024

This certificate is awarded to

JENNIFER LONG-VETTEL

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: 4/24/2024

Congratulations,

Jennifer Vettel

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 15, 2024
5 credit hours



Congratulations,
Jennifer Vettel

on completing

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

Course Number: TC-0036C

on

June 26, 2024
30 credit hours



This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2024

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 6/27/2024



This certificate is awarded to

JENNIFER LONG-VETTEL

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 8/28/2024



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Brandon Ware		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Broward	Job Title: Records, Taxes, and Treasury 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: 06/02/21	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
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
TC

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): Brandon Ware					
Business email address: bware@broward.org				Business phone number: 954-357-7932	
Job title: Records, Taxes and Treasury Specialist					
Employed by: Broward County 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:					
<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: Broward County Board of County Commissioners - Tax Collector's office					
Your Title: Records Taxes and Treasury Specialist				Employment Dates: 6/2/21 - 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-0037C	TCC 001 - Bankruptcy	15	TC-0039C	TCC- 003 Customer Service Training	5
TC-0038C	TCC 002- Effective Decision Making in the workplace	10	TC-0036C	TCC- 503 Collection & Distribution of Property Taxes	30
TC-0042C	TCC-504 Collection of Licenses, Taxes and Fees	30	TC-0040C	TCC-501 Duties & Responsibilities of FI Tax Collector	30
Applicant Signature I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: BRANDON WARE				Date: 09/09/2024	

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

Certifies that

Brandon Ware

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



Congratulations,

Brandon Ware

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

June 20, 2023
15 credit hours



Congratulations,

Brandon Ware

on completing

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

Course Number: TC-0038C

on

August 18, 2023
10 credit hours



Congratulations,

Brandon Ware

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

September 8, 2023
5 credit hours



Congratulations,
Brandon Ware

on completing

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

Course Number: TC-0036C

on

September 19, 2023
30 credit hours



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

Certifies that

Brandon Ware

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:	Devlin Ware		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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:



**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): Devlin Ware					
Business email address: ware@hillstax.org			Business phone number: 813.635.5210 x5477		
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
TC0040	Duties & Responsibilities of Florida Tax C	30	TC0041	TCC502 Management of a Florida Tax Cc	30
TC0036	TCC503 Collection & Distribution of Prope	30	TCC0037	TCC001 Bankruptcy	15
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: Devlin Ware				Date: 6/26/2024	



**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): Devlin Ware					
Business email address: ware@hillstax.org			Business phone number: 813.635.5210 x5477		
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
TC0038C	TCC002 Effective Decision-Making in the	10	TC0039C	TCC003 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: Devlin Ware				Date: 6/26/2024	

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

Certifies that

Devlin Ware

has successfully completed

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

Course Number: TC-0040C

February 7-10, 2022
30 credit hours



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

Certifies that

Devlin Ware

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,

Devlin Ware

on completing

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

Course Number: TC-0036C

on

May 24, 2024
30 credit hours



Congratulations,

Devlin Ware

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

March 14, 2023
15 credit hours



Congratulations,

Devlin Ware

on completing

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

Course Number: TC-0038C

on

May 12, 2023
10 credit hours



Congratulations,

Devlin Ware

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

June 24, 2024
5 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Colleen Webb		
Previous Name(s)(if applicable):	Colleen Blanton		
Documentation Included:	No		
County: Hillsborough	Job Title: Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	07/01/24		

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: 12/28/99	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
FLHSMV - DL Transformed: Fraudulent Document Recognition	8	Attended Course
Tax Collectors Phase I	40	Attended Course
Tax Collectors Examiner Training	40	Attended Course
Total Hours	148	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Applicant included the FLHSMV: Financial Responsibility (3 hours) document in the application. This course was not an approved course toward the CFCA designation at the time the applicant completed it.

Tax Collectors Phase I (40 hours) and Tax Collectors Examiner Training (40 hours) are previously approved versions of the approved course TC-0022C.




**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
TC

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): Colleen Webb					
Business email address: WebbC@hillstax.org			Business phone number: 813.612.6753		
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: 12/28/1999 - Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0041C	TCC502 Management of a Florida Tax Collector's Office	30	TC0042C	TCC504 Collection of Licenses, Taxes and Fees	30
TC0022C	Tax Collector Examiner Training	40	TC0022C	Tax Collectors Phase I	40
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 8/7/24	




**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
TC

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): Colleen Webb					
Business email address: webbc@hillstax.org				Business phone number: 813.612.6753	
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: 12/28/1999 - 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
TC0029C	DL Transformed: Fraudulent Document Recognition (FDR)	8			
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 3/7/21	

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

Certifies that

Colleen Webb

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

Colleen Webb

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



This certificate is awarded to

COLLEEN BLANTON (WEBB)

for the successful completion of

Tax Collectors Examiner Training

by N/A (StarNet)

40 Hours 0 Minutes

08.01.2024 Course Number: TC-0022C per Sarah Thomas

Date of Course Completion: 3/26/2004



This certificate is awarded to

COLLEEN BLANTON (WEBB)

for the successful completion of

Tax Collectors Phase I

by N/A (StarNet)

40 Hours 0 Minutes

08.01.2024 Course Number: TC-0022C per Sarah Thomas

Date of Course Completion: 6/15/2006



This certificate is awarded to

COLLEEN BLANTON (WEBB)

for the successful completion of

DL Transformed: Fraudulent Document Recognition (FDR)

by N/A (StarNet)

8 Hours 0 Minutes

08.01.2024 Course Number: TC-0029C per Sarah Thomas

Date of Course Completion: 6/18/2007



This certificate is awarded to

COLLEEN BLANTON (WEBB)

for the successful completion of

Financial Responsibility

by External (Historic)

3 Hours 0 Minutes

Date of Course Completion: 6/12/2014



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Lutinia Williams		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake	Job Title: Branch Training Coordinator		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	09/01/24		

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: 03/04/19	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)		
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
FLHSMV - Information and Cyber Security Awareness Training	0.50	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Birth Certificates	0.50	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - Social Security Cards	0.50	Attended Course
AAMVA - Security Features	1	Attended Course
AAMVA - People and Actions	0.75	Attended Course
Total Hours	69	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Total hours = 120.33



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Lutinia Williams		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake	Job Title: Branch Training Coordinator		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	09/01/24		

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: 03/04/19	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 - Vehicle Identification Documents	0.83	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Internal Fraud for Staff	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
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	39.33	

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



Name to Appear on Certificate:	Lutinia Williams		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake	Job Title: Branch Training Coordinator		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="checked" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	09/01/24		

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: 03/04/19		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)		
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
Total Hours	12	

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

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): Lutinia Williams

Business email address: n/a

Business phone number: 352-343-9602

Job title: Branch Training Coordinator

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:

☐ 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: Office of The Lake County Tax Collector

Your Title: Branch Training Coordinator

Employment Dates: 03/04/2019-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
TC-0001C	Counterfeits & Alterations	.75 (45 min)	TC-0003C	Vehicle Identification Documents	.83 (50 min)
TC-0002C	Driver's License & ID Cards	.75 (45 min)	TC-0005C	Birth Certificates	.50 (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: LUTINIA WILLIAMS

Date: Aug 30, 2024



**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): Lutinia Williams					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Branch Training Coordinator					
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: Branch Training Coordinator			Employment Dates: 03/04/2019-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
TC-0006C	Canadian BC, Driver and Vehicle Documents	.75 (45 min)	TC-0008C	Internal Fraud for Staff	.75 (45 min)
TC-0007C	Canadian Travel, Citizenship, & Immigration Docs	1.0 (60 min)	TC-0009C	Introduction to Covert Features	.75 (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: LUTINIA WILLIAMS				Date: Aug 30, 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**

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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): Lutinia Williams

Business email address: n/a Business phone number: 352-343-9602

Job title: Branch Training Coordinator

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:

☐ 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: Office of The Lake County Tax Collector

Your Title: Branch Training Coordinator Employment Dates: 03/04/2019-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
TC-0010C	Introduction to Fraud	1.0 (60 min)	TC-0012C	Military ID Cards	.50 (30 min)
TC-0011C	Mexican Documents	.75 (45 min)	TC-0013C	People and Actions	.75 (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: LUTINIA WILLIAMS

Date: Aug 30, 2024



Application for
Florida Professional Certification
Property Tax Oversight Certification and Training

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Reason for Applying

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Applicant Information

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

Business email address: n/a

Business phone number: 352-343-9602

Job title: Branch Training Coordinator

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:

☐ 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: Office of The Lake County Tax Collector

Your Title: Branch Training Coordinator

Employment Dates: 03/19/2024-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-0014C	Security Features	1.0 (60 min)	TC-0016C	Travel Documents	.75 (45 min)
TC-0015C	Social Security Cards	.50 (30 min)	TC-0017C	U.S. Immigration Documents	.75 (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: LUTINIA WILLIAMS

Date: Aug 30, 2024



**Application for
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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): Lutinia Williams					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Branch Training Coordinator					
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: Branch Training Coordinator			Employment Dates: 03/04/2019-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
TC-0018C	CDL Module 1	2.5	TC-0020C	CDL Module 3	.75 (45 min)
TC-0019C	CDL Module 2	.75 (45 min)	TC-0021C	CDL Module 4	.75 (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: LUTINIA WILLIAMS				Date: Aug 30, 2024	



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N. 10/21
Rule 12D-16.002, F.A.C.
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Reason for Applying					
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Applicant's name (as you would like it to appear on the certificate): Lutinia Williams					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Branch Training Coordinator					
Employed by: Office of The Lake County Tax Collector					
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<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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Your Title: Branch Training Coordinator			Employment Dates: 03/04/2019-present		
Employer:					
Your Title:			Employment Dates:		
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No.	Course Title	Hours	No.	Course Title	Hours
TC-0025C	Driver License Preparatory Training Online	12.0	TC-0045C	Information and Cyber Security Awareness Training	.50 (30 min)
TC-0044C	Heavy Vehicle Use Tax (HVUT)	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: LUTINIA WILLIAMS				Date: Aug 30, 2024	



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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): Lutinia Williams					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Branch Training Coordinator					
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: Branch Training Coordinator			Employment Dates: 03/04/2019-present		
Employer:					
Your Title:			Employment Dates:		
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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: LUTINIA WILLIAMS				Date: Aug 30, 2024	



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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): Lutinia Williams					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: Branch Training Coordinator					
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			
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Employer: Office of The Lake County Tax Collector					
Your Title: Branch Training Coordinator			Employment Dates: 03/04/2019-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
TC-0041C	TCC 502 Leadership & Management Skills in a 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: LUTINIA WILLIAMS				Date: Aug 30, 2024	

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Date of Course Completion: 12/8/2021

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

Certifies that

Lutinia Williams

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

LUTINIA WILLIAMS

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2023

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 12/6/2023

This certificate is awarded to

LUTINIA WILLIAMS

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: 4/18/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: Canadian Birth Certificates, Driver, and Vehicle Docs

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/18/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: Birth Certificates

by External Training

0 Hours 30 Minutes

Date of Course Completion: 4/18/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/19/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/23/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/25/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/25/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 4/25/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 4/25/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/25/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: Military ID Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 4/25/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: Vehicle Identification Documents

by External Training

0 Hours 50 Minutes

Date of Course Completion: 4/25/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/25/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 4/25/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/25/2024

This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

AAMVA FDR 2024: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/25/2024

This certificate is awarded to

LUTINIA WILLIAMS

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: 4/30/2024

This certificate is awarded to

LUTINIA WILLIAMS

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: 4/30/2024

This certificate is awarded to

LUTINIA WILLIAMS

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: 4/30/2024

This certificate is awarded to

LUTINIA WILLIAMS

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: 4/30/2024

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

Certifies that

Lutinia 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



Congratulations,

Lutinia Williams

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 13, 2024
5 credit hours



Congratulations,

Lutinia Williams

on completing

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

Course Number: TC-0038C

on

May 23, 2024
10 credit hours



Congratulations,

Lutinia Williams

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

July 2, 2024
15 credit hours





FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

LUTINIA WILLIAMS

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 8/29/2024



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Suzette Williams		
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:	07/01/24		

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: 07/18/16	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 - 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 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	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 - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
Total Hours	82.5	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Total Hours = 120



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Suzette Williams		
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:	07/01/24		

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: 07/18/16	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 - Mexican Documents	0.75	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Security Features	1	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
Total Hours	37.5	

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
TC

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): Suzette Williams					
Business email address: Suzette.Williams@laketax.com			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: 07/18/2016-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 & Distribution of Property Taxes	30	TC-0042C	TCC 504 Collection of Licenses, Taxes, and Fees	30
TC-0040C	TCC 501 Duties & Responsibilities of FL Tax Coll	30	TC-0001C	Counterfeits and Alterations	0.75
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <i>SUZETTE WILLIAMS</i>				Date: 07/01/2024	



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Page 1 of 2
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Your Title: Customer Service Representative II			Employment Dates: 07/18/2016-present		
Employer:					
Your Title:			Employment Dates:		
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No.	Course Title	Hours	No.	Course Title	Hours
TC-0002C	Driver's License and ID Cards	0.75	TC-0007C	Canadian Travel, Citizenship, and Immigration	1.0
TC-0006C	Canadian Birth Certificates, Driver and Vehicle Docs.	0.75	TC-0008C	Internal Fraud for Staff	0.75
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <i>SUZETTE WILLIAMS</i>				Date: 07/01/2024	



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No.	Course Title	Hours	No.	Course Title	Hours
TC-0009C	Introduction to Covert Features	0.75	TC-0011C	Mexican Documents	0.75
TC-0010C	Introduction to Fraud	1.0	TC-0013C	People and Actions	0.75
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <i>SUZETTE WILLIAMS</i>				Date: 07/01/2024	



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Page 1 of 2
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No.	Course Title	Hours	No.	Course Title	Hours
TC-0014C	Security Features	1.0	TC-0019C	CDL Module 2	0.75
TC-0018C	CDL Module 1	2.5	TC-0020C	CDL Module 3	0.75
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: SUZETTE WILLIAMS				Date: 07/01/2024	



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Page 1 of 2
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<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
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Employer: Office of The Lake County Tax Collector					
Your Title: Customer Service Representative II			Employment Dates: 07/18/2016-present		
Employer:					
Your Title:			Employment Dates:		
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No.	Course Title	Hours	No.	Course Title	Hours
TC-0021C	CDL Module 4	0.75	TC-0039C	TCC 003 Customer Service Training	5.0
TC-0025C	Driver's License Preparatory Training	12.0			
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: SUZETTE WILLIAMS				Date: 07/01/2024	

This certificate is awarded to

SUZETTE WILLIAMS

for the successful completion of

AAMVA CDL 2015: Module 1 - Introduction to CDL Licensing

by MS

2 Hours 30 Minutes

Date of Course Completion: 5/23/2017

This certificate is awarded to

SUZETTE WILLIAMS

for the successful completion of

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

by MS

0 Hours 45 Minutes

This certificate is awarded to

SUZETTE WILLIAMS

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: 5/23/2017

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



Certifies that

Suzette Williams

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

February 22-26, 2021

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

Certifies that

Suzette Williams

has successfully completed

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

Course Number: TC-0042C

June 21-24, 2022
30 credit hours





This certificate is awarded to

SUZETTE WILLIAMS

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 10/12/2023

This certificate is awarded to

SUZETTE WILLIAMS

for the successful completion of

AAMVA FDR 2024: Canadian Birth Certificates, Driver, and Vehicle Docs

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/18/2024

This certificate is awarded to

SUZETTE WILLIAMS

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: 4/18/2024

This certificate is awarded to

SUZETTE WILLIAMS

for the successful completion of

AAMVA FDR 2024: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/24/2024

This certificate is awarded to

SUZETTE WILLIAMS

for the successful completion of

AAMVA FDR 2024: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/24/2024

This certificate is awarded to

SUZETTE WILLIAMS

for the successful completion of

AAMVA FDR 2024: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/26/2024

This certificate is awarded to

SUZETTE WILLIAMS

for the successful completion of

AAMVA FDR 2024: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/29/2024

This certificate is awarded to

SUZETTE WILLIAMS

for the successful completion of

AAMVA FDR 2024: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 4/29/2024

This certificate is awarded to

SUZETTE WILLIAMS

for the successful completion of

AAMVA FDR 2024: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

SUZETTE WILLIAMS

for the successful completion of

AAMVA FDR 2024: People and Actions

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

SUZETTE WILLIAMS

for the successful completion of

AAMVA FDR 2024: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 5/1/2024

This certificate is awarded to

SUZETTE WILLIAMS

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: 5/2/2024

Congratulations,
Suzette Williams

on completing

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

Course Number: TC-0036C

on

May 7, 2024
30 credit hours



Congratulations,

Suzette Williams

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

June 27, 2024
5 credit hours

